

QUANAH JUNIOR HIGH SCHOOL  
2009-2010

STUDENT & PARENT HANDBOOK

STUDENT CODE OF CONDUCT

Shawn Read ,Principal  
Gayle McKinley, Asst. Principal  
P.O. Box 150

Quanah, Texas 79252

Phone: 940-663-2226

***WE WHO HAVE  
A  
PURPOSE  
WILL NEVER  
FAIL***

## Mission of Travis Middle School

It shall be the mission of the Travis Middle School Campus (grades 7-8) to carry out the mission, Goals, and Objectives of the Quanah School District. The Mission of the Travis Middle School Campus is to continue the development of the essential academic skills and knowledge of each student according to their potential so they may build a life of continuous learning for high school and beyond. The core curriculum shall be a continuous progression and refinement of English language arts, mathematics, science, social studies, fine arts, health, physical education and the addition of technological literacy. The students shall be prepared for the diversity of educational opportunities in the high school and beyond. There shall be refinement of the ability to think logically, independently, and creatively and to communicate effectively.

## PREFACE

### To Students and Parents:

Welcome to school year 2009-2010! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, and teachers. The Student Handbook is designed to help us do this.

The Quanah Independent School District Student Handbook contains information that both students and parents are likely to need during the school year. The handbook contains three sections: The first especially for parents, with information all parents will need about assisting their child and responding to school-related issues;

The second for students and their parents, to provide information about courses, class rank, extracurricular and other activities; and

The third section is general information regarding school operations and requirements.

We have attempted to make the language as straight forward as possible, however, please be aware that the term "the student's parent" is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents also need to be familiar with the Quanah Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document may be found as an attachment to this handbook and posted in the principal's office.

The Student Handbook is written to conform with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions are available to students and parents through newsletters and other communications.

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

**We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the acknowledgment form, so that we have a record of your choices listed there. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school office.**

#### **PHILOSOPHY QUANAH INDEPENDENT SCHOOL DISTRICT**

**All children are entitled to a free education from ages 5 through 21; this education shall include the full development of the unique potentialities of each child. It is the responsibility of the school to develop a curriculum that will enable each child to grow, according to his/her abilities, academically, vocationally, socially, and personally.**

**The school shall provide experiences for each child that will enable him/her to become a problem-solver, seeker of knowledge, and individual responsible for his/her choices, and one who has self-understanding, self-acceptance, and understands and accepts others with an appreciation for democratic values and the worth of every individual. These experiences are provided in and out of the classroom (be they learning to read, playing football, improving physical health, improving relationships with peers or learning about the world of work).**

#### **SCHOOL BEHAVIOR RIGHTS, RESPONSIBILITIES AND REGULATIONS**

**In order to function properly, public school education must provide an equal learning opportunity for all students. In addition to the regular curriculum, principles and practices of good citizenship must be taught and demonstrated. This includes an appreciation for the rights of others. However, no school or school system can discharge these responsibilities if it permits students to act in an objectionable manner or to disregard rules and regulations adopted for the benefit of all persons.**

**Students live and function, as do adults, in the general community. As citizens, students are entitled to our society's benefits; but as citizens they are also subject to its national, state and local laws and rules governing various aspects of their conduct. Not all laws or rules are easy to follow, nor need one necessarily agree with each and every law or rule. Often a law or rule seems unjust or inappropriate, but the law or rule must be obeyed.**

**In much the same manner, students live and function in a second community as well - namely, the school community. Public education confers its own benefits, but it, too, requires .acceptance of individual responsibilities; for while education must always encourage diversity and challenge, it must at the same time have an orderly and manageable framework within which to operate.**

**The rules and standards set forth in this handbook apply to conduct on school premises or on school busses or involving school property, to conduct off school premises that directly affect other students or the school, and to conduct at school functions of any kind. This handbook does not define all types and aspects of student behavior; however, the Board of**

**Education has the responsibility to set forth policies, rules and regulations to help each student conduct himself in a proper manner as a good citizen of the school community.**

**The Board of Education and the Superintendent of Schools may establish written policies, rules and regulations of general application governing student conduct in all schools. In addition, each principal, within his or her school, may establish certain rules and regulations not inconsistent with those established by the Board of Education and the superintendent.**

**Any conduct is prohibited which: (1) causes or which creates a reasonable likelihood that it will cause a substantial disruption in or material interference with any school function, activity or purpose, or (2) that interferes with or creates a reasonable likelihood that it will interfere with the health, safety, well-being, or the rights of other students.**

#### **Community Involvement**

**Representatives from all segments of the local education community were involved in developing and reviewing the District's Student Code of Conduct. Selected teachers, administrators, parents, community members, and business representatives were requested to review the plan submitted here.**

#### **Nondiscrimination**

**Quanah does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.**

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

**Title IX Coordinator, for concerns regarding sex discrimination:**

**Terry D. Allen P.O. Box 150 Quanah, Texas 79252  
940-663-2281**

**Section 504 Coordinator, for concerns regarding disability discrimination: Kathy  
Gaebler, P.O. Box 150 Quanah, Texas 79252 940-663-6321**

#### **Services for the Homeless and for Title I Participants**

**Other designated staff you may need to contact include:**

**Liaison for Homeless Children and Youths, who coordinates services for  
homeless students.  
Judy Campsey  
P.O. Box 150  
Quanah, Texas 79252  
940-663-2791**

**Parent Involvement Coordinator, who works with parents of students participating in Title I.**

**P.O. Box 150  
Quanah, Texas 79252  
940-663-2226**

## **SECTION I**

### **IMPORTANT INFORMATION FOR PARENTS**

**This section of the Student Handbook includes information on topics of particular interest to you as a**

**parent, such as:**

**Your child's grades and progress reports;**

**Records pertaining to your child;**

**Conferences with your child's teacher;**

**Procedures to follow if you have a concern that isn't resolved by a conference; and**

**School events and school-related groups that would welcome your attendance or participation.**

#### **Your Involvement As a Parent**

**A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.**

**Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.**

**Monitor your child's academic progress and contact teachers as needed.**

**Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 940-663-2263 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.**

**Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.**

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

**Political affiliations.**

**Mental and psychological problems potentially embarrassing to the student or family.**

**Sexual behavior and attitudes.**

**Illegal, antisocial, self-incriminating, and demeaning behavior.**

**Criticism of individuals with whom the student or the student's family has a close family relationship.**

**Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.**

**Income, except when the information 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 any teaching materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]**

**Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child.**

**Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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; or**

**When it relates to media coverage of the school.**

**Removing 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 by the Texas Education Agency.**

**Becoming a school volunteer. For further information, see policy GKG and contact the principal at 940-663-2226.**

**Participating in campus parent organizations. Parent organizations include: Parent Teacher Organization, Band Boosters and Sports Club.**

**Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Travis jr. high principal at 940-663-2226.**

**Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. [See policies BE and BED for more information.]**

## **Grading Guidelines**

**Teachers will familiarize the students with the grading practice. Grades will be recorded frequently, a minimum of two grades per week. Progress reports will be sent home to parents at the end of the 3<sup>rd</sup> week of the six weeks for students who are failing. Teachers will make every effort to obtain homework from students. This includes contacting the parent, principal, and assigning the student to after school tutorials.**

**The semester grade will be determined with the average of the three six weeks averages counting as 6/7 and the semester exam counting as 1/7. A student who has not maintained a grade average equivalent to at least 70% on a 100 point scale shall not be given credit for the course. No grade higher than 100% shall be given**

## Report Cards, Progress Reports, and Conferences

A student may 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.

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every 6 weeks. At the end of the first three weeks of a grading period, you will be given written notice if your child's performance in any course in English language arts, mathematics, science, or social studies is near or below 70, or is below the expected level of performance. If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject.

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

## Student or Parent Complaints and Concerns

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Additional information can also be found in the designated Board policy, available in the principal's and Superintendent's offices.

Specialized complaint procedures exist regarding:

Identification, evaluation, or educational placement of a student with a disability: policies EHBA and FB.

Loss of credit because of excessive absences: policy FDD

Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.

Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.

Expulsion of a student: policy FOD and the Student Code of Conduct. Discrimination on the basis of sex: policy FB.

Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct

Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct.

Instructional materials: policy EFA.

On-campus distribution of non-school materials to students: policy FMA.

Complaints against District peace officers: policy CKE.

## Student Records

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

The law specifies that certain general information about Quanah students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

A student's name, address, telephone number, and date and place of birth.

The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The student's e-mail address on the District's computer network.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice. [See the acknowledgement form attached to this handbook.]

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to: The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.

District staff members who have what federal law defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

Various governmental agencies or in response to a subpoena or court order. A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

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

The address of the Superintendent's office is:

Terry D. Allen

P.O. Box 150

Quanah, Texas 79252

940-663-2281

The address of the Principal's office is:

P.O. Box 150  
Quanah, Texas 79252  
940-663-2226

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

Please note:

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

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

## Testing

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after: A good night's sleep;

A good breakfast; and

Dressing for the weather or for the temperature inside the testing center.

## State Assessment

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

Mathematics, annually in grades 3-7 without the aid of technology and in grades 8-11 with the aid of technology on any assessment test that includes algebra

Reading, annually in grades 3-9

English language arts in grade 10

Social studies in grades 8 and 10

Science in grades 5 and 10

Writing, including spelling and grammar, in grades 4 and 7

To receive a high school diploma, students must successfully pass exit-level tests. Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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

### Release of Students During the School Day

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

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note, from his or her parent that morning. A student who becomes ill during the school day will be allowed to call home.

### Withdrawal 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. A withdrawal form may be obtained by the parent from the principal's office.

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

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

## SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

### Academic Programs

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. Effective in school year 2004-2005, most ninth graders will be required to enroll in the Recommended or Distinguished Achievement Program. [For more information policy EIF.]

### Academic and Honors

To be eligible for 1<sup>st</sup>, 2<sup>nd</sup>, or 3<sup>rd</sup> High Grade Average award, a student must have attended for 2 semesters in grades 7 and have attended the 1<sup>st</sup> semester and the 4<sup>th</sup> and 5<sup>th</sup> six weeks of the 8<sup>th</sup> grade in Quanah Junior High. To determine the top 3 ranking 8<sup>th</sup> grade students, both semester grades for their 7<sup>th</sup> grade year, the first semester grade and the 4<sup>th</sup> and 5<sup>th</sup> six weeks average for the 8<sup>th</sup> grade year are averaged.

To determine students eligible for medals, the six weeks average for the 1<sup>st</sup> through 5<sup>th</sup> six weeks grades are averaged in each subject. This work has to be completed in Quanah Junior High School and the student must be a student in Quanah Junior High School at the time the medals are presented.

#### Honor Roll

A student will be recognized as an A honor roll student if his/her average is 89.5 or above in all core subjects. A student will be recognized as a B honor roll student if his/her average is 84.5 or above in all core subjects. A student must be passing all subjects to receive honor roll recognition.

#### Promotion Standards

In grades 7-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the Texas Assessment of Knowledge and Skills (TAKS), will be required for promotion. This requirement will be effective for the following students:

**Eighth graders in the 2009-2010 school year.**

A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level. [For further information, see policies at EHBC, EI, and EIE.

#### Special Programs

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus principal.

#### Compensatory and Remedial Instruction

The District will provide a mathematics acceleration class for students scoring below the passing level on the most recently administered TAKS test. The mathematics acceleration class will be in addition to the required mathematics class and will take the place of an elective.

A reading acceleration class will be provided for students scoring below the passing level on the most recently administered TAKS test. The reading acceleration class will be in addition to the required reading class and will take the place of an elective.

#### Advanced Academics

**Quannah Independent School District's philosophy of providing educational opportunities to meet the needs of all children recognizes that advanced students have needs that require special programs. Academically advanced students are a very important resource in our total society and deserve a full opportunity to discover, develop, and fulfill their potential. To this end, QISD will provide a flexible program of experiences that are consistent with the abilities and potential.**

**Any student in grades 2-11 may be nominated in the spring semester of each school year for placement the following fall semester. All testing will be completed in the Spring and parents or guardians notified of the results. Students will be assigned an anonymous number and their test scores will be presented to the Advanced Academic Committee. This committee will consist of a principal, A.A. teacher, counselor, and at least two classroom teachers with Advanced Academic training. Those students whose scores meet the minimum requirements set by QISD will be placed in the programs with parental permission.**

**Once a student is placed, he/she will continue in the program, unless the adopted exit procedures are followed.**

#### **Non-accredited Schools**

**Students entering the District from non-accredited public, private, or parochial schools, including home schools, shall be placed initially at the discretion of the principal, pending observation by classroom teacher(s), guidance personnel, and the principal. Criteria for placement may include:**

- Scores on achievement test(s), which will be administered by appropriate District personnel.**
- Recommendation of the sending school.**
- Prior academic records**
- Chronological age and social and emotional development of the student.**
- Other criteria deemed appropriate by the principal.**

#### **Textbooks**

**State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.**

#### **Credit by Examination**

**A student in grades 7-8 who has received prior instruction in a course or subject -but did not receive credit for it (the average must be no less than 60%) may, in circumstances determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least a 70% on the examination. A student may not use credit by examination to regain eligibility to participate in extracurricular activities. A student wishing to take a credit by examination who qualifies by the above standards must notify the counselor at least three weeks prior to the test days. Testing dates will be the first Monday, Tuesday, and Wednesday of June,**

and the afternoons of the Exit exams in July. For more information contact the high school counselors office at (940) 663-2791 [For further information, see the counselor and policy EEJA.]

Credit by Examination -- If the student has not received prior instruction

**A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. The dates on which exams are scheduled during the 2008-2009 school year include:**

<b>APPLICATION DEADLINE</b>	<b>TESTING DATE</b>
Before 09/26/2008	11/05/2009
Before 01/22/2008	03/04/2010
Before 04/28/2008	06/10/2010
Before 05/05/2008	06/17/2010
Before 06/02/2008	07/15/2010

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30

days prior to the scheduled testing date. The District will not honor a request by a parent to administer a

test purchased by the parent from a State Board-approved university. [For further information, see EEJB.]

Tutorials and Homework Help

**Tutorial services may be provided during or in addition to the instructional day. Beginning the fourth week the district shall require students who score lower than 70% in a subject to attend the tutorials. Tutorials shall be provided in subjects of English, Language Arts, Mathematics, Science and Social Studies for grades 7-8.**

Class Schedules

**Class changes will only be made during the first two weeks of each semester as the master schedule permits. No changes will be made after the first two weeks of school.**

Computer Resources

**To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their 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 electronic communications—e-mail—using District computers are not private and may be monitored by District staff. [For additional information, see policy CQ.]**

Counseling

Academic Counseling

**Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6<sup>th</sup> through 8<sup>th</sup> will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.**

#### **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 ask a staff member to contact the counselor.**

**To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.**

**Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. [For more information, refer to policy FFE.]**

**Quannah ISO will be conducting a drug education survey provided by Region 9. The purpose of the survey is to determine the level of drug usage and gang involvement, if any, in our district. This enables the district to revise and update the drug prevention programs. The drug education survey is confidential. The students are asked to not put their names on the survey. When the surveys are completed, they are mailed to Region 9. Region 9 scans the surveys and sends back a report. See the attached permission form.**

#### **Elected Honors**

##### **Cheerleaders**

**Six cheerleaders, three seventh and three eighth grade, are elected once each year to lead in the yells at football, basketball and other athletic events. This student must be passing, with a "70" average in all subjects, in his/her schoolwork. A cheerleader constitution will be given to all Junior High cheerleaders and the rules and regulations within will be enforced and adhered to.**

##### **Student Council**

**The student body in an annual campaign will elect student Council officers, President, Vice-President, and Secretary-Treasurer. Two representatives will be elected from each homeroom class. Other members will include the President and Vice-President from the seventh and eighth grade classes.**

#### **Extracurricular Activities, Club and Organizations**

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

**State law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing competition between schools, governs eligibility for participation in many of these activities. The following requirements apply to all extracurricular activities:**

**A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.**

**A student with disabilities 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 ten absences not related to post-district competition, a maximum of five absences for post-district competition, prior to state, and a maximum of two 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.**

**A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.**

**A student regains eligibility seven calendar days after the three-school week period if the student is passing all courses on the last class day of the three school week period. Student's work will be evaluated from the first class day of the new grading period. If the student has at least a minimum grade of 70 on a scale of 0-100 for work done since the end of the previous grading period the student may regain eligibility seven calendar days after the 3-week period.**

**Sponsors of student clubs and performing groups such as the band, choir and drill 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 the 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.**

**A student in grades seven - twelve may participate in extracurricular activities on or off campus at the beginning of the school year if the student has earned the cumulative number of credits in state-approved courses as indicated in this subsection:**

**Seventh grade year - passed from the sixth grade to the seventh;**

**Eighth grade year - earned credit for all but one on the courses required for the seventh grade;**

**Ninth grade year - completed all seventh grade courses and earned credit for all but one of the courses required for the eighth grade;**

Tenth grade year - earned a minimum of five credits toward graduation;  
Eleventh grade year - earned a minimum of ten credits toward graduation;  
Twelfth grade year - earned a minimum of fifteen credits toward graduation

### SECTION III

#### OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct; use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

#### Attendance

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

#### Compulsory Attendance

The state compulsory attendance law requires that:

"A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass." School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student: Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period.

#### Attendance for Credit

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

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines: All absences, except those for religious holy days and documented health care appointments for which routine make-up work has been completed, will be reviewed. In reaching consensus about a student's

absences, the committee will attempt to ensure that its decision is in the best interest of the student.

The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.

The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.

The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent.

The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year. When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

#### Saturday School

The Attendance Review Committee will determine if Saturday school is an acceptable way to regain credit lost due to excessive absences. The principal will determine if an absence from Saturday school is acceptable. If the absence is not excused, the student will be assigned to in-school suspension. Saturday school rules:

- Bring a library book,
  - Complete all required work,
- Bring a lunch, lunches may not be delivered or brought to the student,  
Failure to follow these rules will result in dismissal from Saturday school. The student will not receive credit for attending that day.

#### Re-Admission Slips

A physician's note is required if the student was absent due to a doctor's appointment.

When returning to school after an absence, a student must bring a note, signed by the parent, that describes the reason for the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. Physician verification of an illness may be required in the student's absences are more than 3 to 5 consecutive days, or if the reason given is suspect. No student is to be readmitted to any class after absence without an admittance slip from the principal's office. Readmission slips are to be obtained from the principal's office prior to the 8:00 a.m. bell.

**Steps to follow when absent:**

Have parent or guardian write an excuse giving your name, date, day of absence, reason for absence and his/her signature.

Present your excuse to your principal before the 1<sup>st</sup> period bell.

Ask all teachers for make-up assignments. Assignments that are not made up will be reflected in your grades.

Early dismissal must be secured from the principal's office and sign out.

**Make-up Work**

A student will be allowed one day for each day of absence from time of reinstatement to complete assigned make-up work. If a student fails to turn in make-up work as directed, the student will be required to stay for after school help.

**Tardies**

Students on the Junior High campus will be allowed two tardies for emergency reasons. The third tardy will be punished according to rules for individual classrooms. Additional tardies will result in additional punishments.

**HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

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

**WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

You should seek prompt medical attention.

**WHERE CAN YOU GET MORE INFORMATION?**

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

**Harassment on the Basis of Race, Color, Religion, National Origin, or Disability**  
Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

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

### Sexual Harassment / Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, Terry D. Allen.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

### Law Enforcement Agencies Questioning of Students

**When law enforcement officers or other lawful authorities wish to question or interview a student at school:**

The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student. The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection. The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection. The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### Students Taken Into Custody

**State law requires the District to permit a student to be taken into legal custody: To comply with an order of the juvenile court.**

**To comply with the laws of arrest.**

**By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.**

**By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.**

To comply with a properly issued directive to take a student into custody.

By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the 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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.

All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors. [For further information, see policy GRA.]

Distribution of Published Materials or Documents Posters

Posters may be put up in the building to advertise student activities, promote school spirit, campaign for a Student Council Office, etc. after permission has been obtained from the principal. Posters may be placed on the wood or glass surfaces. Do not use tacks or nails to put up posters. As soon as the reason for the advertisement has passed, the party who put them up must take down the posters.

School Materials

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school newspaper, Jabber, and the yearbook, Chief, are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Nonschool Materials

Unless a student (or a nonstudent) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within two school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in

accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

#### Dress and Grooming

The district's dress code has been established to teach hygiene, instill discipline, prevent disruption and avoid safety hazards. Students shall come to school looking clean and neat and wearing clothing and exhibiting grooming that will not be a health or safety hazard to the student or others. The District prohibits pictures, emblems, or writing on clothing that are lewd, offensive, vulgar, or obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy. In addition, any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of, or interference with, normal school operations is prohibited.

Students in the Quannah Public Schools are expected to dress conducive to high moral and social standards. Violations will be dealt with on an individual basis by the appropriate administrative office. This is to include, but not limited to, the following:

No tank tops or spaghetti straps; straps must be 2.5 inches wide,

No fish net shirts,

Clothing or pictures that depict death, violence, Satanism. Occult, witchcraft, or gang involvement are prohibited.

Shorts (7-8). Shorts, dresses and skirts must be no shorter than 6 inches from the floor when the

student is on both knees. Shorts must be hemmed. No bicycle shorts, gym shorts, and no

cutoffs will be permitted. Shorts and pants may not have wording on them.

No midriff shirts or blouses. Shirts must be long enough not to expose skin,

No halter tops, bare backs or low cut outs in the back of shirts,

No ponytails, rattails, clips or rubber bands in boys' hair,

Boys may not have any body piercing of any kind.

Girls may not have body piercing other than in the ears.

Students will not be allowed mouth jewelry of any kind, other than medical (braces).

Tattoos must be covered by clothing and not visible during school activities. The student is responsible for covering the tattoos.

Jeans, pants, or shorts must remain at the natural waistline; no "sagging" allowed. Undergarments must not be exposed

Thermal underwear worn as outside clothing is prohibited; fashionable rips, tears or holes in shirts and blouses are prohibited, jeans at the discretion of principal. Shirts with sleeves removed are prohibited. All styles and types of jeans, shorts, or clothing must be hemmed. No cut off shirts with hems.

No clothing, jackets, or items with wrestling logos, pictures or advertisements are allowed

- Sideburns must not extend below the bottom of the earlobe and no facial hair is allowed other than a neatly trimmed mustache.
- Students may not wear caps or hats indoors. If worn outside, they must wear caps and hats with the brim facing the front at any school function.
- Necklines and armholes must not be revealing
  - Any type of dress, wearing apparel, or hairstyle which is the judgment of the principal may not be conducive to the purpose of the school will not be allowed.

**The principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity including facial hair and the length of the hair.**

#### **Student Fees**

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

**Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.**

**Security deposits.**

**Personal physical education and athletic equipment and apparel.**

**Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.**

**Voluntarily purchased student accident insurance.**

**Musical instrument rental and uniform maintenance, when uniforms are provided by the District.**

**Personal apparel used in extracurricular activities that becomes the property of the student.**

**Parking fees and student identification cards.**

**Fees for lost, damaged, or overdue library books.**

**Fees for driver training courses, if offered.**

**Fees for optional courses offered for credit that require use of facilities not available on District premises.**

**Summer school for courses that are offered tuition-free during the regular school year.**

**A reasonable fee for providing transportation to a student who lives within two miles of the school.**

**A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.**

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

#### **Prayer**

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

#### **Pledge of Allegiance**

**Senate bill 83 requires students to recite the pledges to the United States and Texas flags once each school day. A minute period of silence will follow to allow students reflect, pray, meditate or engage in some other silent activity.**

### *Accident Prevention*

***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 ensure school safety. A student should: Avoid conduct that is likely to put the student or other students 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 safety hazards, such as intruders on campus and 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 school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.***

### *Drills: Fire, Tornado, and Other Emergencies*

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

#### ***Fire Drill***

<b><i>Sound of fire alarm</i></b>	<b><i>leave the building, move to the sidewalks, send designated person to flagpole</i></b>
<b><i>bell</i></b>	<b><i>halt; stand at attention</i></b>
<b><i>bells</i></b>	<b><i>return to the room</i></b>

#### ***Tornado Drill***

<b><i>continuous bell</i></b>	<b><i>students will move quietly but quickly to the designated locations</i></b>
<b><i>bells</i></b>	<b><i>return to classroom</i></b>

### *Emergency Medical Treatment and Information*

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

### *Emergency School-Closing Information*

***In case of severe weather or an emergency closing of campuses, information can be obtained from:***

***Radio- KIXZ local station***

***KVDL AM***  
***KSRW Childress Television- Channel 2 local channel***  
***KAUZ Channel 6 Wichita Falls***  
***KFDX Channel 3 Wichita Falls***  
***KFDA Channel 10 Amarillo***

#### 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 rehearsal, club meetings, athletic practice, 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 code of conduct established by the sponsor in accordance with Board policy.

#### Cafeteria Services

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

#### Library

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

#### Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNA. A list of these groups is available in the principal's office.

#### Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their children's school assignment area may contact Armando Leal. 940-663-2281

#### 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 in the coming years—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.

#### Searches

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

#### Students' Desks and Lockers

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

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

**Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.**

### **Vehicles on Campus**

**Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others. See also the Student Code of Conduct.**

### **Drug Detection Dogs**

**The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.**

**Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dog shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parents. If the parents also refuse to permit a search of the vehicle, the District may turn the matter over to local law enforcement officials.**

**The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle or on the student's person, as a result of a search conducted in accordance with this policy.**

### **Transportation**

#### **School Sponsored**

**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 personally requests that the student be permitted to ride with the parent, or if the parent presents—before the scheduled trip—a written request that the student be permitted to ride with an adult designated by the parent.**

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

**The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Terry Allen at 940-663-2281. Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must: Follow the driver's directions at all times.**

**Enter and leave the bus in an orderly manner at the designated bus stop nearest home. Keep feet, books, band instrument cases, and other objects out of the aisle. Not deface the bus or its equipment.**

**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.**

**Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.**

**When students ride in a District van or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.**

#### Videotaping of Students

**For safety purposes, video/audio equipment will be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.**

#### Visitors to the School

**Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.**

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

#### Secret Societies

**Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its membership, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.**

#### School Facilities

**The taxpayers of the community have made 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 in the coming years - littering, defacing, or damaging school property will not be tolerated. Students will be required to pay for damages they cause and shall be subject to disciplinary consequences in accordance with the Student Code of Conduct. A student who willfully damages school property must pay for damages before he/she is allowed to participate in an extracurricular event.**

#### Backpacks and Book Bags

**Students must leave backpacks and book bags in their lockers. Backpacks and book bags may not be taken to class. In addition, backpacks must fit into lockers, nothing can be left in the hallway.**

**GREENBELT SHARED SERVICES ARRANGEMENT  
PO BOX 150 QUANAH, TEXAS 79252**

**QUANAH INDEPENDENT SCHOOL DISTRICT  
ANNUAL NOTIFICATION CONFIDENTIALITY OF RECORDS**

**To: Parents and Adult Handicapped Students,**

**Each campus within the Quanah Independent School District maintains attendance, academic, and health records on all students enrolled in the school. Special education records on all students enrolled in special education and on all students referred for consideration of special education are kept in Quanah, Texas, at Greenbelt Shared Services Arrangement office and are kept under lock. The Director of the Arrangement has responsibility for special eligibility records. In addition, the special education teachers keep in their classroom copies of the individual education plans (IEP) and academic evaluation reports for their assigned students.**

**There is posted near the file cabinet names of those persons who have a legitimate education interest and therefore, are entitled to access of the records without consent of the parents or adult disabled student. Person with legitimate educational interests are those persons who are assigned responsibility for a portion of the student's education experience, or who have a need to inspect the records for audit purposes. These individuals include designated teachers and support personnel from the Regional Service Centers, Regional School for the Deaf, and Texas Education Agency. Personnel within the public school system whose names are not posted will sign the record of access form on the eligibility folder, stating the date, his/her name, title, agency, and the reason for access to the student's eligibility folder. All other persons must present written consent before access will be permitted, and they must also sign the record of access form.**

**The Greenbelt Shared Services Arrangement recognizes the rights of parents, adult disabled students and/or their designee as outlined under the Family Educational Rights and Privacy Act of 1974. The policy regarding these rights and administrative procedures are included in Confidentiality of Records. Copies of these policies and administrative procedures are located in the offices of the superintendent and director of special education. The filing of complaints of administrative procedures will follow complaint procedures as established in the policies.**

**Requests to inspect the special education records will be directed to the Director of the Greenbelt Shared Services Arrangement and an appointment with the appropriate school personnel will be scheduled without unnecessary delay and before any meeting regarding an individual educational plan or hearing. In no case will the appointment be scheduled more than 30 days after the request. Appropriate personnel upon request will interpret any information in the records.**

**If the parent or adult disabled student requests the deletion or change of any portion of the records, this request will be considered, unless that portion is necessary to document eligibility for services. If the request is denied, the parent or adult disabled student has the right to write a dissent or addition to be included in the records, and/or appeal the decision by following the complaint procedures as established in the Explanation of Procedural Safeguards.**

**Copies of their student records will be supplied to parent or adult disabled student at their request as expeditiously as possible with a fee of \$.05 per page required. If a student moves, Quanah ISO is required to send all records, including special education records, to the new district within 30 calendar days. Greenbelt SSA is not required to obtain consent to send these records, but we are required to inform you that these records have been sent.**

**Student's eligibility folders will be maintained within the Shared Services office at least seven years after the cessation of services to students with a disability. After that time, in the event it is planned to destroy these records, written notification will be forwarded to the latest address recorded in each of the eligibility folders no later than three months before**

the records are scheduled to be destroyed. Written requests not to destroy the special education records from parents or adult handicapped students will be honored.

**Areglo de Servicios Compartidos de Greenbelt (Greenbelt Shared Services Arrangement) P.O. Box 150 Quanah, Texas 79252**

**Para: Padres y Estudiantes Adultos con discapacidades**

Cada escuela dentro del Distrito Escolar Independiente de Quanah (Quanah Independent School District) mantiene records de asistencia, academia, y salud de cada estudiante que se alista en la escuela. Records de Educacion Especial de todos estudiantes alistados en Educacion Especial y todos estudiantes remitidos para consideracion para educacion especial son guardados en Quanah, Texas, en la oficina de Areglo de Servicios Compartidos de Greenbelt (Greenbelt Shared Services Arrangement) y son guardados con Have. El director del Areglo de Servicios Compartidos (Shared Services Arrangement) tiene la responsabilidad para records de elegibilidades especiales. Tambien las maestras de educacion especial tienen copias en sus salones de las planes de educacion individuales (IEPs) y reportes de evaluaciones academicas para estudiantes asignados.

Estan listados cerca del guardadero los nombres de las personas que tengan un interes legitima educacional y que sean titulados para tener acceso a los records sin permiso de los padres o estudiantes adultos con discapacidades. Personas con razones legitimas educacionales son las personas que tienen la responsabilidad por parte de la experiencia educacional de los estudiantes o que tienen la necesidad para inspeccionar los records para razones adulterosos. Estas personas incluye maestras indicados y personal suportables de los Centros de Servicios Regionales (Regional Service Centers), Escuela Regional de Sordos (Regional School for the Deaf), y Agencia de Texas de Educacion (Texas Education Agency). Personal dentro de la systema de la escuela publica que sus nombres no estan listados, van a firmar la forma de record de acceso del record de elegibilidad del estudiante. Todas otras personas necesitan presentar permiso escrito antes que acceso se permite y necesitan que firmar la forma de record de acceso.

El Areglo de Servicios Compartidos de Greenbelt (Greenbelt Special Services Arrangement) reconoce los derechos de padres, estudiantes adultos con discapacidades o sus indicados como son esquinados bajo de Derechos de Familia Educacionales (Family Educational Rights) y Acto de Aislamiento de 1974 (Privacy Act of 1974). La politica tocante de estos derechos y procedimiento administrativos son incluidos en Records Condificiales. Copias de estas politicas y procedimientos administrativos son localizadas en las oficinas de el superintendente y director de educacion especial. Los acciones de archivar quejas de procedimientos administrativos siguen procedimientos de quejas como estan establisados en las politicas.

Solicitaciones para inspeccionar los records de educacion especial seran dirigidas al Director del Areglo de Servicios Compartidos de Greenbelt (Greenbelt Special Services Arrangement) y una cita con personal apropiada sera listada sin tardar necesariamente y antes de una cita que reconoce el plan de educacion individualmente o corte. En no caso la cita sera listada en dentro de 30 dias despues de la'solicitud. Personal apropiada por solicitud intrepertaran cualquier informacion en el record.

Si el padre o estudiante adulto con discapacidades solicita borrar o cambiar cualquier parte del record, esta solicitud sera considerada, a menos que esa parte es necesaria para documentar elegibilidad para servicios. Si la solicitud sea denegacion, el padre o estudiante adulto con discapacidades teine la derecha a escribir un desintimiento o agregacion que sea incluido en los records, y/o apelar la

decision siguiendo los procedimientos de quejas como estan establecidos en el Explicacion de Procedales de Salvaguardias (Explanation of Procedural Safeguards).

A instancias de padres o estudiantes adultos con discapacidades copias de records de sus estudiantes sean dadas lo mas pronto posible con un requerimiento de \$.05 por pagina. Si el estudiante se mueve, Quanah ISO tiene que enviar todos los records, incluyendo records de educacion especial, al nuevo distrito dentro de 30 dias de calendario. Areglos de Servicios Compartidos (Greenbelt SSA) no necesita obtener consentimiento para mandar estos records, pero tienen que informar a Ud. que estos records se han enviado.

Records de elegibilidad de estudiantes seran mantenidos dentro la oficina de Servicios Compartidos (Shared Services) si quiera siete anos despues de cesacion de servicios de estudiantes con discapacidades. Despues de ese tiempo, en el evento que se hacen planes de destruir estos records, notificacion escrita sera enviado al ultimo dirreccion documentado en cada record de elegibilidad dentro de tres meses antes que el record sera listado para destruir. Solicitaciones escritas a no destruir records de educacion especial de padres o estudiantes adultos con discapacidades seran honrados.

#### **NOTICE OF RIGHTS FOR DISABLED STUDENTS AND THEIR PARENTS UNDER §504 OF THE REHABILITATION ACT OF 1973**

The Rehabilitation Act of 1973, commonly known in the schools as "Section 504", is a federal law passed by the United States Congress with the purpose of prohibiting discrimination against disabled persons who may participate in, or receive benefits from, programs receiving federal financial assistance. In the public schools specifically, §504 applies to ensure that eligible disabled students are provided with educational benefits and opportunities equal to those provided to non-disabled students.

Under §504, a student is considered "disabled" if he or she suffers from a physical or mental impairment that substantially limits one or more of their major life activities, such as learning, walking, seeing hearing, breathing, working, and performing manual tasks. Section §504 also applies to students with a record of having a substantially limiting impairment, or who are regarded as being disabled even if they are truly not disabled. Students can be considered disabled, and can receive services under §504, even if they do not qualify for, or receive, special education services.

The purpose of the Notice is to inform parents and student of the rights granted them due to 504. The federal regulations that implement §504 are found at Title 34, part 104 of the code of Federal Regulations (CFR) and entitle parents of eligible students, and the students themselves, to the following rights:

You have the right to be informed about your rights under §504. [34 CFR 104.32]

The

School District must provide you with written notice of your rights under §504 (this document

represents written notice of rights as required under §504). If you need further explanation or

clarification of any rights described in this Notice, contact appropriate staff persons at the

District's §504 .Office and they will assist you in understanding your rights

Under §504, your child has the right to an appropriate education designed to met his or her

educational needs as adequately as the needs of non-disabled students are met.

**[34 CFR  
104.33].**

**Your child has the right to free educational services, with the exception of certain costs normally also paid by the parents of non-disabled students. Insurance companies and other similar third parties are not relieved of any existing obligation to provide or pay for services to a student that becomes eligible for services under §504. [34 CFR 104.33],**

**To the maximum extent appropriate, your child has the right to be educated with children who are not disabled. Your child will be placed and educated in regular classes, unless the District demonstrates that his or her educational needs cannot be adequately met in the regular classroom, even with the use of supplementary aids and services. [34 CFR 104.33].**

**Your child has the right to services, facilities, and activities comparable to those provided to non-disabled students. [34 CFR 104.34].**

**The School District must undertake an evaluation of your child prior to determining his or her appropriate educational placement or program of services under §504, and also before every subsequent significant change in placement. [34 CFR 104.35],**

**If formal assessment instruments are used as part of an evaluation, procedures used to administer assessments and other instruments must comply with the requirements of §504 regarding test validity, proper method of administration, and appropriate test selection. [34 CFR 104.35]. The District will consider information from a variety of sources in making its determination, including, for example: aptitude and achievement tests, teacher recommendations, reports of physical condition, social and cultural background, adaptive behavior, health records, report cards, progress notes, parent observations, and scores on TEAMS/TAAS tests, among others. [34 CFR 104.35].**

**Placement decisions regarding your child must be made by a group of persons (a §504 committee) knowledgeable about your child, the meaning of the evaluation data, possible placement options, and the requirement that to the maximum extent appropriate, disabled children should be educated with non-disabled children. [34 CFR 104.35].**

**If your child is eligible for services under §504, he or she has a right to periodic evaluations to determine if there has been a change in educational need. Generally, an**

evaluation will take  
place at least every three years. [34 CFR 104.36].

You have the right to be notified by the District prior to any action regarding the  
identification,  
evaluation, or placement of your child. [34 CFR 104.36].

You have the right to examine relevant documents and records regarding your child  
(generally documents relating to identification, evaluation and placement of your  
child under  
§504). [34 CFR 104.36].

You have the right to an impartial due process hearing if you wish to contest any  
action of the  
District with regard to your child's identification, evaluation, or placement under  
§504. [34  
CFR 104.36], you have the right to participate personally at the hearing, and to  
be  
represented by an attorney, if you wish to hire one.

If you wish to contest an action taken by the §504 Committee by means of an  
impartial due  
process hearing, you must submit a Notice of Appeal or a Request for Hearing to  
the  
District's §504 Coordinator at the address below:

Kathy Gaebler  
Box 150  
Quanah, Texas 79252  
940-663-6321 (Call Collect)  
940-663-6321

A date will be set for the hearing and an impartial hearing officer will be  
appointed. You will be notified in writing of the hearing date, time, and place

If you disagree with the decision of the hearing officer, you have a right to seek a  
review of  
that decision before a court of competent jurisdiction (normally, your closest  
federal district  
court.)

With respect to other issues surrounding your child's education that do not  
specifically involve  
identification, evaluation, or placement, you have a right to present a grievance  
or complaint  
to the District's §504 Coordinator (or their designee), who will then investigate  
the situation,  
taking into account the nature of the complaint and all necessary factors, in an  
effort to arrive  
at a fair and speedy resolution.

You also have a right to file a complaint with the Office for Civil Rights (OCR) of the  
Department of Education. The address of the OCR Regional Office that covers  
Texas is:

Director  
Office for Civil Rights, Region VI  
1999 Bryan Street, Suite 2600

Dallas, Texas 75201  
(214) 880-2459

**EQUAL EDUCATIONAL OPPORTUNITIES**

**TITLE IX AND CIVIL RIGHTS COORDINATOR**

The District designates the following to coordinate its efforts to comply with Title IX of Education Amendments of 1972 as amended and grievance procedures for students, which address discrimination, based on race, color, national origin, sex, handicap, or LEP.

Terry Allen, Superintendent  
403 Main  
Quanah, Texas 79252  
Phone (940) 663-2281

**TITLE IX AND CIVIL RIGHTS COMPLAINTS**

The procedure to report and appeal a student's complaint alleging discrimination in violation of Title IX of the Educational Amendments of Civil Rights, Sec. 104.7 (b) and Sec. 106.8 (b). can be found in the board policy manual FNCJ (LOCAL). Each campus and the Superintendent have a copy of the policy.

**THE INTEGRATED PEST MANAGEMENT PROGRAM**

The 72nd Legislative Session enacted the Integrated Pest Management School Program into law. This program comes under the jurisdiction of the Texas Pest Control Act 135b-6. The provisions of Section 4J are as follows:

The Structural Pest Control Board shall establish standards for integrated pest management program (IPM) for the use of pesticides, herbicides, and other chemical agents to control pests, rodents and insects.

Each school district shall, on or before September 1, 1995, adopt an IPM program that incorporates the standards developed by the board.

- (C) The board shall use an existing advisory committee or create a new advisory committee to assist the board in developing the standards for the IPM program. In developing the standards the advisory committee shall consult with a person knowledgeable in the area of IPM in schools.
- (D) The board shall include in standards adopted under this section:  
(1) A requirement that the least toxic methods available to control pests, rodents, insects, and weeds be used; and (2) A list of products that a school district is allowed to use in its applications.
- (E) The board shall require that a pesticide may be applied to a school building or on grounds only during period in which students are not expected to be present for normal academic instruction or organized extracurricular activities for at least 12 hours after the application.

All school districts are required to place the following statement in their student handbook or in student handouts at the start of each school year: This school periodically applies

pesticides. Information concerning these applications may be obtained from Armando Leal - 940-663-2281 any school personnel that make application on a routine basis of any pesticides, insecticides or herbicides at a school or on school property must be either a licensed noncommercial applicator or a technician. The Board will be reviewing and setting standards in the near future for the technician category in noncommercial certified applicator.

A notification of pest control treatment must be posted at least 48 hours in advance. The purpose of the notice is to inform employees and faculty that a pest control treatment will be done. Also, a consumer information sheet must be provided to any employee upon request. Students may not re-enter a treated area for at least 12 hours following application. Students cannot use outside application areas for 12 hours following treatment. These reentry restrictions apply to normal academic and extracurricular activities.

All pest control use records shall be maintained on the employer's premises for two years. The records must include the name and address of customer (supervisor), name of pesticides or devices used, amounts or pesticides or devices used, percent in solution of pesticides used, purpose for which the pesticides or devices were used (target pest), date pesticides or devices were used. The records must be made available to an employee of the Structural Pest Control Board upon request.

The Structural Pest Control Board would like to thank you for your support of the Integrated Pest Management program. Please contact our office with any questions or suggestions for the IPM Committee. Please call (512) 835-4066 or write the Texas Structural Pest Control Board, 9101 Burnet Road #201, Austin, Texas 78758.

## Quanah Independent School District

*Teny D. Allen, Superintendent of Schools*

*P.O. Box 150*

*Quanah, Texas 79252*

*Phone: 940-663-2281, Fax: 940-663-2875*

**To: Legal Guardians, Employee, Teacher, and Parent Organizations**

**This notice is pursuant to the requirements of Section 763.84 and Section 763.93 of the EPA Asbestos in Schools Regulation (40 CFR Part 763), as to the availability of the Asbestos Containing Building Materials Management plan for the Local Education Agency (LEA) of Quanah School District. The management plan**

is available at the administration building located at, 403 South Main, Quanah, Texas. The management plan is available for review during normal operation hours.

The district was initially inspected for asbestos containing building materials in 1988. The next re-inspection will be conducted December 2009.

The designated person for the LEA is Armando Leal. He can be contacted at 940-663-2281, ext. 110.

## Quanah Independent School District

*Terry D. Allen, Superintendent of Schools*

*P.O. Box 150*

*Quanah, Texas 79252*

*Phone: 940-663-2281, Fax: 940-663-2875*

### Registration Notification for Pesticide Applications

**Dear Parent, Guardians & Parent Organizations:**

**Chief administrators of the Quanah Independent School District shall notify the parents or guardians of children attending the facility in writing that pesticides are periodically applied indoors and that information on the times and types of applications is available upon request.**

**This school periodically, or as needed, applies pesticides. Information concerning these applications may be obtained from the I.P.M. Coordinator, Armando Leal at 940-663-2281x110.**

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

**As a parent of a student at Quanah Junior High School, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and the Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's teachers:**

- **Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.**
  - **Whether the teacher is teaching under emergency or provisional status because of special circumstances.**
  - **The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.**
  - **Whether paraprofessionals provide services to your child and, if so, their qualifications.**

**If you would like to receive any of this information, please contact Gayle McKinley at 940-663-2226.**

Todos los Padres

De: Quanah el Distrito de la Escuela Independiente

La fecha: el 8 de agosto de 2007

El asunto: la Notificación a los Padres sobre Calificaciones de Maestros

Como un padre de un estudiante de la escuela, Quanah Jr. High, usted tiene el derecho de conocer las calificaciones profesionales de los maestros del aula que instruyen a su niño, y la ley Federal requiere que el distrito escolar le de esta información en tiempo propio si usted lo pide. Específicamente, usted tiene el derecho para pedir la información siguiente sobre cada uno de los maestros de su niño:

- Si el maestro se encuentra las calificaciones estatales y el criterio autorizando para las calidades y asuntos que él o ella enseñan.
  - Si el maestro está enseñando bajo emergencia o el estado provisional debido a las circunstancias especiales.
  - La especialidad del maestro, si el maestro tiene cualquier grado avanzado, y el campo de disciplina de la certificación o grado.
  - Si los asistentes de los masetros proporcionan los servicios a su niño y, en ese caso, sus calificaciones.

Si le gustaria recibir cualquiera de esta información, por favor avise el director, Mike Hale a  
940-663-2226.

