

# Argyle Intermediate School



## Student Handbook 2009 - 2010

800 Eagle Drive  
Argyle, Texas 76226  
940-464-5100

Conrad Streeter, Principal  
Ron Veit, Counselor

## **PREFACE**

Dear Parents and Students,

Welcome to the 2009-2010 school year! Argyle Intermediate School is committed to providing your child with a quality education. We believe in setting high expectations both academically and socially. Educating your child is a team effort. We must all work together in order for our students to achieve their full potential. We look forward to expanding upon the many traditions that were created in our inaugural year. Thank you for intrusting us with your most prized possession.

Argyle Intermediate School Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into two 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 curriculum and other activities, school operations and requirements.

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 must be familiar with the Argyle Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found at the back of this handbook and posted in the office.

The student handbook is designed to be in harmony 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 will be made 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 parents review the entire handbook with their children 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 parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

A copy of the District's policy manual and a copy of this handbook are available in the school office or on line at [www.argyleisd.com](http://www.argyleisd.com)

### ***Nondiscrimination***

Argyle Independent School District 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 discrimination on the basis of sex:  
Dr. Telena Wright  
800 Eagle Drive  
Argyle, TX 762265  
(940)-464-7241
  
- ❖ Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Mr. Chris Daniels  
800 Eagle Drive  
Argyle, TX 762265  
(940)-464-7241

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

Other designated staff personnel you may need to contact include:

- ❖ Liaison for Homeless Children and Youths, who coordinates services for homeless students:  
Mr. Chris Daniels  
800 Eagle Drive  
Argyle, TX 762265  
(940)-464-7241
  
- ❖ Parent Involvement Coordinator, who works with parents of students participating in Title I programs:  
Mr. Chris Daniels  
800 Eagle Drive  
Argyle, TX 762265  
(940)-464-7241

### ***Services for Students with Disabilities***

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.

## ***Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education***

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Ron Veit (940) 464-5100.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

## **SECTION I**

### **IMPORTANT INFORMATION FOR PARENTS**

This section of the Argyle Intermediate School Student Handbook includes information on topics of particular interest to you as a parent.

#### **QUICK REFERENCE:**

❖ Parental Involvement	page 4
❖ School Arrival and Dismissal	page 7
❖ Report Cards, Progress Reports and Homework	page 8
❖ Grading Guidelines	page 9
❖ Assessment Testing	page 10
❖ Promotion and Retention	page 10
❖ Medicine at School	page 11
❖ Student Records	page 12
❖ Student or Parent Complaints and Concerns	page 13
❖ Counseling and Special Programs	page 15

### **YOUR INVOLVEMENT AS A PARENT**

#### **Working Together**

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. Be sure your child comes to school each day prepared, rested, and ready to learn.
- ❖ Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. 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 940-464-5100 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.
- ❖ Becoming a school volunteer. For further information, contact the office.
- ❖ Participating in campus parent organizations. Parent organizations include: PTA and the Dad's 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, contact Conrad Streeter, Principal.
- ❖ Attending Board meetings to learn more about District operations.

## ***Obtaining Information and Protecting Student Rights***

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

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

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

## ***"Opting Out" of Surveys and Activities***

As a parent, you also have a right to receive notice and opt your child out of participating in:

- ❖ Any survey concerning the private information listed above.
- ❖ School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- ❖ Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. See policies EF and FFAA.

Parents also have a right:

- ❖ To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- ❖ To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- ❖ To inspect a survey created by a third party before the survey is administered or distributed to your child.

❖ To review your child's student records when needed. These records include:

- Attendance records
- Test scores
- Grades
- Disciplinary records
- Counseling records
- Psychological records
- Applications for admission
- Health and immunization information
- Other medical records
- Teacher and counselor evaluations
- Reports of behavioral patterns
- State assessment instruments that have been administered to your child
- ❖ To grant or deny 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
  - When it relates to media coverage of the school

### ***Removing a Student Temporarily from the Classroom***

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate in 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.

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

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

### ***Excusing a Student from Reciting a Portion of the Declaration of Independence***

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district

determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

### ***School Arrival and Dismissal***

The school will open at 7:30 each morning. Teachers do not report to duty stations until 7:45 AM each day. There will be limited supervision until that time. Students should not be dropped any earlier than 7:45 each morning.

- ❖ All students will report **directly** to the cafeteria and sit at a table each morning.
- ❖ Breakfast is served at 7:45 each morning.
- ❖ Students will be released from the cafeteria at 8:05
- ❖ Students will be expected to be seated in class by 8:10 each morning
- ❖ Announcement will be made promptly at 8:12.

### **The school day ends at 3:30pm.**

- **All students riding the bus will release at 3:28 PM.**
- **To allow for a timely dismissal, please do not arrive more than 10 minutes early.**
- **Students will be asked to leave campus immediately unless they are involved in tutoring or an after school activity.**
- **Students not picked up by 3:40 PM will wait at the flag poles in front of the school.**
- **To help eliminate confusion, please wait outside in your car for your child.**

Students are not permitted to use the school phone unless there is an emergency. Picking your child up early from school is discouraged, as this causes students to miss part of their instruction. **Early dismissal should be limited only to those rare occasions when students are scheduled for a medical appointment.**

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 should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

### ***Late Arrival to School***

Students arriving after the 8:15 bell **will report** to the office. A tardy slip will be issued to the student so he or she can enter their classroom. The office keeps a record of tardiness and when warranted sends reminder letters concerning the importance of prompt school attendance.

Extenuating circumstances will be considered by the principal or designee, but it is important to note that tardiness is not normally excused. (STATE LAW)

### ***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 and dress code 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 for participants established by the sponsor in accordance with Board policy.

### ***REPORT CARDS, PROGRESS REPORTS, AND HOMEWORK POLICY***

Report cards with your child's grades or performance and absences in each class are issued to you at least once every six weeks.

At the end of the first three weeks of a grading period, you will be given a written progress report of your child's performance for all courses. All unsatisfactory progress reports or report cards will state whether tutorials are required for a student who receives a grade lower than 75 in a class or subject.

#### ***Report Cards***

Report cards are issued on Wednesday following the Friday ending the grading period.

#### ***Recognition Assemblies***

Assemblies will occur throughout the school year to recognize students for perfect attendance, honor roll, citizenship, and extra curricular activities.

#### ***Grading Policy:***

Argyle Intermediate School's grading policy will attempt to consistently reflect each student's achievement and ensure that a sufficient number of grades are taken to equitably support the grade average assigned at the conclusion of each grading period. EIA (LOCAL)

In grades 5<sup>th</sup> through 6<sup>th</sup> each foundation course as specified in 19 TAC 74.1 will offer a minimum of 10 achievement assessments or grades per six weeks.

Student's six weeks grades will be determined by using the following percentages:

- Major grades will count 40% toward the overall calculation.
- Minor Grades will count 60% toward the overall calculation.

No single grade will count more than 20% towards the overall calculation in a student's six week grade. Major grades are defined as tests and projects (**assignments that are given 5 or more days to complete and are specified as projects by the teacher**). Minor grades are defined as daily in-class assignments, daily homework, quizzes, and other assignments that occur on a weekly basis that are not defined as projects.

**Late work is defined as ANY assignment not turned in at the time the student comes to class, teacher requests, or collects the assignment on the due date. If a student does not have the assignment then it is subject to the following grading guidelines:**

- ❖ Any work turned in late (up to one day) will automatically begin at a 75
- ❖ The second day the grade will drop to a 50
- ❖ The third day the grade will become a zero

Project grades do not fall under the same grading policy because the student is given ample time (more than 5 days) to complete the assignment outside of class. Project grades will be assigned in the following manner:

- ❖ One day late the grade drops to a 50
- ❖ Two days late the grade will become a zero.

Teachers may use discretion in this policy if there are **extenuating** circumstances that prevent a student from completing a project on time. However, projects are due on the date they are assigned and every effort should be made to turn them in even when a child is absent.

If a student is absent on the due date for an assignment or project, and was at school at the time the assignment was given, then it is expected the student will have the project and or assignment upon their return. Otherwise, the student's grade may fall under the late work policy.

## GRADING SYSTEM

### **Grades 5 - 6:**

Students in grades 5 through 6 receive numerical grades. Numerical grades are equal to the following letter grades:

A= 100-90

B = 89-80

C = 79-70

F = 69 and below

Citizenship grades are awarded in the following manner:

E = Excellent

S = Satisfactory

N = Needs Improvement

U = Unsatisfactory

### ***Homework Policy***

The following guidelines are intended to direct homework practices at Argyle Intermediate School. Teachers assign homework for many reasons:

- ❖ to offer additional practice opportunities
- ❖ to reinforce classroom instruction
- ❖ to extend and enrich learning experiences, with the different needs of students in mind.

- ❖ Teachers will provide modifications and enrichment to the assignments as needed. Also, they will be flexible regarding a student's access to resources, providing the tools and materials or suggesting substitutes when necessary. Homework assignments should be high quality assignments and should be relevant to a student's educational experience. Listed below are the suggested daily time guidelines for homework at each grade level:

5<sup>th</sup> Grade 45-60 minutes

6<sup>th</sup> Grade 60-90 minutes

(Honors Math classes may require additional time)

Homework times may vary from student to student depending on how well your child manages their time at school. Argyle Intermediate School encourages our student's to work diligently at school so they can participate in activities after school.

#### Teacher Responsibilities:

To provide homework activities following the guidelines stated above

To explain and clarify assignments and provide appropriate materials when needed

To provide feedback for students concerning assignments

To maintain open communication with parents and students

#### Student Responsibilities:

To organize, complete and submit quality work on time

To gather needed materials for homework assignments

To maintain open communication with their teachers and their parents

#### Parent Responsibilities:

To support his or her child's educational experience by assisting with and monitoring assignments

To encourage his or her child to complete and turn in assignments

To maintain open communication with the teacher and the child

## **STATE ASSESSMENT**

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

- ❖ Grade 5 Mathematics, Reading, and Science
- ❖ Grade 6 Mathematics and Reading

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, students at certain grade levels will be required to pass the new Texas Assessment of Knowledge and Skills (TAKS) as a further requirement for promotion:

- ❖ In order to be promoted to grade 6, students enrolled in grade 5 in school year 2009–2010 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment tests in English or Spanish.
- ❖ In order to be promoted to grade 9, students enrolled in grade 8 in school year 2009–2010 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment tests in English.

In addition, students in grades 5 and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two 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; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

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.

### ***Standardized Testing:***

Standardized tests are given as required by law as well as to determine program needs and to ensure accountability for student achievement. Norm referenced tests compare a student's performance with the average performance of others in a large group. Criterion referenced tests compare a student's performance to a set established performance standard. The purpose of the testing program is to monitor student achievement. The results of the tests are used to identify strengths and weaknesses in the academic areas. The results are also used to determine the effectiveness of the educational programs and how the program can be improved.

After the testing is completed and the scores are returned, parents will be notified in writing. If parents have any questions about the standardized testing program, they should contact the school.

### ***MEDICINE AT SCHOOL***

- ❖ No District employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except: Authorized employees, in accordance with policy, and:
  - If the medication is prescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.
  - If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container.

- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- ❖ In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District's medical advisor for treatment of the particular emergency; and
  - When the parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

### ***Psychotropic Drugs***

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood-or behavior altering substance.

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

### ***STUDENT RECORDS***

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents certain rights.

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

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within thirty school days of the child's first day of instruction for this school year. [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.
- ❖ 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.

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 by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, 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:

**800 Eagle Dr.  
Argyle, TX 76226**

The address of the principals' office is:

**Argyle Intermediate School  
800 Eagle Dr.  
Argyle, TX 76226**

A parent 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.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

**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 about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## ***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. A copy of this policy may be obtained in the principal's or Superintendent's office or on-line at [www. Argyleisd.com](http://www.Argyleisd.com)

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.

### ***Classroom Assignment Appeals***

If a parent/guardian believes their child's educational placement is inappropriate to address his/her educational needs, they may submit this request in writing to the campus principal within the first two weeks of any given school year.

After consultation with the parent/guardian and classroom teacher, the principal, assistant principal and counselor will make a final decision and inform the parent/guardian.

Decisions may be appealed to the Superintendent.

Parents have the right to request a transfer of their child to another classroom if your child has been verified by administration to have been a victim of bullying as the term is defined by Education Code 25.0341.

### ***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 the teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; and finally, to the principal. A copy of the withdrawal form will be given to the parent and a copy placed in the student's permanent record.

## **COUNSELING**

### ***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 contact Mr. Veit.

**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 or by the Texas Education Agency for child abuse investigations and reports.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, bilingual students, and 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 school office at 940-464-5100.

## **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.

## SECTION II

### 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.

#### **QUICK REFERENCE**

❖ Attendance	page 16
❖ Communicable Diseases	page 18
❖ Conduct	page 19
❖ Law Enforcement	page 21
❖ Distribution of Materials	page 23
❖ Dress and Grooming	page 24
❖ Immunizations	page 25
❖ Transportation	page 28
❖ Visitor Guidelines	page 29

#### **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.

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 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. **This includes being late to first 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 shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose.
- ❖ A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- ❖ In reaching 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 the acceptability and authenticity of documented reasons for the student's absences.
- ❖ The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- ❖ The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- ❖ The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

When a student must be absent from school, the student or parent must bring a note, signed by the parent that describes the reason for the absence.

## ***Make-up Work***

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence.

The teacher may assign the student make-up work based on the instructional objectives for the subject or course for any absence. Students are responsible for obtaining any missed work and for completing the make-up work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

### ***Bacterial Meningitis***

State law requires the District to provide the following information:

#### **WHAT IS MENINGITIS?**

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

#### **WHAT ARE THE SYMPTOMS?**

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

#### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

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

#### **HOW IS BACTERIAL MENINGITIS SPREAD?**

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

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

## **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. While there are vaccines for some strains of bacterial meningitis, they are used only in special circumstances. 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/>.

## **CONDUCT**

### ***Applicability of School Rules***

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

### ***Disruptions***

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

- ❖ Interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- ❖ Interferes with an authorized activity by seizing control of all or part of a building.
- ❖ Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- ❖ Disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student

away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

- ❖ Interferes with the transportation of students in District vehicles.

## **Radios, CD Players, Other Electronic Devices and Games, and Cell Phones**

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

For safety purposes, the district permits students to possess cell phones; however, cell phones **must remain turned off during the instructional day**, including during all testing. **Texting is not permitted during the school day**. The use of cell phones in locker rooms or restroom areas at any time during the school day or at a school related or school sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device.

Consequences for the student not following the policy are as follows:

1. For the first offense, the device shall be removed from the student's possession. A parent or guardian may take possession of the device from the principal or designee at the conclusion of the school day.
2. For the second offense, the device shall be removed from the student's possession. A parent or guardian may take possession of the device after meeting with the principal or designee and paying an administrative fee of \$15.
3. A third offense shall be considered consistent misbehavior and shall be treated such under the Student Code of Conduct. Another \$15 will be administered.

## **COMPUTER RESOURCES**

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

## **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 or assistant principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in 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).

### ***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. 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 students 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, Dr. Telena Wright.

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 at school.
- ❖ The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers 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 be taken into legal custody:

- ❖ To comply with an order of the juvenile court
- ❖ To comply with the laws of arrest
- ❖ By law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- ❖ By a 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 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 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.

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

### ***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 publication, Insights, and the yearbook, are available to students and parents.

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

### ***Non-school Materials***

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which the District does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with the school or a school support group on

school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual.

The requestor may appeal the Superintendent or designee's decision in accordance with policy GF (LOCAL).

The principal has designated the Intermediate office as the location for approved non-school materials to be placed for voluntary viewing by other students.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, if they comply with the following:

Students are not to wear the following:

1. Any clothing or apparel that:
  - a. Is considered unsafe, dangerous or a health hazard
  - b. Contains offensive or obscene symbols, songs, slogans, or words degrading any gender, cultural, religious or ethnic values
  - c. Contains language or symbols oriented toward violence, sex, drugs, alcohol or tobacco
2. Any attire or grooming disruptive to the instructional process, which may include, but is not limited to:
  - a. Bare midriffs
  - b. Halter tops, tank tops, sheer or see-through blouses, spaghetti straps
  - c. Short shorts or extremely short skirts (extreme is defined as at or above fingertips).
  - d. Tight or revealing clothing
  - e. Clothing that allows underwear to be exposed
  - f. Caps, hats, headbands, sunglasses, nose rings, earrings for males
  - g. No roller blades, skates, tennis shoes with skates built in
  - h. Hairstyles or haircuts that are a distraction to the learning process
  - i. Pants will be worn at the natural waist line
  - j. Tattered or frayed clothes with holes in them

The following grooming practices are considered **inappropriate** for school and school related activities:

1. Boy's hair beyond the base of the shirt collar.
2. Boy's hair with ponytail, rat-tail, or braids (designed to disguise length).
3. Sideburns below the earlobe.
4. Bangs or hair obstructing vision at anytime.

5. Unnatural hair colors of any type.
6. Unusual or outlandish hairstyles.

**The final decision in determining appropriate school dress and appearance shall rest with the principal.**

### ***DRESS CODE CONSEQUENCES***

The consequences for severe dress code violations will exceed the next level of consequences that a less severe dress code violation would be.

The following is an example of consequences for dress code violations;

1<sup>st</sup> Offense – Warning (Infraction must be corrected before returning to class.)

2<sup>nd</sup> Offense – Parent phone call and after school detention

3<sup>rd</sup> Offense - 1 day of ISS and parent conference

4<sup>th</sup> Offense - 2 days of ISS and parent conference

\* Any further offense could result in consequences ranging from ISS to DAEP.

The Argyle Intermediate School dress code guidelines will be enforced at all school functions. An example of school functions that these guidelines will pertain to are as follows:

- School Festivals
- Field Day
- Physical Education Class
- Field Trips
- School Sponsored Activities

### ***FUND-RAISING***

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

Except as approved by policy, fund-raising by outside groups is not permitted on school property.

### ***Health Related Matters***

#### ***Physical Activity for Students in Elementary School***

In accordance with policies at EHAB and EHAC the district will ensure that students in elementary school (grade 5) engage in at least 30 minutes of physical activity per day or 135 minutes per week.

## ***School Health Advisory Council***

During the preceding school year, the district's School Health Advisory Council held 6 meetings. Additional information regarding the district's School Health Advisory Council is available from Kristina Wildeveld, school nurse.

## ***Vending Machines***

The district has implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. Students are not permitted to use the vending machines at any time during the school day. For more information regarding these guidelines see the principal.

## ***IMMUNIZATION***

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are diphtheria, rubella (measles), rubella, mumps, tetanus, hemophilic influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB.]

## ***Pledges of Allegiance and a Minute of Silence***

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

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

## ***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.

## **SAFETY**

### **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.

- ❖ 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.

### **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 sounds, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Students who fail to comply by school procedures during emergency drills will be subject to disciplinary action by the principal.

#### Fire Drill

Fire Alarm	exit the building
Principal announcement	return to classroom

#### Tornado Drill

Principal Announcement	move quietly but quickly to the designated locations
Principal Announcement	return to classroom

### **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 other emergencies, official information about school closings will be broadcast on television channels 4, 5 and 8 and on radio station WBAP 820

**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 for participants 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 administration office to apply.

**LUNCHES:** Students may bring their own lunches or buy from the cafeteria.

Cost: \$2.50 daily \$ 12.50 Weekly  
\$.40 reduced

**BREAKFAST:** Served from 7:45 – 8:05 a.m.

Cost: \$1.30 daily \$ 6.50 Weekly  
\$.30 reduced

Additional Milk: \$.30

**Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use with a library pass: Library hours are 7:45 AM - 3:30 PM and additional hours as announced. A librarian is available to assist students in locating materials. It is the student’s responsibility to be certain he/she does not have a book that has not been checked out.

**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 child(ren)'s school assignment area may contact **Lonnie Young** at 464-7241.

**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 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 contents of their assigned desks and lockers.

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.

## ***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 makes a written request that the student be released to the parent or to another adult designated by the parent.

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

Further information may be obtained by calling Albert Rutledge at 940-464-7241.

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, 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.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit Argyle Intermediate School. For the safety of those within the school and to avoid disruption of instructional time, all visitors must schedule their visit ahead of time unless coming to eat lunch with their child. Visitors are to stop by the front office, sign in and obtain a visitor's sticker.

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.

#### **In the interest of student safety, visitors are not permitted on the playground.**

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

### **Messages to Students**

Students are encouraged not to use the school telephone except in unusual circumstances and then, only after obtaining permission from school personnel. The campus secretary should receive all messages concerning a change in the afternoon schedule for a student before 2:00 pm.

### **Lost and Found**

All clothing and other personal items should be labeled with your child's name. Articles will be placed in lost and found. Unclaimed items will be donated to charity at the end of the school year.

Do not send baseball bags, sport gloves and other equipment to school with your child for after-school, non-school sponsored activities. These items are valuable and we cannot be responsible for their safety. We do not have room in the office area to store such items. Anything brought to school which does not have an educational purpose, may be taken up and kept in the Principal's office. These items will be returned to students at the end of each week.

### **Parent – Teacher Conferences:**

Parents are encouraged to contact the school to arrange a parent-teacher conference when the parent would like more information on his or her child's school performance or when the child is experiencing problems at school. Parent-teacher conferences can be a productive way of helping to improve student performance. If there is any major change in a student's home environment, which may affect his or her school performance, parents should notify the child's teacher by sending a note or scheduling a conference. To schedule conferences, parents should contact the teacher. **Teachers are not available for parent-teacher conferences during instructional time.**

## ***Intermediate Code of Conduct***

The purpose of the Intermediate Code of Conduct is to provide students in Argyle Intermediate School an effective and safe learning environment. Included in the Code of Conduct are prohibited behaviors and consequences for behaving in a prohibited manner.

A number of factors must be considered in determining the degree of disciplinary action to be taken. Among these factors is the severity of the misbehavior, the age of the student, and the student's disciplinary history.

Parents will be contacted by phone or in writing when students are facing disciplinary action as outlined in the Code of Conduct. Parents may be invited to observe their students in the classroom and /or invited to attend a conference with the principal and/or teacher for the purpose of devising a disciplinary and behavioral correction plan. Student support services, as well as punishment, may be used to address misbehavior.

The principal is the designated leader of the school and, in concert with the staff, is responsible for the orderly operation of the school. In cases of disruptive, disorderly or dangerous conduct not covered in this Code of Conduct, the principal or designee may undertake corrective measures which he or she believes to be in the best interest of the student and the school provided such action does not violate school board policy or procedures or state and/or federal laws.

## ***Prohibited Behavior***

1. Fighting and or Bullying;
2. Vandalism of school property or student property;
3. Physical contact that is inappropriate;
4. Using cell phone to call, text, or transmit any information during the school day;
5. Using or having possession of tobacco or any smoking items;
6. Using inappropriate language, written or spoken;
7. Dishonesty;
8. Verbally or physically abusing teachers, administrators, students, or any other person including but not limited to acts of sexual harassment, threats or intimidation;
9. Damaging school property or the property of others;
10. Using, possessing giving away, or selling any illegal drugs or alcoholic beverages;
11. Damaging or setting off a fire alarm (except in cases of fire on school premises);
12. Committing any criminal act;
13. Leaving a class or the school without permission;
14. Behavior that interferes with learning, including disrespect and failure to follow reasonable directions;
15. Breaking any school or school system rule;
16. Throwing objects on school property;
17. Distribution and/or use, access, upload, download of inappropriate materials on the Internet.
18. The sale, give-away, barter, exchange or distribution of any food, non-prescriptive or prescriptive drugs, material, substances, toys, or other personal belongings without the expressed consent of the principal or the principal's designee.

## **Responses to Misbehavior**

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

1. Warning/reprimand: Students will be warned that they may be punished if the misbehavior continues.
2. Isolation: Students will be removed from the regular classroom to another location at the school (ISS).
3. Short-term suspension: Students will be suspended from school for not more than 3 days.
4. Long-term suspension: Students will be suspended from school for more than 3 days but not beyond the end of the current semester.
5. Expulsion: Students will be expelled from school beyond the end of the current semester.

Although generally progressive in nature, punishment must be appropriate for the misbehavior and must be age appropriate. Principals have the latitude of assigning punishment in relation to the misbehavior. **For example, students who engage in more serious acts of misbehavior such as fighting or committing an illegal act are not automatically entitled to a warning before any other disciplinary action is taken.**

Students who deface or destroy school property willfully, maliciously, or carelessly will be charged with the full amount of damage in addition to the disciplinary procedures outlined in the Code of Conduct.

Argyle Intermediate School is committed to providing a school that is physically and emotionally safe for **all** students and faculty members. We believe setting high expectations for behavior is a key component to establishing a safe learning and working environment. All students will be treated with respect and dignity, and entitled to due process prior to a consequence being determined.

Major Infractions			Minor Infractions		
Incident #	Behavior/Action	Consequence	Incident #	Behavior/ Action	Consequence
1	<b>Disrespect to staff member</b>	Removal from class for a minimum of 1 period	1	<b>Verbally Harassing another student</b>	After School Detention
2		One day ISS	2		1 day ISS & visit w/ counselor
3		2 days ISS & parent conference	3		2 days ISS & parent conference
4		OSS up to 3 days	4		OSS up to 3 days
1	<b>Bullying another student</b>	Lunch Detention & visit w/counselor	1	<b>Tardies to class</b>	Teacher warning
2		1 day ISS	2		Teacher Detention
3		3 days ISS & parent conference	3		After School Detention
1	<b>Fighting</b>	Minimum 1 day ISS & Parent Conference	4		1 day ISS
2		3 days ISS	5		2 days ISS
3		OSS up to 3 days			
1	<b>Profanity Directed</b>	1 day ISS	1	<b>Profanity non directed</b>	Lunch detention
2		2 days ISS	2		2 Lunch Detentions & visit w/counselor
3		3 days ISS	3		1 day ISS & parent conference
4		OSS up to 3 days	4		3 days ISS
1	<b>Non Compliance with Staff Directive</b>	Lunch Detention	1	<b>Inappropriate Bus Behavior</b>	1 day ISS
2		1 day ISS	2		2 days ISS
3		2 days ISS	3		3 days ISS
4		3 Days ISS or OSS	4		Suspension from Bus
1	<b>Behavior that Endangers Others</b>	1-3 Days ISS & Parent Conference	1	<b>Horseplay</b>	Warning
2		3 Days ISS & Parent Conference	2		After School Detention
3		OSS up to 3 days	3		1 day ISS
1	<b>Vandalism or Theft Consequence dependent upon severity &amp; cost</b>	Minimum 1 day ISS	4		Parent conference + ISS
2		3 Days ISS & Conference	1	<b>Cell phone use and other electronics</b>	Item taken up-parent must collect
3		1-3 days OSS or DAEP	2		\$15 charge and 1 day ISS
		3	\$15 charge and 2 days ISS		

## APPENDIX I ACKNOWLEDGMENT FORM

My child and I have received a copy of the Argyle Intermediate School Student Handbook (and the Student Code of Conduct) for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within thirty school days of my child's first day of instruction for this school year.

Directory information includes my child's:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX II ACKNOWLEDGMENT FORM

My child and I have received a copy of the Argyle Intermediate School Student Handbook and the Student Code of Conduct for 2009-2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the ASID Student Code of Conduct. Please sign and date this page, remove it from the handbook, and return it to Argyle Intermediate School.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_