

# **WILLIAMS INTERMEDIATE STUDENT HANDBOOK 2021-2022**

Dear Williams Families,

Welcome to Edwin F. Williams Intermediate, where we are Raising Rangers.

It is my hope that this handbook will provide you with an easy reference to our school policies and procedures.

In addition to the policies and procedures found in this handbook, I would like to share some of the philosophy concerning your children and education. Basically, we feel very strongly that communication between the parent and the teachers is the key to a successful educational experience for the child. We encourage you to call any time we can be of assistance to you and your child. You can count on all personnel of Edwin F. Williams Intermediate to be respectful, honest, and fair with your child. We care a great deal about our students, and we want their school experiences to be positive, challenging, and rewarding.

We make a commitment to you, the parents, to provide prompt information about our many school activities. We hope to continue to improve communication with each parent. At the first of each month, you should receive an activities calendar for that month. Special events will be announced by special notes sent by the principal. School Messenger is the new information system adopted by PISD. It is the **PARENT'S RESPONSIBILITY** to keep the Williams Office updated on telephone number(s) that can be used in case of an emergency, school activities, school schedule changes, and for staff use for conferences with the parent(s)/guardian(s). We also encourage each of you to make a habit reading the *Perryton Herald*, listening to KXDJ or KEYE, or on the internet at [www.highplainsobserver.com](http://www.highplainsobserver.com) or [www.perrytonherald.com](http://www.perrytonherald.com) for additional information concerning our school.

Please understand the importance we place on your input and support. Good things happen for children when school and the home work together. Please join us in this effort.

Sincerely,

Read Cates  
Principal

## **Mission Statement**

Excellence "4" Education

- 1. Excellence in Character*
- 2. Excellence in Education*
- 3. Excellence in Achievement*
- 4. Excellence in Life*

### **VISION**

Williams Intermediate School strives to provide excellence through educational processes that encourage respectful character, equality in education, high expectations for all students, and life-long productivity through a positive and caring learning environment.

### **PHILOSOPHY STATEMENT**

Each child should have a feeling of security and self-worth. Teachers should establish a learning environment that will promote and ensure physical and emotional well-being for all students. TEKS (Texas Essential Knowledge and Skills) should be taught at the proper grade level and an integrated curriculum should exist for all grades.

### **ACCIDENTS AND ILLNESS AT SCHOOL**

If, in the judgment of the school principal and/or nurse, the pupil is in immediate danger and the parent or guardian cannot be located to assume responsibility, and there is no official parental authorization, the principal or the school nurse shall have the pupil taken to the emergency room of the Ochiltree General Hospital. The person taking the pupil to the hospital shall remain until the parent or guardian arrives. **It is absolutely necessary that we have your correct telephone number at all times.** We also need to know your current place of employment along with the phone number.

## **ASBESTOS**

Perryton I.S.D is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review to asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school administration office.

If you have any questions about the plan or this federally mandated program, please contact the Maintenance Dept. at 435-5478.

## **ACADEMIC ACHIEVEMENT RETENTION AND PROMOTION**

-In grades 4 and 5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade-level standards (STAAR Testing, class assignments, tests, projects, etc.), for all subject areas and a grade of 70+ in 3 of the following areas: Language Arts (ELA), Math, Science, and Social Studies. EIE (Local)-X; Issued 9/12/2012 Update 95.

## **ATTENDANCE**

### ***General Information***

-Regular attendance and punctuality are required of every student, and students are required by law to attend school from age 6 through their 18<sup>th</sup> birthday. Students who have good attendance usually achieve higher grades, enjoy school more, and are much more employable after leaving high school. Perryton ISD expects all students to attend school regularly and to be on time for classes in order to benefit from instructional program and to develop habits of punctuality, self-discipline, and responsibility.

**-State laws in effect since September 1, 1987, require all reason for absences to be stated in a written note from the parent or guardian to the teacher. Excused and unexcused absences will then be determined according to the school policy.**

-Parents who know in advance that the student is to be absent should contact the school office in advance. We appreciate being kept informed in the manner. We encourage parents to continue to call our office before 8:10 a.m. on the day of each absence.

### ***Parent's Note after an Absence***

**-Remember- When a student must be absent from school, the student-upon returning to school-must bring a note, signed by the parents, that describes that reason for the absence. A note signed by the student, even with parent's permission, will not be accepted. An absence automatically becomes unexcused if a note is not received within two school days from the time the student returns following an absence.** An excused absence is based on personal sickness or death in the family, quarantine, weather or road conditions making travel dangerous, and any other unusual cause acceptable to Perryton ISD.

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

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

### ***Compulsory Attendance***

-Students who are at least six years of age, or have been previously enrolled in first grade, and who have not yet reached their 18<sup>th</sup> birthday shall attend school for the entire period the program is offered, unless exempted as indicated below. Students enrolled in pre-kindergarten or kindergarten shall attend school. You may inquire in the office concerning exceptions to this law.

(EDUCATION CODE 25.085, Board Policy FDC)

### ***Aggregated Absences***

-For students in all grades, absences shall be aggregated on the basis of 90 percent of the days the class is offer, whether a semester, a scholastic year, or an alternative time frame, 19 TAC 61.43 (f)

### ***Appeal***

-If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the Board. (EDUCATION CODE 25.092 (d) Board Policy FDD)

### ***Tardies***

-When a student arrives at school after 8:00, they need to check in at the office. They are not to go directly to the classroom. When a student is tardy it is embarrassing to them and disruptive to the learning environment. Please have students to school on time.

## **Awards and Honors**

### ***Citizenship***

-Two students from each homeroom will be selected for this award.

### ***Perfect Attendance***

-To qualify for this award, the student must be in attendance every day, no exceptions. Any absence (excused or unexcused) or 3 tardies will eliminate the student from this award category. A student must be continuously enrolled from the first day of school in order to qualify for this award.

### ***Honor Roll Award***

-For a student to be eligible for the Williams Honor Roll Award, they must be on the Honor Roll all 6 of the six weeks grading periods.

### ***Edwin F. Williams Award***

-This award is goes to those students with the top 20 averages in each grade level. A student must be enrolled continuously from the first day of school in order to receive this award.

### ***Presidential Gold and Silver Awards***

-This award is for 5<sup>th</sup> grade students only. We abide by the instructions we are given when determining the winners. In order to be eligible for the Gold award, a student must complete all of fourth grade and fifth grade at Williams Intermediate.

## **BIRTHDAYS**

We read students names over the intercom on the day of their birthday and give them a small token. We do **NOT** allow cupcakes, drinks, or party items in the classrooms for health reasons. If balloons or flowers are sent, they must remain in the office until the end of the day. No exceptions will be made. Do **NOT** send party invitations to school.

## **BULLYING**

-Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening or abusive educational environment.

-The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. See FFI(LOCAL).

-If you feel your child is being bullied, please talk to the counselor or the principal immediately. It is much easier for us to fix a problem while it is small. If it continues after you talk to school personnel, please continue to report your concerns, so we may address the issue.

## **BUSES AND OTHER VEHICLES**

-The district makes buses available to all students living two or more miles from the 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 the Bus Barn. See the ***Student Code of Conduct*** for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

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

- Follow the driver's directions at all times
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home
- Keep feet, books, instrument cases, and other objects out of the aisle
- Not deface the bus, van, 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 or van
- Not possess or use any form of tobacco on school buses
- Observe all usual classroom rules
- Be seated while the vehicle is moving
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle

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

-Misconduct on the bus will be dealt with in the following manner;

- 1<sup>ST</sup> Referral- **Warning** unless severe enough in the opinion of the administration, a removal is necessary. Parent will be contacted & a School Bus Referral will be sent home
- 2<sup>nd</sup> Referral- **5 School Days** removed from the bus; parent called & a School Bus Referral sent home
- 3<sup>rd</sup> Referral- **15 School Days** removed from the bus; parent called & a School Bus Referral sent home

- 4<sup>th</sup> Referral- **45 School Days** removed from the bus; parent called & a School Bus Referral sent home  
 \*If the 4<sup>th</sup> referral occurs and there is less than 45 School Days remaining in the school year, the suspension may be carried over to the next school year
- 5<sup>th</sup> Referral-**Removal from bus for the remainder of the school year**
- **Removal from a PISD School Bus is for all PISD transportation-to and from school and any event in which a PISD Bus is used for transportation**

**Bus Recess**

-The school does not provide after school child care services. **The bus recess is for students who live in the country and are waiting on second round transportation.** This is not intended for any other students. If you are not going to be home when your child arrives, please make other arrangements for his/her care. Students who live in town and can take the first bus, will not be allowed to stay.

**THE CAFETERIA PROGRAM**

**Breakfast Schedule**

All Students.....7:30 a.m. – 7:50 a.m.

**Lunch**

-Students may either bring their lunches or eat the hot lunch served in the cafeteria. Extra milk or juice may be purchased for 25 cents (limit 2). When students have parents or grandparents visit for lunch, the student may ask only one other student to join them at the visitors table.

-Lunch money will be paid in the cafeteria. You can also go to **MySchoolBucks** on our Perryton ISD website to pay for lunches.

**Outside Food**

-No outside food will be allowed.

**Going out for lunch**

-You may check your child out for lunch during his/her regular lunch time. Parents must arrive before your child goes to the cafeteria and the student must return on time for their next class after lunch. You may not check out any other child, even if they are friends or relatives.

**CHEATING**

-Cheating will not be tolerated. This includes all assignments. For example, test(s) being taken by another person or student for another student will be an automatic zero “0”.

**CHILD SEXUAL ABUSE**

-The district has established a plan for addressing child sexual abuse, which may be accessed at <http://www.tasb.org/policy/pol/private/179901>. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonoprofitoffice.com/>

<http://www.taasa.or/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

#### **COLD WEATHER**

Students will not go outside for recess or other activities if the outside temperature is below 32 degrees or the wind chill factor is below 32 degrees. However, it may be up to the discretion of the teacher to walk students outside for "fresh air" if necessary.

#### **COMMUNICABLE DISEASES/CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of the student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Some of the most common of these diseases are: chicken pox, head lice (pediculosis), impetigo, pinkeye (conjunctivitis), and ringworm of the scalp. If your child has fever over 100 or has been vomiting or had diarrhea, please do not send child to school until 24 hours after fever, vomiting, or diarrhea.

For questions, contact our **school nurse 435-3436 Ext. 257.**

#### **COMPLAINTS AND CONCERNS: STUDENT OR PARENT**

-Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. 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 the district's Web site at [www.perrytonisd.com](http://www.perrytonisd.com).

-In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, 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.

#### **COMPUTER RESOURCES**

-District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to be approved instructional purposes only.

-Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

#### **DISABLED STUDENTS**

(SECTION 504 REHABILITATION ACT OF 1973)

-Each year the Perryton ISD will undertake to identify every qualified disabled student within the school district who is not receiving appropriate education and benefits due to him or her under Section 504 or the 1073 Rehabilitation Act. The following procedures are instituted to implement Section 504 of the 1973 Rehabilitation Act and benefits compatible to those provided to non-disabled students. These procedures are applicable only to Section 504. Parents and students seeking services under the Individuals with Disabilities Education Act (IDEA), the procedures for implementing the disabled student's educational program shall be followed under the IDEA. At any point in the 504 evaluation process, the 504 committee may refer a child to the Special Education Department if warranted.

-The PISD will provide each eligible student with an education need, as determined by the PISD, with a free appropriate public educational need, as determined by the PISD, with free appropriate public education regardless of the nature of the handicap.

-A free appropriate public education is defined under 504 guidelines as special instruction, related services and/or reasonable modifications to the academic, non-academic, and extracurricular portions of the educational program appropriate for particular child.

#### **DISCIPLINE**

Please see the PISD Discipline Management Plan and Student Code of Conduct Handbook.

#### **DRESS AND GROOMING CODE**

The District's dress code is established to each grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority. The full dress code for the PISD is stated in the PISD Code of Conduct. The code listed in the handbook is specific for elementary. Judgment concerning compliance with grooming requirements and modes of dress not specifically mentioned will be made by the school administration.

### **For All Students**

1. Clothing should be designed, constructed and worn in a manner which is not suggestive or indecent and which will promote proper decorum in school.
2. Cleanliness of body, hair, and clothing is to be maintained at all times
3. Mesh, see – through, underwear-type or tank type shirts shall not be worn as outside clothing. No sleeveless shirts are to be worn unless designed as such.
4. The District prohibits clothing with emblems, pictures or writings which are lewd, offensive, vulgar, obscene, which advertise or depict tobacco products, alcoholic beverages, drugs or any other substance prohibited under local policy FNCR (L)
5. No gang related clothing will be worn. Any combination of clothing which, upon guidance from law enforcement agencies, is considered gang related (these may change)- i.e. hair net, headscarves of any color, size or shape may not be carried or displayed on campus or at any school activity. Gang-related personalization is not permitted on hats, on items of clothing, or on one's person. Dangling belts for chain accessories will not be worn.
6. Unnatural hair color is not permitted. Unnatural hair color is pink, blue, purple, etc.
7. Footwear shall be a part of regular attire. Due to safety concerns, **athletic shoes are required for P.E.**
8. Sandals may be worn.
9. No bandannas will be worn.
10. No hats or caps will be allowed unless it is a designated Hat Day.
11. Shorts may be worn **before November 1 and after Spring Break.** (These dates are in conjunction with Wright Elementary)

### **For Girls**

1. Strapless dresses or sun dresses, unless covered by a jacket or top, see-through blouses without proper under garments, bare midriffs or low cute dresses will not be worn. Halter tops, spaghetti straps, or shoulder straps less than 2" wide (three fingers width) will not be worn.
2. The length of dresses, skirts, pants, dresses and shorts must extend past mid thigh.
3. Excessive make-up is not considered appropriate for school.
4. Body piercing will **not** be permitted (nose, tongue, eyebrow, naval, etc.)
5. Leggings – the student's shirt/top must extend past their fingertips with their hands held down to the sides of their body and palms open toward the body. This will include shirts, sweaters, t-shirts, hoodies, or any type of top.
6. No artificial fingernails past the tip of the finger.

### **For Boys**

1. The neck opening of regular shirts shall not exceed the second button.
  2. The hair must be above the eyebrow and regular shirt collar.
  3. Sideburns may extend to the bottom of the ear provided they are trimmed and straight.
  4. Shoes with medal tips or cleats will not be worn.
- The Principal, in cooperation 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. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

### **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.

### **ELECTRONIC DEVICES** Radios, Ipods, CD Players, Games, & 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** and may not be displayed during the instructional day, including during all testing. The use of cell phones while at school or at a school related or school-sponsored event is strictly prohibited.

-The **first** time a cell phone is taken, the student may retrieve it at the end of the school day. The **second** time, the student's parent must retrieve the phone and a \$15 fee will be charged to the student or the student's parent for the retrieval of a cell phone. The **third** time, the cell phone will not be returned to the student until after the last day of school and a \$15 fee will be charged . Any disciplinary action will be in accordance with the ***Student Code of Conduct*** and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices (See policy FNCE).

### **ELIGIBILITY**

Eligibility is based on a student maintaining a 70+ average for all classes from the previous six weeks, or regaining eligibility after the 3rd week, "Grace Period" the next six weeks if a subject has been failed. The "Grace Period" is defined as the 3 week period following the last Friday of the previous six weeks. Eligibility will be regained at 3:30PM on this date.

**ALL CLASSES MUST BE 70+ AVERAGES.** Eligibility will affect students competing in UIL academic events, and late winter/early spring Stock Shows. All organizations 4H, FFA, etc. are governed by **ALL** UIL rules. There are **NO** exceptions.

### **EMERGENCY**

Your child will participate in tornado and fire drills for maximum safety. Many times weather such blizzard condition arrives suddenly. Parents are asked to stay informed on suspect days by listening to our local radio stations, **KXDJ 98.3FM or KEYE 93.7FM or 1400AM**. KXDJ and KEYE will be informed as soon as a decision to dismiss early has been made. Please stay tuned to the local media coverage when abrupt weather occurs for quick and complete information. Information will also be available on the **Williams Web page, Facebook, and Twitter**. **Parents may also sign up for E-Notes**. Information is to sign up is on the Perryton ISD website.

### **FIELD TRIPS**

Field trips are taken by the classes, during the school year. Students are required to have signed parental permission in order to participate. This form is usually signed by the parent at registration. As necessary, the teachers will request chaperons to accompany classes for field trips. Because of the responsibility of watching the class, it is required that preschoolers not accompany the chaperone.

### **FREE APPROPRIATE, PUBLIC EDUCATION**

**Perryton ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational 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;** Perryton Independent School District strives to provide a free, appropriate, public education for all students. Pursuant to Section 504 of the Rehabilitation Act of 1973, IDEA, and the Texas State Board of Education Rules, PISD does not discriminate on the basis of handicap. Parents and students seeking services under these programs should contact the District's designated contact person, 504 Coordinator, Perryton ISD Administration Office (806) 435-5478.

### **GANG-FREE ZONES**

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

### **GIFTED AND TALENTED PROGRAM**

Perryton Independent School District supports a gifted and talented program that stresses the development of leadership ability and general intellect ability. The primary goal of the gifted and talented program is to develop self-directed learners by providing an instructional program that integrates the cognitive, affective and divergent thinking process. Nominations for the program, which are processed twice a year, are accepted from various sources including teachers, parents, counselors, administrative, and community members.

### **GRADING**

Students will be given work to do at school and at times at home. This will be in the form of additional work to reinforce what has been covered at school, projects, and other assignments related to the material(s) being covered. These assignments are to be completed and turned into the teacher at the time requested by the teacher.

We encourage each parent/guardian to stay informed concerning your student's progress thru the PISD Parent Portal on the school's website at [www.perrytonisd.com](http://www.perrytonisd.com). You may contact your child's teacher and set up a conference at 435-3436, or on the teacher's email. **No parent will be allowed to have a conference with a teacher without the teacher having proper time to prepare for the conference.**

Assignments, projects, etc. will be due the date the teacher sets. If an assignment is not turned in on the set date, the student may be kept in at recess, stay after school, sit out in the hall to work and complete the assignment or anything else the teacher deems necessary. These are decided by each individual teacher or grade level. Work not completed and turned into the teacher at the set time will result in a zero "0" given for that assignment.

### **HOMEWORK PROCEDURE**

**Unexpected Absence** - student may retrieve homework upon returning to school and will have the same number of days plus 1 to complete homework and turn in to teacher.

**Expected Absence** – parent should send a note to teacher one full day prior to student being gone and pick up homework when student leaves for the absence. Student will have the same number of days absent plus 1 to turn in completed homework to teacher.

### **HONOR ROLL**

All 4<sup>th</sup> and 5<sup>th</sup> grade students who attain an 89.5 average or above in all core subjects for each six weeks will be recognized for their academic achievement.

### **LIBRARY**

The library is used by the students and teachers throughout the school year. Students who check out books are responsible for that book. A book may be checked out for a total of 10 school days.

Holidays and weekend days do not count as school days. The fine is 5 cents per day the book(s) is overdue. Students may make 2 trips to the library during the school day—once in the morning and once in the afternoon with their homeroom class. All students are responsible for checking out their book with the help of the librarian or library paraprofessional.

**IF A BOOK IS LOST OR DAMAGED THE STUDENT IS RESPONSIBLE FOR PAYING FOR THE BOOK OR DAMAGES. THE AMOUNT OF THE FINE FOR A DAMAGED LIBRARY BOOK WILL BE AT THE DISCRETION OF THE LIBRARIAN.**

### **LOCKERS**

Lockers remain under the jurisdiction of the school even when assigned to an individual student.

The School reserves the right to inspect all lockers. Searches of locker may be conducted at any time there is reasonable cause to do so, whether or not a student is present. No lock may be used.

### **MEDICATION**

1. Medication must be sent in **original containers**. Please do not send medicines in plastic baggies, unlabeled bottles, etc.
2. Parents need to keep enough medicine at home in case the child forgets to bring the medicine home. It is the child's or parent's responsibility to pick up the medicine in the afternoon. (Two small bottles of the medication might be a solution. This way the child could leave the medication at school for duration of the treatment period.)
3. **Notes** with the date(s) the medicine is to be given, the dosage, and the time of day **must** be sent with the medication. The note must have a parental signature. (Form notes are given during enrollment and are available in the office.) This is a state law, and **no** medication will be given without a written permission.

PLEASE READ THE SEPARATE NOTE GIVEN DURING ENROLLMENT STATING OUR MEDICATION POLICY.

### **MUSIC**

Fourth and fifth grade students use music recorders in music class as part of the curriculum. Students are required to purchase a music recorder from the music teacher.

### **NEW STUDENTS**

When a student is registering in the Perryton ISD they will need to register at our Welcome Center located in our Business Office at 821 SW 17<sup>th</sup> Avenue. It will be necessary to have a birth certificate, immunization records, report cards from the previous school, and proof of address. Students will also need to bring their social security card. Only a parent or legal guardian may enroll the child.

Immunizations required are DPT, Polio, Rubella (German Measles), Rubella (Red Measles) and Mumps, Hepatitis B, and Varicella. A signed parent note stating the month and year the child had chicken pox may be sent in lieu of the Varicella vaccine.

### **PARENT INFORMATION**

It is absolutely necessary that we have your **correct address and telephone number at all times**. We also need to know your current place of employment. If your address or place of employment changes during the year, please send the information to the office.

### **PARTIES**

There will be four (4) parties per class during the school year. These will include Christmas, Valentine's Day (students & teachers only), Easter, and End of Year party in May. There will be NO Halloween parties, favors, food, goodies, etc. Holidays and other special occasions will be acknowledged through the children's curriculum such as art, music, and social studies. Invitations to birthday parties **SHALL NOT** be given at school.

Prohibited items at class parties will include but not limited to: snap pops, popits, and confetti eggs, any items that make excessive noises (popping, bangs, etc.) or when taken apart, make unnecessary messes on the classroom floor.

### **PESTICIDES**

This school occasionally applies for pesticides. Information concerning these applications may be obtained from the Maintenance Director (435-5478, ext. 234). A copy of the law can be obtained upon request in the Williams Intermediate Office. (Information provided as requirements mandated by Texas Pest Control Act 135b06. This program went into effect September 1, 1995.)

### **PHYSICAL EDUCATION**

Physical activity is essential to the child's complete development. Physical fitness goes hand in hand with mental fitness. Students are required and encouraged to participate in P.E. We need a signed written statement from the parent to excuse a pupil from physical exercise. If it is necessary to have a child excused for more than three successive P.E. periods

or permanently, we need a signed statement from your physician. Please remember this includes both 4<sup>th</sup> and 5<sup>th</sup> graders.

***Tennis shoes are required for P.E.***

#### **PROTECTION OF STUDENT RIGHTS UNDER 20 U.S.C. 1232h**

Parents have the right to inspect all instructional materials. Including teacher's manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education. Please contact your child's principal if you desire and appointment to review such material.

-If your children are under the age of 18, they will not be required to participate in a survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics without our prior written consent.

1. Political affiliations
2. Mental and psychological problems potentially embarrassing to the student or his/her family
3. Sexual behavior and attitudes
4. Illegal, anti-social, self- incriminating, and demeaning behavior
5. Critical appraisals of other individuals with whom students have close family relationships
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers
7. Income (other than that required to determine a child's eligibility for participation in a program or for receiving financial assistance under such a program)

-If your children are 18 or older or are emancipated minors, they will have the opportunity to give or withhold consent to participation in the survey, analysis, or evaluation.

#### **REPORT CARDS**

Students in Grades 4 and 5 will receive report cards each six weeks. Report Cards are normally sent home on the following Thursday after the end of the six weeks. Three week reports are sent home with students at teacher's discretion.

#### **RESPONSIBILITY**

Students will not be allowed to call home for forgotten snacks, treats, P.E. shoes, music recorders, homework, or conduct sheets, etc.

#### **RETURNED CHECKS**

All returned checks will be handled by the Administrative Office. THERE WILL BE A \$ 15.00 CHARGE ON EACH RETURNED CHECK.

#### **SAFETY RULES**

**-Please do not vacate your car while waiting for your child** unless it is property parked in a parking space.

-Please bring and pick up students in our pick-up area on S.W. 19<sup>th</sup> Avenue.

**-Please DO NOT bring or pick up students at any other point other than the front of our school. (DO NOT use Jefferson Street, the teacher parking lot off Jefferson, or the parking area of the administration building, or parking areas behind new cafeteria.)** Only extreme emergencies that have been approved by the principal will be exceptions to this policy. Do not double park when leaving or picking up children. Please keep the left lane open for traffic flow at all times. Students should not play or ride bicycles around buses. Students should use crosswalks when crossing all streets bordering Williams-Wright schools.

-Students should never accept rides from strangers. Students should respect other people's property by not walking or playing in private yards on the way to and from school.

-REMEMBER: WE CANNOT, FOR SAFETY REASONS, CHANGE YOUR CHILD'S NORMAL DISMISSAL ROUTINE WITHOUT A NOTE OR CALL FROM THE PARENT. CHILDREN ASKING TO WALK WHEN NORMALLY RIDING BUS WILL NOT BE ALLOWED TO CHANGE UNLESS WE HAVE VERIFICATION FROM THE PARENT/GUARDIAN OR CONTACT IN CHARGE. ACCORDINGLY, STUDENTS WISHING TO RIDE THE BUS WHO NORMALLY WALK NOT KNOWINGLY BE ALLOWED TO CHANGE WITHOUT PROPER ADULT NOTIFICATION. STUDENTS MAY NOT CALL AFTER SCHOOL TO MAKE PLANS WITH FRIENDS. THIS MUST BE TAKEN CARE OF BEFORE THE STUDENT COMES TO SCHOOL.

#### **THE SCHOOL DAY**

-Unless otherwise notified, your child will be dismissed promptly at dismissal time. For reasons of safety and supervision, the children should go directly home. All, except bus students, will be dismissed at the front door. Students meeting brothers and sisters will do so at the front door. **The second bus is for students who ride country routes and occasional overflow from full busses. A child or parent cannot CHOOSE to stay for bus recess and ride the second round for baby sitting purposes or any other reason.** Any exception to this must be approved by the principal. We do not have adequate numbers of personnel to supervise extra children at bus recess.

-Students arriving at school before 7:50 a.m. should not play on the playground; instead, they should go directly to the gym. Running and playing in the halls is absolutely prohibited. If you bring your child to school, please say good-bye at the

front door. The children can go to the assigned area by themselves. Students arriving after 7:55 a.m. should go directly to the office to check in.

-Williams office **MUST BE NOTIFIED BY 2 P.M.** if a student's means of getting home has changed. Last minute phone calls **DOES NOT GUARANTEE** your child will receive the message.

-If, in the event you need your child to leave early, he/she must bring a note from his or her parent that morning. **Your child will not be dismissed from class until the parent arrives at the office.** If your child arrives at school during the school day after 7:55 a.m. or returns to the school after signing out (for doctor's appointment, etc.), he or she must sign into school in the office.

-We must have your cooperation for your child's safety and accurate record keeping.

#### **SCHOOL NURSE**

A school nurse is assigned to our school and is available in case of emergency during that time. If your child becomes ill at school, we will notify you to come and pick up your child. ***Be absolutely certain we have a working number where we can contact you at any time.***

#### **SCHOOL OR SANCTIONED ACTIVITIES**

Students participating in activities which are sponsored by the school or sanctioned by the Texas Education Agency and are commensurate with the school's basic program will be counted in attendance. Students not in attendance at activities, such as field trips, will be considered unexcused unless excused under provisions of the Board Policy Manual. Students who participate in the school-sponsored trips, are required to use school transportation to and from the event. However, the principal may make an exception if the parent makes a written request that the student be released to the parent/guardian or another adult designated by the parent/guardian.

#### **SELLING OR TRADING**

**Selling or trading by the children is strictly forbidden.** Such activities often lead to unhappiness after the transaction has transpired. Transactions that become known to the principal may be voided if the principal determines that any student involved was shorted in the transaction. Disciplinary actions may be taken against all involved parties.

#### **STUDENT RECORDS**

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student enters the district until the time the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced have access to the records of a student who is under 18 or dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

To receive records, parent or legal guardian must give the office a written letter stating the documents they want to receive.

#### **SUPPLIES**

Children are expected to provide for their own expendable supplies such as paper, pencils, crayons, etc. Each teacher will tell pupils the supplies needed. Local merchants (United, Lowes, Family Dollar, Dollar General, etc.) have the official list for supply needs at Williams Intermediate.

#### **SUSPENSIONS**

The District shall not impose a grade penalty for make-up work after an absence because of a suspension. EIAB (Local)-A; ISSUED 1/18/2011.

#### **TESTING**

-In addition to routine testing and other measures of achievement, students in 4<sup>th</sup> and 5<sup>th</sup> grades will take the State of Texas Assessments of Academic Readiness (STAAR) test in the spring semester each year:

- Reading and mathematics – grade 4
- Reading, mathematics, and science – grade 5

-This is subject to change according to TEA rules.

#### **TEXTBOOKS**

Students are held responsible for any books issued to them. Textbooks must be covered at all times. Covers are supplied to the pupils free of charge. Students will be fined for damaged textbooks beyond normal wear. Students may be required to pay the price listed by the State for any textbook lost. Many textbooks are consumable and will be sent home at the end of the school year with the student. However, if the book is damaged beyond use before the school year is over, the student will be responsible for buying another book.

## **TOYS**

**Toys should not be brought to school.** Exceptions to this rule occur only if a teacher should request such items in connection with a special unit of study. Various kinds of balls that may be used at recess may be brought to school with the teacher's permission and given to the teacher. The teacher may then check the balls out for recess as needed.

## **TRAFFIC GUARD DUTIES AND EXPECTATIONS**

-Maintain passing grades in **ALL SUBJECTS**

**-A maximum of 2 unexcused absences (see letter signed by parent and student for examples) could be grounds for removal from Traffic Guard Duty**

-Be prompt to Traffic Guard Duty.

-Be an example to the other students – no office referrals.

-Violation of the above rules could result in temporary or permanent removal from Traffic Guard Duties at the discretion of the teacher(s) in charge.

## **TUTORIALS**

Tutorial sessions will be offered during the school day and are mandatory for all students failing or near failing in any subject. Tutorials are also mandatory for students who did not pass each part of last spring's state assessment. Students may also be required to stay if they scored low on last year's state assessment.

## **VANDALISM**

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

## **VISITORS AT SCHOOL**

Parents and other interested citizens are invited to visit the school to observe instructional programs and/or other school related activities. Additionally, parents are encouraged to confer with the teachers and principal concerning their child's progress in school. School age boys and girls from other schools are not permitted to attend the school or visit the classrooms during the school day without specific clearance by the building principal. **Except in emergencies**, the principal will not permit visitors to interrupt the work of a teacher, teacher's aide, or a student.

**All visitors are required to check in at the office and produce one form of current identification (driver's license is preferred).** A visitor badge will then be given to the visitor.

## **WALK-THRU/SEND OFF**

The ONLY Walk-Thru/Send Offs at Williams will be those from Perryton High School or a Williams's student(s) who will be competing at a regional or state level in competition, i.e. Regional Spelling Bee. There will not be Walk-Thru/Send Offs for students competing in tournaments; i.e. basketball, baseball, football, etc.

## **WITHDRAWALS**

When a student is going to withdraw, please notify the office at least one day in advance, or sooner, if possible. This is necessary so that proper records can be processed. Textbooks, library record, lunch records, and activity records must be cleared before official withdrawal. Parents will receive a withdrawal form to present to the next school the student is to attend. Official records will be sent to the student's new school. Official records cannot be carried to the next school by parents or guardians.

***Perryton ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational 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.***

Revised 8/02/2021