

HARMONY IRONS-SMITH INTERMEDIATE SCHOOL GENERAL INFORMATION

The Harmony ISD Board of Trustees meets on a monthly basis to oversee the operation of the school district. They meet on the third Monday of each month in the boardroom located in the administration building. Meetings start at 7:00 p.m.

Board Members for the 2003-2004 school year are: Mike Drennan, Ann Stegall, Jerry Key, Gary Littlejohn, A.T. Shoemaker, Susan Jeanes, and Matt Landes.

District administrators are:

Mr. Ray Miller, superintendent
Mr. Jed Whitaker, high school principal
Mr. Perry Cowan, junior high principal
Mrs. Ginger Cargal, intermediate school principal
Mrs. Cara Rendon, elementary school principal

District address and phone numbers are:

Harmony Independent School District
9788 State Highway 154 West
Big Sandy, TX 75755

725-5492 – bad weather and information
725-5493 – superintendent’s office
725-5495 – high school office
725-5485 – junior high school office
725-7077 – intermediate school office
725-5496 – elementary school office

CAMPUS MISSION STATEMENT

The mission of the **Harmony Irons-Smith Intermediate School** is for each student to develop to their full potential. This encompasses all of the essential academic skills and a strong knowledge base to be productive citizens and have a solid foundation to pursue lifelong learning.

TO STUDENTS and PARENTS

Welcome to school year 2003-2004 !! Teachers and other school staff members want this year to be an especially good one for each child. For this to happen, we all have to work together: students, parents, teachers, and other school staff members. This Student Handbook is designed to help us do this.

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

Both students and parents must be familiar with the Harmony ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

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 you review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

NONDISCRIMINATION – TITLE IX

Harmony ISD 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.

YOUR INVOLVEMENT AS A PARENT

A child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 725-7077 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Reviewing your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to your child.
- Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances: (1) when it is to be used for school safety, (2) when it relates to classroom instruction or a co-curricular or extracurricular activity, or (3) when it relates to media coverage of the school.
- Removing your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer.
- Participating in campus parent organizations.

- 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.
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.
- 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: (1) political affiliations, (2) mental and psychological problems potentially embarrassing to the student or family, (3) sexual behavior and attitudes, (4) illegal, antisocial, self-incriminating, and demeaning behavior, (5) criticism of individuals with whom the student or the student’s family has a close family relationship, (6) relationships privileged under law, such as relationships with lawyers, physicians, and ministers, (7) income, except when the information will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program. You will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

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

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, and state assessment instruments that have been administered to your child.

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:
 1. 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.
 2. 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.
 3. 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 if:
 1. The District has obtained from its medical advisor licensed to practice medicine in Texas (or from a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and
 2. 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, at the student's discretion, 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.

EMERGENCY MEDICAL TREATMENT

Parents will complete an emergency care form for each child enrolling in Harmony Intermediate School each year that includes parental consent for school officials to obtain medical treatment for the student, as provided by law. Signed consent will allow Harmony ISD to call emergency medical services such as an ambulance if necessary without financial liability to the school. This form must be completed and returned to the school nurse within 10 days of the student enrollment. Parents are required to notify the school nurse/principal about accidents, diseases or any matter that might jeopardize the student's health during the school year. Failure to do so may be interpreted as neglect and CPS (child protective services) may be notified.

FIELD TRIPS & MEDICATION

If the student is to receive medications while on a field trip, the nurse or principal may delegate a person that has been properly trained to administer medications.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Report cards with your child's grades or performance and absences in each class or subject are issued to you at least once every six (6) weeks.

At the end of the first three weeks of a grading period, you will be given written notice of your child's performance in English, Reading, Math, Social Studies, and Science. If your child receives a grade lower than 70 in any subject during a grading period, you are requested to schedule a conference with the teacher of that class or subject.

Report cards and progress reports must be signed by the parent and returned to the school the next day.

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:

- Mathematics, annually in grades 3-7 without the aid of technology and in grades 8-11 with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5 and 10

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 order for a student to be promoted to the next grade, the student must have a 70 or higher average for the year in 4 of the 5 core subjects taught. Also, the student must be in attendance for 90 percent of the classroom instruction in order to be promoted.

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 4 in school year 2003-2004, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 in school year 2004-2005 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

- In order to be promoted to grade 9, students enrolled in grade 8 in school year 2007-2008 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3,5, 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.

STUDENT or PARENT COMPLAINTS and CONCERNS

The cooperation and shared understanding of students, parents, teachers, and administrators is essential in the success of a child's education. Harmony ISD has rules and procedures for student conduct and for student performance that fosters mutual respect, a positive school climate, and an orderly operation of the school.

From time to time an individual may want to voice a concern or clarify some matter. Usually these 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. There are procedures persons are to follow as they address their concerns. Those procedures are as follows:

Step 1. If the concern involves a teacher or any other staff member, the individual shall discuss the matter with that person before requesting a conference with the immediate supervisor. The conference is to be within 10 school days of the event or action that is the subject of the complaint.

Step 2. If satisfaction is not achieved with the teacher/staff member concerned, then the person may pursue and discuss the matter with the immediate supervisor within 10 school days of the teacher/staff member conference.

Step 3. If no satisfaction is achieved with the appropriate supervisor, then the individual may pursue and discuss the matter with the superintendent within 10 school days of the supervisor's conference.

Step 4. If the outcome of the conference with the superintendent is not to the individual's satisfaction, then the individual may pursue and discuss the matter with the school board at the next regularly scheduled meeting of the Board. A written request, which may be obtained in the superintendent's office is to be submitted to the superintendent at least seven (7) days prior to the Board meeting.

The superintendent shall inform the person of the date, time, and place of the meeting. The Board President shall establish a reasonable time limit for complaint presentations. If the complaint involves complaints or charges about an employee, it will be heard by the Board in executive session unless the employee complained about requests it to be public. The Board shall listen to the complaint and take whatever actions it deems appropriate. Please know that Harmony School personnel are always willing to cooperate with persons regarding the education of children and will respond to complaints in a professional and confidential manner.

STUDENT RECORDS

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

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

- A student's name, address, telephone number, and date and place of birth.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

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 ten school days after the parent has been provided this notice.

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

- The parents – whether married, separated, or divorced – unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal 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.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the

hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process.

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.

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

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.

RELEASE OF STUDENTS FROM SCHOOL

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 or CLASSES (Tardies)

Classes at Harmony Intermediate School will begin promptly at 8:00 a.m. A tardy bell will sound at this time. Students will be considered tardy if they are not in their seat when this bell rings. Once a student gets 3 tardies, they will miss their break privileges. If the tardies persist, the student will be assigned to SAC for no less than 2 days.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; to the nurse for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

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

SPECIAL PROGRAMS

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

SUMMER SCHOOL

If a student of Harmony Irons-Smith Intermediate School will be required to attend summer school, parents will be notified after the 5th six weeks report cards are sent home.

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.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these

resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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 get permission from their teacher, go to the office, and ask the secretary to set up an appointment.

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.

HOMEWORK

Homework is assigned to check for understanding, reinforce what is covered in the classroom, and keep parents informed. Homework assignments are due the next day. At this time, the classroom teacher has the option to give a zero if the assignment is not available to grade or not turned in. If the teacher chooses to extend the time, that is their option. Each incident of an incomplete homework assignment will be dealt with individually.

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

“A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student

who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass."

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Attendance for Credit

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

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

- All absences 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.
- 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 whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student, parent, or other representative will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

When a student must be absent from school, the student – upon returning to school – **MUST BRING A NOTE, SIGNED BY THE PARENT, THAT DESCRIBES THE REASON FOR THE ABSENCE.** If the student has been to the doctor/dentist please bring a note from the doctor/dentist to put in the student's file. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

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. Teachers may assign a late penalty to any project in accordance with timelines approved by the principal and previously communicated to students.

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

A student will be responsible for obtaining and 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 (0) 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

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. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

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 our 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.

Corporal Punishment

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

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 nonstudent – 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.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.

- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- 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, and Other Electronic Devices and Games

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

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

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG(LOCAL). See also policy FNCL.

Sexual Harassment / Sexual Abuse

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ(LOCAL).

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

The principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

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.

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

Student Nonschool Materials

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

Nonstudent Nonschool 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 nonschool 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).

DRESS and GROOMING

The District's dress code is established to teach grooming, hygiene, prevent disruption, instill discipline, avoid safety hazards, and teach respect for authority. If students are dressed in a manner conducive to learning then that atmosphere should be prevalent during the school day. First impressions of individuals and of a student

body are based largely upon the manner of dress and personal hygiene. It should be the desire of each student to create a favorable school image to the public. The school earnestly solicits the cooperation of the parents and students in achieving this goal.

General Guidelines – All Students

- Clothing should be of a nature to not cause a health and safety hazard to the student or others. The District prohibits pictures, emblems, or writing on clothing that is lewd, offensive, vulgar, obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF(L).
- The District prohibits any clothing or grooming that in the principal's or teachers' judgment may reasonably be expected to cause disruption of or interference with normal school and classroom operations.
- Students may wear shirts and/or blouses with jeans, full-length pants, skirts, dresses and appropriate shorts. **APPROPRIATE SHORTS ARE: SHORTS THAT ARE LONG ENOUGH THAT WHEN A STUDENT'S ARMS ARE HELD BY THEIR SIDES, THEIR FINGERTIPS DO NOT TOUCH ANY SKIN.**
- Wearing clothing that is sheer or "see through" is prohibited.
- If a student comes to school dressed inappropriately, they will be sent home to change. If that is not possible, they will be required to change into clothes provided for them by the school.
- Sunglasses are prohibited inside the buildings unless prescribed by a doctor.
- Students may not wear caps, hats, headbands, or other types of head coverings while in the building. Exceptions to this rule will be made for spirit days.
- All clothing should fit in a manner to avoid comment. Tight fitting clothing that conforms to the body or extremely oversized clothing is prohibited.
- Articles of clothing must be worn as they are designed to be worn, e.g., suspender straps of overalls on the shoulders, shirts buttoned completely with the exception of the top button, jackets or coats on the shoulder, etc.

- Gang clothing – clothing that is known to be, or thought to be, clothing that is associated with gangs or gang activity is prohibited. Examples : “do rags”, bandannas (all colors), khaki work clothes, certain athletic apparel, etc.
- Severely torn or ragged clothing is prohibited.
- Appropriate modest dress is expected at all school-sponsored activities with the approval of the sponsor and principal.
- Appropriate footwear is mandatory. Athletic shoes are strongly recommended to avoid injuries. Rubber flip/flop shoes are not allowed due to safety reasons.
- Dress that deems special consideration, such as class or school activities or medical needs, must be approved by the campus principal.

Female Students – Guidelines

- Sun dresses and like apparel may be worn provided they are not cut too low in the front or the back for proper decorum. Shoulder straps must be at least two inches in width.
- Halter tops, tops that are backless, or with a bare mid-drift are not allowed.
- All blouses and tops must not allow the mid-drift to show at anytime whether the student is idle or active. This type of blouse and top must be long enough to be tucked in even though it does not have to be tucked in.
- Body piercing is not allowed except for a maximum of two sets of earrings.
- Hair must be clean well groomed, and out of the eyes. The style and color of the hair must be of a nature as to not cause a classroom disruption.

Male Students – Guidelines

- May not wear tank tops or like apparel without a t-shirt under the garment.
- Shirts with the sleeves torn out may not be worn.
- All pants, shorts, and similar type clothing designed to be worn at the waist may not be worn below the waist or made to sag so as to allow the underwear to show. **Shirts may not be worn untucked with baggy clothing.**

- Earrings or any form of body piercing is not allowed.
- Hair must be clean, well groomed, and out of the eyes. The style and color of the hair must be of a nature as to not cause a classroom disruption. Examples: unnatural color such as blue, yellow, or green, two or three tone color, etc.
- Young men may not wear dog collars, heavy chains, or chains attached to a billfold.

When any questions arise or there is any doubt about appropriateness of clothing, students and parents are encouraged to consult school officials. The support of parents and compliance by students is essential in order to have the best possible atmosphere for learning in school. A good rule to go by is: If you have any doubt, then don't wear it.

Violations to the Dress Code

If the student's dress or grooming is objectionable under the above provisions, the teacher and/or principal shall request the student to make appropriate corrections. Students will be given the opportunity to make corrections at that time. If class time is lost, the teacher will give an unexcused tardy/absence depending on the length of time the student is out of class. If the student refuses, the principal shall notify the student's parent and request that the necessary correction be made. If this does not work, the student will be placed into campus suspension for the remainder of the day. Some dress code violations will carry automatic disciplinary actions, these are:

Sunglasses, Hats, Earrings, Electronic Devices, Heavy Chains, etc.

1st offense – item confiscated and returned at the end of the day

2nd offense – item confiscated and returned to parent – 1 day campus suspension

3rd or more offense – item confiscated and returned at the end of the year – 2 day campus suspension

Sagging, Inappropriate Clothing, Hair, etc.

1st offense – unexcused tardy/absence, whichever applies while the problem is corrected

2nd offense – unexcused tardy/absence, whichever applies – 1 day campus suspension

3rd or more offense – unexcused tardy/absence, whichever applies – 3 days campus suspension

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.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, and yearbooks.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- Lost textbooks.
- Admission fees to extracurricular activities.

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, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae 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.

Once a student enrolls in Harmony Irons-Smith Intermediate School, the parents will have 30 calendar days to get the required immunizations if needed. At the end of the 30 days, the student will be withdrawn if the proper immunizations have not been given.

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. A student should:

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

Accident Insurance

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

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in

school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Alarm Sounds – follow the teachers' instructions and clear the building

“Shelter in Place” – immediately follow the directions of the teacher in the room

“ Building Evacuation” – immediately follow the directions of the teacher in the room

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 office to update any information.

Emergency School-Closing Information

When inclement weather or unusual circumstances cause school to be delayed or canceled for the day, area radio and TV stations will be notified as soon as possible. Parents should check these media announcements.

If conditions warrant an early dismissal of school, buses will run the normal routes. The school will not be able to contact each parent. Special instructions may be sent to the homeroom teacher for her files in case a situation such as an emergency closing occurs. The staff cannot be expected to remain at school for an extended time. Conditions that affect bus travel also affects the staff.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

Parents are requested **NOT** to have children at school before 7:30 a.m. Students arriving will go immediately to the hall outside their homeroom and have a seat in the hall. After dismissal of school in the afternoon (3:20 – bus riders; 3:25 – car riders), and unless involved in an activity under the supervision of a teacher, students must leave campus immediately. The District is not responsible for children who play on the campus or attend meetings after school hours. **NO SUPERVISION IS PROVIDED.**

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before – or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct established by the sponsor in accordance with Board policy.

Loitering or standing in the halls between classes is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action.

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. Questions about the lunchroom policies & menus should be directed to the Cafeteria Manager at 725-5492 ext. 128.

Students will no longer be able to charge lunches at Harmony ISD. Parents may make arrangements to pay in advance or send money with the student each day. If a student does not have the money to pay, he/she will be given a sandwich and milk.

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Information regarding the application of pesticides is available from the Superintendent's office.

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.

COMMUNICATION BETWEEN HOME and SCHOOL

It is the responsibility of the parent/guardian to notify the school secretary of new addresses and emergency phone numbers.

SEARCHES

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

Students' Desks and Lockers

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others if locks are being used.

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

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

Vehicles on Campus

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

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

The District makes school bus transportation available to all students attending Harmony ISD unless the student is a transfer and living outside the district. This service is provided at no cost to students. 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.

Bus transportation is a privilege not a requirement or right. Students riding the bus are considered to be under the jurisdiction of the school from the time they board until they are discharged from the bus. The same type of conduct and discipline measure are expected of the students as would be of them while they are in a classroom.

The bus driver **HAS** the authority and responsibility to maintain proper conduct and safety standards on the school bus. The driver will take necessary actions to maintain proper discipline on the bus. Students who refuse to promptly obey the directions of the driver or refuse to obey the regulations of the school while on the bus will forfeit riding privileges for a specific period of time.

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

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.
- Not distract the driver through misbehavior.
- Remain seated at all times.
- Not use tobacco of any kind while on the bus.
- Not eat or drink on the bus.
- Sit in assigned seat if the driver feels it is necessary to assign seats.
- Not use profanity, vulgarity, make loud noises, fight, or use any aggressive behavior on the bus. This behavior will not be tolerated.
- Wear seat belts when riding in a District van or passenger car.

The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an extracurricular activity:

- 1st offense – verbal warning by the bus driver
- 2nd offense – verbal warning by the principal; letter mailed home to parents
- 3rd offense – 5 days suspension from the bus
- 4th offense – 15 days suspension from the bus
- 5th offense – suspended from the bus for the remainder of the year

In case of serious misconduct that endangers the safety of other passengers or the driver, the principal and the parents shall be notified of the situation as soon as possible and steps one and two are skipped.

Disciplinary sanctions and changes in transportation for a student with a disability shall be made in accordance with the provisions of the student's Individual Education Plan (IEP) for students considered disabled under IDEA or the individually designed program for students considered disabled under Section 504.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary Alternative Education Program.

VIDEOTAPING OF STUDENTS

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

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or person engaging in unacceptable conduct to leave the school grounds.

ACADEMIC POLICIES

Harmony Intermediate School shall offer a well-balanced curriculum in accordance with state law and the State Board of Education mandates. Instruction shall be delivered to all enrolled students in the essential elements of Language Arts, Mathematics, Science, Social Studies, Physical Education, Health, and Fine Arts.

Grading

A – (90-100) Excellent progress

B – (80-89) Good/Average progress

C – (70-79) Adequate progress

F – (69 and below) Failing/Unsatisfactory progress. **NOT A PASSING GRADE. A PARENT/TEACHER CONFERENCE IS REQUESTED.**

The six weeks grade will generally be determined by averaging all grades together. The average of the two semesters will be the year's course average.

GENERAL INFORMATION

- Students will not be released to parents from the classroom. Parents or those with parental authority must come to the office, sign the child out, and wait until a staff member brings the child to the office. **STUDENTS WILL NOT BE ALLOWED TO LEAVE EARLY THIS YEAR UNLESS THE REASON IS MEDICAL OR A FAMILY EMERGENCY.** Every student will be in a required class during the last period of the day. Fourth grade will be having social studies and fifth grade will be having a reading/writing class. In order for the students to do well on the new state mandated TAKS test, they will need to be in classes until the end of the day.
- Parents are expected to send a note to the homeroom teacher if the child is to go home in a different way than usual. The school will not make a practice of giving students last minute telephone messages to change the usual way of going home. Students will not be allowed to board a different bus unless the parent sends a note stating where the child is to get off. This note must be cleared by the principal or designee.
- Students riding home on the bus will be dismissed at 3:20 to walk down to the elementary school to load buses. Two teachers will accompany the students to the elementary. If inclement weather prohibits walking, the students will be bused to the elementary to load buses. Students riding home in cars will be dismissed at 3:25 to go to the foyer and then out to their car. Parents that wish to wait inside the building must wait in the foyer area.
- Parents and visitors to the campus are asked to park only in designated parking areas in front of the intermediate school. Areas have been marked to reserve access to handicapped parking. Parking in these areas is a violation of state laws unless you have proper handicapped documentation. **PLEASE DO NOT PARK AS TO BLOCK OTHER CARS OR BUSES.**
- Parents are requested **NOT** to have their children at school before 7:30 a.m. Once a student arrives at school, they are to go to their designated area in the hall and sit quietly and read until the bell rings to begin classes or until their teacher instructs them to enter the classroom.

THE SCHOOL IS NOT RESPONSIBLE FOR CHILDREN WHO ARRIVE BEFORE 7:30 a.m. OR WHO PLAY ON THE CAMPUS OR ATTEND MEETINGS AFTER 3:25 P.M. SUPERVISION IS NOT PROVIDED.

- Students are expected to go to and from all areas and activities in an orderly manner.
- **GUM AND CANDY ARE NOT ALLOWED ON THE INTERMEDIATE CAMPUS UNLESS GIVEN OUT BY A TEACHER.**
- Students are permitted to make **EMERGENCY CALLS** only.
- The following items will not be permitted at school: toys, matches, tools, radios, tape players, walkie-talkies, water guns, skateboards, hard baseballs, CD players, and handheld video games. Balls and jump ropes are allowed for outside activities.
- Private party invitations will not be given out at school. Parents need to do this through the mail or by phone. Individual parties will not be allowed at school. Parents should note that each classroom has designated school parties and activities that involve all the children.
- Pupils and their parent/guardian are responsible for state adopted textbooks, district adopted textbooks, homeroom library books, teacher library books, and campus library books. The students will pay for all lost books. Any pupil failing to return books shall forfeit the right to free textbooks until payment is made on the lost books. **TEXTBOOKS WILL BE COVERED AT ALL TIMES.**

DRUG FREE SCHOOLS

The Harmony Independent School district believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct. (FNCF-L)

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be suspended for up to six school days or expelled for a period of time ranging from seven school days

to the end of the school year. In addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the district's policies at FOA, FOA-L, FOD, FOD-I.

Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor of your school can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

ASBESTOS MANAGEMENT

Harmony ISD strives to maintain compliance with federal and state regulations concerning asbestos. A copy of the management plan is available in the school's central administration office.

CAMPUS/PARENT INVOLVEMENT POLICY

Acknowledging that parents/guardians are a student's first teachers and that this continuing support is essential for academic success, Harmony Irons-Smith Intermediate School is committed to the following parent involvement policy:

- ** Title I, Part A parents will annually receive information concerning the implementation of the Title I, Part A program and will be encouraged to offer suggestions for improving/strengthening the program.
- ** Parents will be given timely information concerning overall student performance standards and expectations (TEKS).
- ** Parents will be given timely information concerning campus/state assessment instruments: local assessment measures, TPRI, RPTE, TAKS, SDAA, etc.
- ** Parents will be offered opportunities for learning how to foster improved academic performance for their child(ren).
- ** Parent representatives (including parents of Title I, Part A students) will be involved in the development, review, and evaluation of the campus improvement plan.
- ** Title I, Part A parents will be involved annually in the review/revision of the School/Parent Compact.

** Title I, Part A parents will be asked to complete surveys seeking evaluation of the Title I, Part A program and parent involvement.

** Parents will annually review/revise this policy.

SCHOOL SONG

An army of Eagles are we.
We work and we play all together.
We're proud of our school as can be,
And we want you all to know –
We love Harmony High and we aim
to support her in fair or foul weather.
We know we are right when we say,
Oh, Harmony High! Oh, Harmony High! Will live forever!

School colors – Red and White

School Mascot – Eagle

