

# Willis High School

Campus Addendum to the WISD Student Handbook/Code of Conduct

2016-2017

*Everyone Succeeds Every Day*

## Principal's Office (Front Office)

Travis Utecht-Principal

Sharon Walsh-Secretary

(936) 856-1314

## Curriculum & Instruction (Front Office)

Sarah Goolsby-Dean of Instruction

Secretary: Kandy Kaliszewski (936) 890-1414

## Students with last names beginning with A-C B207

James Bush-Assistant Principal

Kristin Coleman-Counselor

Secretary: Michelle Davis (936) 856-1254

## Students with last names beginning with D-He A405

Ali Parker-Assistant Principal

Karol Smith-Counselor

Secretary: Shelley Walters (936)890-7305

## Students with last names beginning with Hi-Mc A302

Lee Sloan-Assistant Principal

Ashney Shelly-Counselor

Secretary: Tricia Pless (936) 890-6673

## Students with last names beginning with Me-R A205

Kyle Hadash-Assistant Principal

Cindy Adkison-Counselor

Secretary: Renee Crane (936) 856-1257

## Students with last names beginning with S-Z B409

Ivan Velasco-Assistant Principal

Tricia Neumann-Counselor

Secretary: Ashley Hayes (936) 856-1330

## College and Career Center B205

**Attendance:** 10<sup>th</sup> grade and 12<sup>th</sup> grade Maria Reiter (936) 856-1260

9<sup>th</sup> grade and 11<sup>th</sup> grade D'Alene Simmons (936) 890-1464

To login and see your student's grades, attendance, and other importation information, sign up for the Parent Portal

<https://sis1.willisd.org/txConnect>

## **To Students and Parents:**

The Willis High School Student Handbook contains information students and parents are likely to need to ensure a successful school year. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Willis Independent School District Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document is contained in a separate section of this handbook and is posted in campus offices, libraries, parent centers, and other campus locations.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Changes in policy that affect student handbook provisions will be communicated by newsletters and other communications to students and parents. These changes will generally supersede the provisions found in this handbook which may be made obsolete by newly adopted policy. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail. Both the Board policy and the WISD District Handbook/Code of Conduct are also available online at [www.willisd.org](http://www.willisd.org).

## **Nondiscrimination Notice**

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

Willis Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. The following District staff members have been designated to coordinate compliance with these requirements:

### **Title IX Compliance Coordinator**

Lisa Severns  
Assistant Superintendent of  
Teaching and Learning  
936-856-1200  
204 W. Rogers Street  
Willis, Texas 77378

### **Section 504 Compliance Coordinator**

Tim Walsh  
504/RTI Coordinator  
936-856-1200  
204 W. Rogers Street  
Willis, Texas 77378

## **District Jurisdiction**

The District has jurisdiction over its students during the regular school day and while going to and from school on District transportation. Within the District's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. The District's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the District or the safety or welfare of students or staff members.

### **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, Willis Independent School District rules and discipline will apply:

- During the regular school day or while a student is going to and from school on district transportation.
- Within 300 feet of school property
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location. This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.
- When criminal mischief is committed on school property or off school property at a school-related event.

## **FORMAL COMPLAINTS**

Willis Independent School District is committed to working closely with parents and the community. Usually parent or student complaints can be resolved with a phone call or a conference with the teacher or principal. Upon completion of a conference with the teacher or principal, more formal complaints or concerns will be addressed according to the district complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy is available at the principal's office, superintendent's office, or on the district's web-site at [www.willisisd.org](http://www.willisisd.org)

## **ACADEMIC ISSUES:**

### **ACADEMIC DISHONESTY / CHEATING / PLAGIARISM**

Academic dishonesty—cheating or plagiarism—is not acceptable. Cheating includes the copying of another student's work—homework, class work, test answers, etc.—as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, and referral to an Assistant Principal.

### **CLASS RANK**

Class rank will be determined by descending order of GPAs. For the purpose of determining honors to be conferred during graduation activities, WISD will calculate class rank as of the last Friday in April. Final graduating class rank will be calculated at the end of the second semester.

### **COLLEGE INFORMATION/NCAA REQUIREMENTS**

All college entry requirements are specific to that college or area of interest and change periodically. For specific information concerning college requirements or NCAA participation, see your counselor, athletic director, or appropriate website.

### **COURSE REQUESTS**

Course requests are made during the prior year for the following school year. Course request modifications must be made in writing to the WHS counseling center by the end of the second semester. After the course request deadline any modifications to your course requests must be approved by the Dean of Instruction.

### **LOCAL CREDIT COURSES**

Some courses are offered at Willis High School for local credit only. The local credit courses are not recognized by the state and do not count toward graduation.

### **WHS HONORS PROGRAM**

The Willis High School Honors Program consists of a variety of rigorous courses involving higher level thinking skills, research, and an opportunity to experience an in-depth study of various disciplines. More information about the WHS Honors Program may be found in the WHS Course Catalog.

### **DUAL CREDIT/CONCURRENT ENROLLMENT**

Through an agreement with the Lone Star College System, Willis High School students have the opportunity to take college courses while still enrolled in high school. Qualifying students have the option of participating in Dual Credit courses, Concurrent Enrollment courses, and College Credit Only courses. Dual Credit courses are courses taken on the WHS campus that count for both high school and college credit. Qualifying students may begin in Dual Credit courses at the beginning of their junior year. Concurrent Enrollment courses also count for both high school and college credit, but they are taken on the Lone Star campus. Qualifying students may begin these courses the summer after their sophomore year. Not every class at Lone Star can be accepted as high school credit so students will need to work closely with their counselors if choosing Concurrent Enrollment. Dual Credit courses and some Concurrent Enrollment courses are offered to our students at a reduced tuition rate. Students also have the option to take classes at Lone Star College for College Credit Only beginning the summer after their sophomore year. These courses will not be included on their high school transcript and are subject to the full tuition rate. Enrollment with Lone Star is required

for all of the above options as well as qualifying test scores, and registration for courses for any of the options will go through their counselor. Also, students must maintain a grade of 75 or higher in each college course to continue taking them while enrolled in high school. Students will need to work with their counselor to determine an appropriate course of action that best fits their graduation plan. For questions/more information, please contact the Dual Credit Coordinator.

### **MODIFICATION OF COURSES**

For purposes of determining class rank for honor positions, courses that have been modified by the student's ARD committee as to the required content (or grading criteria) of the Texas Essential Knowledge and Skills (TEKS) and reflected in the student's IEP shall not earn the same number of grade points as regular courses. However, courses modified as to methodology shall earn the same number of grade points assigned to regular courses.

### **TRUANCY**

Truancy is an absence of one or more class periods without parental permission and knowledge. When a student has been truant the assistant principal may file a complaint against the student and/or parents in the appropriate Court of Law in addition to issuing school consequences.

### **LEAVING SCHOOL DURING THE DAY**

Students who must leave during school hours must have written permission from parents and must sign out at the Attendance Office before leaving campus. The note should state the date, time and reason for dismissal from class and a telephone number for verification. Students leaving campus without written permission from a parent or principal will be considered truant. Attention should be given to absences in each class. Loss of credit applies to classes on an individual class basis. Only students who are 18 prior to the first day of school and enroll themselves in WHS may sign themselves out. All other students must have a parent sign them out of school. Students must be signed out by 1:50 to leave campus early. Requests after this time will not be able to be fulfilled due to the turnaround time required.

### **ASSIGNMENTS FOR AN EXTENDED ABSENCE**

A student may request assignments when absent from school for more than one day due to an excused illness by calling the Counseling Office. If the call is placed by 10:00 a.m. it will allow sufficient time to gather work for the student and the assignments should be ready to pick up within 24 hours.

### **ABSENCE-DOCTOR, SAME DAY**

A doctor, same day absence is provided by TEA as an incentive to attend school part of the day when a medical appointment is necessary. A student shall receive a doctor, same day absence for class time missed if 1) the student signs out through the Attendance Office, 2) the student returns to school the same day with a doctor's note. A doctor, same day absence does not count against the student when determining attendance credit.

### **STUDENT PASSES**

Students should not be out of a class without a hall pass at any time. It is the student's responsibility to ask the teacher for a student pass whenever it becomes necessary to leave the room. In addition, a hall pass does not give students permission to loiter in the halls or in the restrooms. Students in the hall without a student pass are subject to disciplinary action. Students should not be allowed to leave class the first 15 minutes or last 15 minutes of class.

### **VERIFICATION OF ENROLLMENT (Attendance for Driver's License Renewals)**

State law requires any person under the age of 18, who has not obtained a high school diploma or its equivalent, must show evidence of 90 percent attendance for each class in which he is enrolled. Students applying for a driver's license during the summer should obtain the signed *Verification of Enrollment and Attendance Form* from the school office prior to the end of the school year. **The appropriate Grade Level Office requires 24 hour notice for a student's VOE.**

### **CAMPUS SAFETY**

Maintaining safe and secure schools is a top priority of The Willis Independent School District. The following measures will be in place during the 2016-2017 school year to ensure safe and secure schools. Other measures will be added if they become necessary.

- Each secondary student must have a photo ID during the school day and at school events.
- There will continue to be **ZERO TOLERANCE** for weapons, gang-related activities, all types of assault, racial intolerance, sexual harassment, drugs and alcohol.
- **Secondary students may be subject to random, metal detector searches of their person and their possessions periodically throughout the school year.**
- Schools have surveillance cameras, burglar alarm systems, and fire alarm systems that are monitored by school administrators and police.
- After the beginning of school each day all entrances will be locked except the front door.

### **Anonymous Incident Reporting:**

In conjunction with Precinct 1 Constables Office, Willis ISD designates the tip hot line number 936-262-1630 in order for students to call or text and report violence, crime, or bullying. This gives the school district law enforcement the tools to solve crimes that occur on Willis ISD campuses. We guarantee your call or text is completely anonymous. If you send a text a school official can reply to you. If you call, you'll be asked to leave a voice message that a school official can listen to. They are never able to see your phone number or identity.

### **CAFETERIA REGULATIONS**

- Do not cut in line.
- No shouting or horseplay.
- Students are to eat in designated areas only.
- **WHS is a closed campus.** (Students are not allowed to leave and return to campus during the lunch period.)
- No visitors are allowed unless approved by a principal.
- No outside food or deliveries will be allowed. Students are expected to keep their tables and areas clean. Failure to do so may result in disciplinary action.
- No drinks, drink containers or water bottles are allowed in the classroom or carried by a student unless a written physician statement has been obtained by the student. The physician statement must be on file in the nurse's office.

### **CLINIC**

The purpose of the clinic is to render first aid in case of emergencies and to provide a place for a student to lie down until his/her parents can pick him/her up or until he/she is able to return to class. The facilities in the clinic are limited; students who are ill cannot remain in the clinic for extended times.

### **DELIVERIES TO CAMPUS**

Personal deliveries to students during the school day are prohibited. Examples include flowers, balloons, lunch, etc. In the event a delivery is made, a note will be sent to the student to pick up the item after school.

### **ELECTRONIC DEVICES**

District policy prohibits a WISD student from using an electronic device without approval from their teacher for a classroom activity. Students who violate this policy will be subject to disciplinary action. **Electronic devices will be collected by staff. On the first offense, the device may be picked up from the principal's office after school for a fee of \$5. On the second offense, the fee is \$10. On the third and any subsequent offense, parents may be required pick up the confiscated telecommunications device from the principal's office for a fee of \$15. Any student refusing to surrender an electronic device to a staff member will be subject to immediate disciplinary action. WISD will not investigate any loss or theft of electronic devices on the WHS campus. No over the ear headphones may be worn on campus. One ear bud in one ear only will be permitted outside of classrooms.** Texas Education Agency prohibits possession of electronic devices in an EOC testing setting.

### **FEES AND FINES**

Students may be required to pay additional fees in some areas of the school. For example, additional fees for career classes, technology classes, or art classes. In addition, students must be cleared of all owed fines and holds to attend prom or other school dances, senior picnic, to purchase parking permits, or participate in graduation exercises.

### **GROOMING & ATTIRE DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

#### **Clothing**

1. All clothing must be neat, clean, modest, and fit (not too tight or oversized) in proportion to the student.
2. Halter-tops, tank tops, tube tops, fishnet shirts, and half-shirts are prohibited. Any shirt that displays undergarments and/or torso is prohibited.
3. Pants, trousers, or shorts will be worn at or above the waist and fastened appropriately.
4. Students will not dress alike or wear combinations of colors that denote group affiliation, except for school-approved organizations and/or activities.
5. Dusters and trench coats are prohibited.
6. No article of clothing will display vulgar or inappropriate language, violence, or obscenities of any kind.
7. No article of clothing will refer to or advertise tobacco products, alcoholic beverages, narcotics, or any other prohibited substance.
8. Students must be fully clothed with no bare midriff showing when the student goes through normal activities of a school day (bending, stretching, reaching, etc.).
9. Students' shorts, skirts, or dresses must be mid-thigh or longer in length. (Administrators have the authority to decide what is acceptable in length.) Biker, jogging, or boxer shorts (tights) are not permitted if worn by themselves. Soccer-style shorts are acceptable provided they meet the length requirement. (Due to some physical activities, the wearing of shorts under dresses is encouraged.)
10. Clothing with distracting or intentional holes or tears is not allowed.
11. Para-military attire is prohibited.
12. No sleepwear.

## Footwear

1. Proper footwear must be worn at all times for health and safety reasons.
2. Shoes with rollers or skates within them are prohibited.
3. Cleated shoes are not permitted.
4. Para-military footwear is prohibited.
5. House shoes and/or slippers are prohibited.

## Jewelry

1. Expensive jewelry should not be worn to prevent loss or theft. The school is not responsible for loss or theft.
2. Nose rings/studs, lip rings/studs, tongue studs, or any other body-piercing jewelry other than earrings are prohibited.
3. Any jewelry that distracts from the educational process is prohibited.

## Hair

1. Gang related designs (letters, numerals, etc.) are not to be shaved into the head, hair, and/or eyebrow.
2. Hair must be neat, clean, and worn in such a manner that it will not cause undue attention.
3. Sharp-pointed combs, rakes, or pics must not be worn in the hair.
4. Facial hair must be neat, trimmed, and clean.
5. Unnatural hair color is prohibited.

## Accessories

1. Hats and caps are not to be worn inside the building at any time.
2. Scarves and bandannas may not be worn as head, wrist, arm, or leg bands; they cannot be displayed in any manner.
3. Sunglasses will not be worn inside any school building except under doctor's orders.
4. Wallet chains, long key chains, or any other kinds of heavy chains are prohibited.
5. Badges, decals, patches, jewelry, or other similar items are not to be worn if they advocate prohibited substances or actions, vulgar or inappropriate language, violence, or obscenities of any kind.
6. Tattoos that are deemed distracting or gang related by an administrator must be covered at all times. (Extracurricular sponsors or coaches may require all tattoos covered during school related events.)

## **\*\*Note\*\***

Any clothing and/or jewelry that is distracting, as deemed by the campus administrator, will be prohibited.

## Enforcement

- Strict enforcement of the Willis ISD Dress code is the responsibility of all campus administrators and staff members, as well as students and their parents.
- It is the responsibility of parents to ensure that their child complies daily with the Willis ISD Dress Code.

### QUESTIONS?

**Students with questions regarding the dress code should use this rule of thumb:  
IF IN DOUBT, DON'T WEAR IT!**

### POSTERS, SIGNS, AND LITERATURE

All posters, signs, flyers, brochures, or any other literature to be distributed on the campus must have the approval of the principal or designee, and material to be posted must be approved and initialed by the principal or designee.

### STUDENT HARASSMENT

- Harassment will not be tolerated by the district. 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.
- A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. Students who feel they have been harassed should report the incident to their principal or counselor.
- 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, or principal.

### 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.
- 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.
- 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.

### LOCKERS

Each student will be assigned a locker **upon request**. A student should not permit another student to share his locker at any time. Damage to lockers by students may result in fines and/or discipline consequences

## MOTORIZED VEHICLES

The following items are required to receive a WHS parking permit:

- Be a senior or junior that met that met the previous year's attendance requirements
- Present a valid Texas driver's license
- Present a valid Willis H.S. student I.D.
- Provide a copy of liability insurance
- Completed parking sticker application form (completely filled out and signed by parent/guardian)
- \$50 fee for each parking sticker
- Students must be cleared of all student fines or holds.

### Safety Violations:

The speed limit is ten miles per hour in all WHS parking lots.

### Dangerous or reckless driving in the parking lots will result in loss of parking privileges.

Parking in a space designated as "handicapped" is illegal. Offenders will be cited by campus police and school consequences will be in effect.

### Parking Violations:

All students parking on campus are required to display a valid parking permit in their auto and it must be visible at all times. Parking permits are non-transferable and are color-coded to designate the student's assigned parking lot/space. Students may only park in their assigned lot during school hours. Students displaying a parking permit other than their own will be permanently suspended from parking as will both parties when students borrow or share permits. Lost parking permits may be replaced at the cost of \$50.00 if lost in the first semester. Costs will be pro-rated to \$25.00 in the 2<sup>nd</sup> semester. All parking permits are the property of WHS and must be surrendered upon request.

### Prohibited Parking Areas:

- 75 parking lot bus ramp must be cleared daily by 2:00 pm
- 75 parking lot band practice area must be cleared daily by 3:00 pm
- Entrance/exit driveways
- Any grass or lawn area
- The streets/sidewalk area behind the building
- The shop (CATE) compound
- The front faculty parking lot
- Any area other than the student's designated parking lot/spot.

### Vehicle Immobilization:

Any vehicle found in violation of parking rules may be fitted with a vehicle immobilization boot. The boot will be removed after the student has been informed of the consequences and pays a \$10.00 fine. Attempting to remove the boot - or any damage to the boot - will result in a parking violation, the cost of the boot, and possible criminal charges.

• First Violation	Boot	\$10.00 fine	5 day parking suspension
• Second Violation	Boot	\$15.00 fine	10 day parking suspension
• Third Violation	Boot	\$20.00 fine	Permanent parking suspension

### Parking Suspension:

Students placed on parking suspension must surrender parking permits and are not allowed to park on Willis ISD property during their time of suspension. Defiance of parking suspension rules will result in permanent suspension, and the student's vehicle may be towed at the owner's expense. *All students with driving privileges will be subject to random drug testing.*

## PHOTO IDs

Each 9<sup>th</sup> grader or new student will be issued a Photo ID at the beginning of the school year or when they enroll. Students are required to have the ID badge on his person during the school day and at after-school activities. Discipline consequences may be assigned to students who do not possess an ID badge. A fee of \$4 will be charged to replace a Photo ID.

## TELEPHONE MESSAGES

Grade level offices have many duties and limited time, but will make an attempt to deliver important telephone messages to students. The office telephone number is a business telephone and may be used by students for EMERGENCY needs only.

## VISITORS

For the safety of those within the school, all visitors must first report to the Attendance Office of the school upon entering the school building, check in, and receive a visitor's badge. Student visitors are not allowed. Visits to individual classrooms during instructional time are permitted only with approval of the principal and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Trespassers are subject to prosecution.

**INTERVENTIONS AND REDIRECTIONS:**

**CONFERENCES**

Students and parents may expect teachers to request a conference if the student is not being successful in class for academic or behavioral reasons. Teachers will make parent contact for students who are failing. Parents are encouraged to request conferences with individual teachers or conferences with all of the student's teachers if such a conference will increase the success of the student. The parent should call the student's counselor and request the teacher to contact him/her or ask that a staffing be scheduled.

**A.S.D - AFTER SCHOOL DETENTION - LUNCH DETENTION**

After School Detention, Lunch Detention and Lunch Duty will be utilized for the infractions of rules where, in the opinion of the administration, the interest of the school and that of the students will be served. The student will attend his/her classes and will report to ASD/LD on the assigned day. Detention is a study period. Students are required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. Students who fail to attend ASD or LD, leave without permission, or are asked to leave for any reason are subject to further disciplinary action. ASD is from 2:30-3:30 p.m. LD will be held from 11:35 to 12:20 in the purple gym.

**IN SCHOOL SUSPENSION (ISS)**

When a student is assigned to ISS, he/she will report to the room for the entire school day. Work will be sent by teachers and will be returned to the teachers to be graded. The student will not be counted absent from class. Students in ISS have two options for lunch. They may bring a sack lunch from home or may purchase a box lunch from the cafeteria. Seniors with late arrival or early release are expected to be in ISS the entire day. Students cannot participate in extracurricular activities until their ISS time is complete.

**SUSPENSION FROM SCHOOL**

When a student is suspended from school, they are not allowed on ANY WISD property during the time of suspension. Participation in extracurricular activities is not allowed on the days when a student is in suspended from school.

**DAEP- ALTERNATIVE SCHOOL**

When a student is assigned to DAEP, they will be given an "intake" date to cover registration information, rules, and expectations for what is needed to be successful at DAEP. Immediately upon being notified of an assignment to DAEP, students are prohibited from being on ANY WISD property during their time at DAEP. Conferences about DAEP placement should be set up as soon as possible after the parent receive the DAEP notification.

**Regular Bell Schedule**

7:05	7:55	Period 1	50 Minutes
7:59	8:49	Period 2	50 Minutes
8:53	9:43	Period 3	50 Minutes
9:47	10:37	Period 4	50 Minutes
10:41	11:31	Period 5	50 Minutes
11:31	12:32	Wildkat Lunch	61 Minutes
12:36	1:26	Period 6	50 Minutes
1:30	2:20	Period 7	50 Minutes

**Students are expected to exit the building at 3:15, unless with a staff member.**



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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is:

Contact Person                      Debbie Walker

Phone Number                      936/856-1222

**Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que  
Tienen Dificultades de Aprendizaje o que Necesitan o  
Pueden Necesitar Servicios de Educación Especial**

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un periodo razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre. Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento - Derechos de los Padres de los Estudiantes con Discapacidades* (Notice of Procedural Safeguards-Rights of Parents of Students with Disabilities).

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto:                      Debbie Walker

Número de teléfono:                      936/856-1222