



Teacher Handbook
Westlake High School
2011-2012

Note: All employees are responsible for knowing the information in the staff Handbook and the Student Handbook.
As material is given to you throughout the school year, please keep needed material in this Handbook.



Eanes Independent School District

Mission Statement

The mission of the Eanes Independent School District is to graduate responsible, confident students prepared for college and challenging careers by providing rigorous academic programs and a wealth of growth opportunities delivered by highly qualified, dedicated professionals in partnership with home and community.



Westlake High School

Mission Statement

Westlake High School is a community of learners committed to quality student-centered educational experiences that are rigorous, relevant and focused on relationships with an emphasis on developing 21st century skills and responsible global citizens.

WESTLAKE HIGH SCHOOL

Our Expectations

WE EXPECT YOU TO:

- Be familiar with district and school policies that affect you and your teaching responsibilities.
- Carry out your responsibilities without our having to monitor and check on you.
- Read carefully all written memos and bulletins.
- Give a full day's work for a full day's pay. We know that on some days we are more productive than others, but let's do all we can to cut wasted time to a minimum.
- "Pull our share". We have tried in every way (scheduling, duty, etc.) to equalize the load. It is up to you, individually, to see that you carry out your part efficiently and effectively.
- Go to the person, if you have a gripe, and tell him/her (us included.) This is the only way a problem can be resolved.
- Remember why we are here. We have been charged with helping very vulnerable young minds, bodies, and souls to grow. We are teaching children, not subjects.
- Remember that we have the responsibility to teach all students, not just those who "behave", "obey", and are "talented", etc. If a student is in your class, he/she is your responsibility.
- Remember why we are here. We are responsible to our superiors, the Board, and the parents of this school—its personnel, students, programs—everything. We must be able to answer why something happened as well as what. If you disagree with us on a decision we have made, please talk to us about it, and we will try to answer you as honestly as we can.
- Remember that Westlake High is a team effort. We are members of this team and we need your help and support.

Westlake High School

Daily Procedures

- **Absences**

All absences must be called into the sub automated system, whether a sub is needed or not. Refer to your sub folder and Sub Quick Reference Card for specific instructions.

Each teacher will be provided with a Substitute Teacher Folder. Please provide current information on the sheets enclosed in your folder and return it to the assistant principals' office no later than Friday, August 26th.

Teachers will need to fill out a blue card entitled Westlake High School Request for Absence in the Assistant Principal's Office for professional, co-curricular, personal and civic leave. These will need to be filled out 5 days prior to the absence for administrative approval. Personal days on Fridays will be awarded on a first come first serve basis since it is traditionally hard to get subs on Friday.

SEE AESOP INFORMATION FOR SECURING A SUBSTITUTE

- **After School**

Teachers should be available for tutoring in their classrooms until 4:20 p.m. to be available to students needing assistance.

- **Announcements**

Announcements will be at the beginning of 2nd period. Additional announcements will be made at the beginning of 6th period, if needed.

- **Assigning Extra Work**

Assigning extra work in a subject as punishment for misbehavior is not good practice. It tends to turn the pupil against the subject rather than to correct misbehavior. Please do not assign written work as punishment.

- **Beginning Class**

Teachers should stand in their doorway to greet the students as they enter. Take roll in the first 15 minutes of the class period.

- **Dismissing Class**

Dismiss the class at the designated time. Please do not keep students after class, as this causes students to be tardy to their next class. Do not release students early.

- **Duties and Supervision**
Teachers and staff are responsible for students at anytime and any place on the campus, including extra-curricular activities. When performing duties, be on time and stay the entire designated time. Faculty meetings take precedence over assigned duties.
- **Leaving Campus**
When leaving campus, please let someone know at the main office (ext. 33010) or 9th Grade Center office (ext. 34003).
- **Leaving the Classroom**
Do not leave your class during an instructional period unless there is an emergency. If you must leave, contact a neighboring teacher to assist in covering your class.
- **Student Passes**
Do not allow a student to leave the classroom without a pass. Make sure that the pass notes both the destination and time leaving.
- **Teacher Workday**
School begins at 8:40 a.m. and ends at 4:05. Teacher's duty is from 8:05 to 4:20.

WESTLAKE HIGH SCHOOL

General Procedures

- **Accidents**
All accidents are to be reported to the Nurse's office on the day they occur. The teacher and nurse are to complete an "Accident Report" for each accident regardless of whether the teacher or student goes to the doctor or the hospital.
- **Assemblies**
Teachers are expected to attend assemblies unless notified otherwise.
- **Attendance Procedures**
Teachers will take attendance every period in the Skyward system. It is very important that all teachers take attendance every day, every period. Teachers will mark a student either absent or tardy.
If a student's attendance is still marked as an Unexcused Absence (A-) in your computer, send the student to the attendance office to gain access to your classroom.
- **Bad Weather Days**
Please let your students know to listen to local radio and T.V. stations for information on school closings on bad weather days.
- **Building Use**
Teachers, club sponsors, etc. who need to be in the building after 4:30 p.m. should notify the secretary. Please make sure all doors are locked when leaving. Parts of the building are on an electronic security system. Weekend use requires access permission using electronic swipe cards.
- **Bus Pupils**
Students should not be kept after school unless a principal and parents have been notified.
- **Code of Ethics**
The "Code of Ethics and Standard Practices for Texas Educators" shall regulate and govern the conduct of members of the teaching professions. *Education Code 13.201, 12.202*. A copy of this code can be found in the Employee Information section of this handbook.
Please be aware that sexual harassment is against the law. Administrators, like managers of any business, must investigate and take appropriate action on any

complaint of sexual harassment. District employees shall not engage in sexual harassment of other employees. Sexual harassment includes such activities as engaging in sexually oriented conversations, telephoning another staff member at home or elsewhere to solicit unwelcome social relationships, physical contact that would reasonably be construed as sexual in nature, and threatening or enticing another staff member to engage in sexual behavior in exchange for employee benefit.

- **Confidential Information**

Our school problems and information concerning students must be kept confidential and left at school. During the year teachers may receive written confidential information concerning their students. This information should be kept in a place not accessible to students.

- **Conference Period**

Each teacher is assigned one period during the day as a conference period. This is not a free period. The time should be used for parent conferences and class preparation.

- **Counselors**

Our counselors will be actively engaged in counseling activities for students. Please do not hesitate to call on them if you have any questions concerning students.

- **Custodial / Maintenance Information**

Any repairs or custodial help requests are to be reported to the administration. Please do not contact the custodians or maintenance personally. Request forms may be obtained in the office and must be turned in to the Assistant Principals office.

- **Discipline**

The Assistant Principals are in charge of school discipline. Please visit with them if you have any problems with students. Corporal punishment will not be administered. Please do not put students in the hall for punishment. Send them to the office with a referral. Students standing in the hall generally result in unsupervised play. More on discipline is found in the section on student management.

- **Drug-Free Workplace**

As a condition of employment all EISD employees must comply with the Drug-Free Workplace Policy, and any EISD employee who has been convicted of a violation of any criminal drug statute for a violation occurring in the workplace, as

defined by this policy, must report that conviction to EISD no later than five days after the conviction. A copy of this policy is located in the Employee Information section of this handbook.

- **Exemptions**

Final exams are given each semester. As an incentive to improve attendance and encourage students to maintain high marks and good behavior, Westlake High School allows final exam exemptions. Exemptions from finals are a privilege, not a right. Our expectation is that students who are ill should not be in school. Exemptions are on a semester basis. Students may lose exemptions for the fall semester due to illness but may still be eligible for exemptions in the spring semester. The administration may waive the attendance portion of the exemption policy as a result of the student appeal process.

Five requirements must be met to earn a final exam exemption.

1. **Attendance** – regular attendance must be maintained. All “U” and “X” attendance codes, except for X-CV, will count against earning an exemption. For purposes of this exemption procedure, three (3) tardies will equal one unexcused absence. The absence limit is 3 days with the exception of student hospitalization or death in the student’s immediate family. (Immediate family is defined as parents, grandparents, and siblings of the students). In these cases, the limit increases to 5 days. The student’s assistant principal may consider increasing the number of absences allowed in the case of an extended absence due to illness with the appropriate medical documentation as determined by the administration.
2. **Grades** – The student must have earned an 88% in the course.
3. **Behavior** – Appropriate behavior is required to earn this exemption. Misconduct that results in out of school exemption, or placement in the District Alternative Education Program (DAEP) disqualifies the student from all test exemptions.
4. **Honor Code** – the Westlake Honor Code must be followed at all times. An Honor Code violation disqualifies the student from all exemptions during the semester in which the violation occurred.
5. **TAKS** – A student must pass all TAKS taken in the semester of the exemption.

Students will complete an exemption declaration form and submit the form to their grade level principal one week prior to the start of final exams. If the student fails to meet any of the five requirements after the exemption declaration

form is turned in, the student will no longer be eligible for an exemption. Since final exam exemptions are privileges that are earned; no appeal of the student's principal's decision will be considered beyond the level of the principal.

All Westlake High School students may earn final exam exemptions. The number of allowed exemptions increases with each grade classification.

- Freshman – one exemption per semester, and they cannot exempt in the same course both semesters.
- Sophomores – two exemptions per semester, and they cannot exempt in the same course both semesters.
- Juniors – three exemptions per semester.
- Seniors – all finals may be exempted both semesters.

- **Field Trips**

All field trips will be arranged through the principal. Board policy requires Superintendent approval for overnight trips. Board approval is required for out of town trips. Field Trip form to be submitted for approval. (*see Financial Operations, Field Trip guidelines*)

- **Fire/Disaster Drill**

Each teacher should instruct each class in the proper procedures of a fire or disaster drill. Instructions are included in this handbook and should be posted in each room.

- **Forms**

All forms are located in the mailroom and in the shared folder.

- **Fund Raising**

All fund-raising activities must be cleared through the principal prior to a commitment from the teacher. Funds may be raised only for specific organizational activities. A "Fund Raising Application" must be completed. See more in the finance section of this Handbook.

- **Grade Book**

The grade book is a legal document and must be kept as a part of the school's yearly records. It serves two basic functions:

1. It must show the student's attendance record.
2. It must show an orderly and systematic posting of grades, which were the basis of the teacher's evaluation for report card grades.

The teacher has a contractual obligation to keep clear and accurate records for each student. It is common for a principal to use the grade book during a conference and even refer to it during the summer months. Therefore, all grades should be clearly defined and the use of symbols kept to a minimum.

- **Grades**

All grades should be entered into the grade book system within one week of the assignment due date except for major grades and/or projects. More than one week delay will be communicated to students and parents by the teacher.

All core classes will have sufficient formative and self assessment's to inform student learning and a minimum of 2 major grades/projects per nine week grading period. For the 1st 6 weeks of the school year, each teacher will have at least 2 major grades recorded since this is the 1st UIL Eligibility period.

Each grade level/department/course will determine number of grades and weighting of grades. This information along with course outline or syllabus will be found on each teacher's website.

**WESTLAKE HIGH SCHOOL
2011-2012 PROGRESS REPORT/REPORT CARD DATES**

9 WEEK GRADING PERIODS

GRADING PERIOD	DATE	DATE
1 st	August 22	October 14
2 nd	October 17	December 16
3 rd	January 4	March 9
4 th	March 19	May 31

PROGRESS REPORTS

Grading Period	Date	Time
1st	September 13	9:00 a.m.
1st	October 4	9:00 a.m.
2nd	November 8	9:00 a.m.
2nd	November 29	9:00 a.m.
3rd	January 31	9:00 a.m.
3rd	February 21	9:00 a.m.
4th	April 10	9:00 a.m.
4th	May 1	9:00 a.m.

REPORT CARDS

Grading Period	Date	Time
1 st	October 18	9:00 a.m.
2nd	January 3	9:00 a.m.
3rd	March 20	9:00 a.m.
4th	May 31	

Skyward Family Access Expectations for Grades 3-12

Purpose:

Teachers at Eanes Independent School District will use the Skyward Family Access System to share assignment grades with students and their parents. Students and parents will be able to view assignment grades as they are entered by teachers. Family Access will promote open communication between home and school and will foster student responsibility. The Skyward Family Access information is intended as a tool to provide students and parents a general idea of how students are doing in a class.

Teacher Expectations:

Teachers will enter all grades into the grade book system within one week (7 days) of the assignment due date except for major assignments, tests, and/or projects. The timeline for major grade entry will be communicated to students and parents by the teacher.

Student Expectations:

All middle and high school students will receive a Skyward Student Access account that allows access to Grade book information. Skyward Student Access is password secured. Students should not share their passwords with other people. Students are encouraged to consult with their teachers when there is a question regarding a grade.

Parent Expectations:

Every parent of our elementary, middle, and high school students can receive access to Grade book through Skyward Family Access. Parents are encouraged to register for Skyward Family Access by going to the district website at www.eanes.k12.tx.us. In an effort to help children learn self advocacy, we encourage parents to first allow students to consult with their teachers if a question regarding grades arises. Of course parent support is always welcome if needed.

Parent access to grade book will be temporarily shut off at the end of each 9 week grading period for elementary schools and at the end of each semester for middle and high schools. During this time, teachers will be able to enter make-up work, complete grading of long term projects, and/or grade final examinations. Access will be reinstated when report cards are sent to parents and students.

- **Eligibility for Extra-Curricular Activities**

Question: Will changing a student's nine week grade earned the preceding grading period from failing to passing allow the student to regain eligibility for

participating in extra-curricular activities?

Answer: The only occasions which would permit student to regain eligibility after receiving a failing grade would be if an error were made in computing the grade average or if an error were made in marking the report card. Students who have not completed required work prior to the end of the nine weeks due to an excused absence should not be given an F. Instead, they should receive an “incomplete” and be allowed a reasonable time to complete the work. It is important to remember, however, that an "incomplete" makes a student ineligible until the work is completed.

Question: Can a student’s eligibility be regained if the teacher accepts late work from the previous nine weeks and re-averages the student’s grade and finds it to be passing?

Answer: The student remains ineligible. The grade earned at the end of the grading period determines a student’s eligibility. However, while a student must remain ineligible for the three weeks that does not necessarily preclude the changed grade from being appropriately averaged with other grades used in determining the semester average.

Question: When does a student with an incomplete become eligible?

Answer: Students with an incomplete regain their eligibility when the “I” is replaced with a passing grade. Local district policy dictates the amount of time students have to make up work after a nine-week grading period has ended. (see: “Eligibility for Extra Curricular Activities” in this section of the handbook).

- **Grades Of Transfer Students**

When a student transfers from another school, his/her grades from the sending school are to be used in determining the nine week and semester grades. The Director of Records will coordinate the distribution of this information.

- **Guest Speakers**

Teachers who wish to have resource people speak to their classes must complete the “Guest Speaker” approval form and have it approved by the principal.

- **Inter-Campus Mail/E-mail**

Inter-campus mail is placed in your mailbox in an inter-campus envelope. Please leave the inter-campus envelope in the mailroom!

E-mail – check every morning and afternoon for e-mail information. E-mail is for professional use only. E-mail is a public record; do not put anything in an e-mail that is not factual and informative.

- **Key Policy**

As an employee of Eanes ISD you are being provided keys and proximity card

access to the district's facilities. It is your responsibility to ensure that these keys/cards remain in your possession at all times along with any codes or passwords you are provided for alarm systems and that those codes remain **Confidential**.

You are not allowed to copy or release the key (s) proximity card or code(s) to other employees, contractors, family members, or any other unauthorized individual to gain unauthorized access to district facilities. Failure to adhere to these Administrative Regulatory Requirements may be grounds for termination of employment with the District.

Upon termination, extended absence, reassignment, or departure from the district, you *are* required to return these keys/cards to the proper administrator. Loss or damage of keys/cards shall be reported to your supervisor immediately. Replacement of keys/cards to district employees will be at the expense of the employee, and may include any ancillary costs required as to not compromise the integrity of the facility. A replacement cost of no less than \$30 per exterior door if compromised will be assessed upon determination of the Maintenance and Operations department as to the level of compromised access. All interior door re-key requirements will be assessed at \$25 per door. All lost or misplaced keys/cards will be replaced for a cost of \$30 if approved by the campus administrator, or Director of Maintenance and after the payment is received in the Eanes ISD Business office

- **Lesson Plans**

All teachers must keep lesson plans current, as well as, turn plans into your department chair. Lesson plan development will be under the direction of the department chair. Emergency lesson plans should be kept in case the teacher is out unexpectedly.

- **Lost and Found**

Lost and found articles are to be handled through the Attendance office. All lost textbooks should be turned in to the Assistant Principal's office.

- **Mailboxes**

Mailboxes are located in the main building and Ninth Grade Center. Teachers should check their mailboxes at least three times a day: before school, at lunch, and after school.

- **Make-Up Work**

Students will be permitted to make-up work missed during any absence. Students who miss a class for a previously scheduled event such as a basketball game, a band trip, or approved family trip may be required to take a test the day before

the event or submit make-up work. The deadline would be the day after the event. The reasoning is that students are aware well in advance that they will be out of class and should do the work ahead of time so they will not be behind because of the absence. Students who miss a class due to illness or any other absence have one (1) day to complete make-up work for each day absent. It is the responsibility of the student to contact the teacher regarding make-up work and appear at the time scheduled. Different tests may be administered to students who miss the regularly scheduled tests.

- **Maintenance of Rooms**

Please help keep the building in good condition. Custodians are not expected to pick up paper, books, etc. Rooms should be kept as attractive as possible. Teach good housekeeping. Custodians do not clean teachers' desks.

- **Messages**

Emergency messages for all staff will be delivered to the room. All other messages will be placed in the mailboxes.

- **Parking**

Staff parking is assigned by lot. There are no assigned parking spots. Staff spots are designated by a box with the word "Staff" painted on them. Staff members may not park in spots designated as visitor parking.

- **Progress Reports**

In accordance with EISD and campus policy, teachers are required to send progress reports to parents if a student is borderline or failing at the end of the first three weeks of each grading period. If a student starts to fail after the fourth week, please send a report home and have the parent sign and return it with the student. A documented telephone call will suffice. If a student is involved in any type of extracurricular activity which may be affected by a failing grade, it is advisable to inform the sponsor or coach as early as possible in order to enlist his/her assistance.

- **Sales People**

Teachers are not to discuss business with sales people during class time. Sales people will see teachers/sponsors through arrangements made by the office. No solicitations in mailroom. Make requests in writing.

- **Scheduling School Activities**

Be sure that you have placed the activity on the school calendar in the principals' secretary's office before you finalize the activity. Do not plan an activity the week of reviews and final exams.

- **School Problems**
When in doubt about any school policies or problems, let's talk it over. Feel free to recommend and discuss anything you think will improve the school.

- **Smoking Policy**
Smoking and the use of all tobacco products is prohibited in all EISD facilities owned or under the control of and used by EISD, grounds, and school-sponsored events.

- **Students Leaving The Classroom**
No student may leave the classroom without a hall pass signed by the teacher. Please do not allow students to go to their lockers on a regular basis for books, pencils, etc. Use good judgment. Many problems occur when students are in the halls and restrooms without supervision.

- **Substitutes**
Teachers should provide as much advance notice as possible when requesting a substitute. Faculty members should request substitute teachers through the sub system. Do not leave your lesson plans on the sub system recording for the sub. This poses a huge problem if there is not a substitute assigned. Instead, call a fellow teacher or your department chair to communicate your plans, and that individual can get them into your substitute folder in the Assistant Principal's Office.

- **Tardies**
Students are expected to be in class at the designated time. Tardiness will be just cause for the student discipline process. Students who are late more than 5 minutes must be sent to the A.P. office. Please utilize the "Tardy Referral Form" for referring students to the A.P. office. Three tardies count as one absence towards a student's final exam exemption.

- **Staff Dress**
Staff members should set an example for students. As role models, staff members are expected to maintain a neat and professional appearance. Staff members may not wear shorts or T-Shirts in the classrooms. Exceptions are made for special days/events.

- **Teachers' Lounge**
Please help keep lounges and workrooms clean. There are lounges on both the high school and the NGC campuses.

- **Telephone Use**

Each classroom has a telephone. It should be on “voice mail” during instruction time. Teachers will not receive phone calls unless it is an emergency. Please limit personal calls. The primary purpose of the telephone should be for school business and parent conferences.

- **Visitors**

Approval for any visitors must first be obtained from the principal. Upon arrival, the visitor(s) will be issued a visitor’s pass. Please do not allow anyone in your class without one. If a parent, visitor, or ex-student, shows up at your door, please be courteous and inform them that they need to report to the office and set up an appointment. All visitors must have a driver’s license for identification purposes.

- **Withdrawing Students**

Do not withdraw a student from your class roll until the office notifies you. Be sure the student has cleared all records before you sign his/her withdrawal notice.

WESTLAKE HIGH SCHOOL

Campus Committees

CAMPUS LEADERSHIP TEAM (CLT)

- Composed of students, parents and staff members. (Site-Based Management Committee) shall function as a recommendation-based advisory committee to the principal.
- This committee will focus discussions on topics in the following areas:
Goal setting, new courses and programs, curriculum, budgeting, staffing patterns, school organization and staff development.
- Will meet monthly.

DEPARTMENT CHAIRS

- Responsible for campus instruction/curriculum matters.

ADMINISTRATIVE TEAM

- Composed of campus administrators.
- Reviews campus operations, problems, event staffing, and procedural issues as they arise.

GUIDANCE TEAM

- Composed of counselors and one of the assistant principals.

STUDENT COUNCIL/STUDENT COUNCIL REPS

- Composed of elected student officers and Reps from classes.
- Will meet with the principal to discuss issues and solutions.

PARENT-TEACHER ORGANIZATION

- Composed of parents and teachers, joining together to support the students at Westlake High School. The PTO is the umbrella organization of volunteer activities at Westlake High School.

Administrative Duties

LINDA RAWLINGS, MC <i>Principal</i>	WADE SANCHEZ, NGC <i>Assistant Principal, A-C</i>	STEVE RAMSEY, MC <i>Lead Assistant Principal, D-H</i>
English, Administration	Social Studies, World Languages	Math, PE/Health
AP Programs	11th Grade Activities	12th Grade Activities
Bond	Administrative Duty Assignments	Academic Programs Coordinator
Budget	AEP, ISS	Advanced Placement Programs
CLT	ARDS	ARDS
Clubs	Athletic Events/Security Coverage	Campus Improvement Plan
Cohorts with HAHS	Bell Schedules	Chaps-in-Service
Custodial Staff	Credit Recovery	Counseling Staff
Department Head Meetings	Crisis	Course Selection Book
Discipline Appeals	Daily Bus Transportation Contact	Discipline
EEF Liaison	Discipline	Master Schedule
Faculty Meetings	Office Aides	Staff Development
Partnership - South Korea	Substitutes	Student Handbook
PTO Newsletter & Meetings	Testing Center	WIFI Pilot
Public Relations		
School Mission and Vision		
Staff Development		
Staffing and Hiring		
Student Council		
Student Transfers	Counselors: Carol Niemann and	Counselors: Carol Ross,
Teacher Inservice Days	Shelly Blank	Shelly Blank, and Mary Smith
MICHEL FRONEBERGER, NGC <i>Assistant Principal, I-O</i>	DIANNE CARTER, MC <i>Assistant Principal, P-V</i>	STEPHEN SHANDS, MC <i>Asst. Principal, W-Z, Testing Coord.</i>
CTE	Science, Fine Arts	Special Education
504 Programs	ARDS	ARDS
9th/10th Grade Activities	12th Grade Activities Support	Advisory Lists
ARDS	Chaps-in-Service	Attendance
Assembly Programs Coordinator	Crisis Lead	Campus Testing Coordinator
Campus Testing Support	Discipline	Discipline
Discipline	Evaluation Lists	Keys and Badges
Homecoming	Exam Exemptions	Online Courses
SSD Coordinator for College Board	Mentors and Buddies	Registration Process/IDs
Student Council	Parking	Skyward/PEIMS Coordinator
Tutoring Program	Prom	Technology
	Student Teachers	TLC
	Teacher Duty Schedule	Trutime
	Textbooks	Website
		WIFI Pilot
Counselor, Frank Smith	Counselors: Janet Kirk and	Counselors: Jeff Pilchick and
and Mary Smith	Mary Smith	Mary Smith

Eligibility for Extra-Curricular Activities School Year

Eligibility For All Extracurricular Participants After the First Six Weeks:

A student who receives, at the end of any grading period (after the first six weeks of the school year), a grade below 70 in any academic class (other than an identified advanced class) or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced; (2) completed the three school weeks of ineligibility.

All schools must check grades for all participants at the end of the first six weeks of the school year. From that point, grades are checked at the end of the grading period whether it is six, nine, or twelve weeks in length. Students who pass remain eligible until the end of the next grading period. All activity coaches and directors are responsible for obtaining official grade reports from the individual the principal designates as the keeper of official grades before the student represents the school. This provision applies to all grading periods. It also applies to all three week evaluation periods for ineligible students.

1. Important: Since our first semester calendar ends prior to the December holidays, basketball coaches will need to check the eligibility of their players before teachers leave for the holidays. This protects us from playing ineligible players during the holidays and having to forfeit games.
2. The semester exam and semester grade has no bearing on eligibility. The cumulative grade for the grading period of the semester determines eligibility.
3. Students who pass all courses for the grading period remain eligible throughout the next grading period.
4. For students to be eligible, they must be enrolled in classes at least four hours per day (considered a full-time student).
5. Students who are removed from class and placed in an alternative education program under SB 1 must be prohibited from attending or participating in a school sponsored or school related activity.
6. The following standards determine academic eligibility for the first six weeks of the school year:

Grade 9: Student must have been promoted from the previous grade (not placed).

Grade 10: Five accumulated credits. *

Grade 11: Ten accumulated credits or five credits during the previous 12 months. * Grade 12: Fifteen accumulated credits of five credits during the previous 12 months. *

*All credits must count toward state graduation requirements. *Students cannot count more than two physical education credits. *TAKS review classes may not be counted.

WESTLAKE HIGH SCHOOL

Textbook Procedures

Teachers will receive books from WHS at the beginning of the year. They will work in conjunction with the assistant principal to ensure they have what they need to begin the year.

Teachers will use a system of their choice to check books out to students and track them throughout the year. If at anytime they need additional books, they should contact the assistant principal.

A book check/count will be conducted at the end of each semester. If books are lost or damaged, teachers should report the student's name and book to the assistant principal.

Policy for Viewing Videos / AV in the Classroom

Westlake High School recognizes the value of using video images or movies in the classroom as a means for helping students learn. However, videos present another issue in terms of the graphic images that are projected at students. Different from a literary text where students must create their own mental images, a movie does this for the viewer. It is not reasonable for us to make assumptions or go against the wishes of a parent so we should be cautious when selecting videos. When selecting a resource for viewing:

- Consideration should be given to whether the medium can be shown in part as opposed to an entire film to meet the learning objective.
- Films may not be shown as rewards, but only for educational purposes (copyright laws).
- Selection of a video should be based on its educational value and appropriateness to the audience.
- Since students must be 17 to attend an "R" rated motion picture, we are particularly sensitive to the showing of "R" rated videos in school. Any teacher wishing to show an "R" rated movie either in part or in its entirety, must have written permission of the department head and supervising principal.

We recognize that there are some "R" rated videos that have educational value. When approving such a film for use in a classroom, we expect the teacher to: (1) Communicate to parents that the film is being shown and that it is rated "R". For ninth and tenth graders, use a permission form to allow students to view. This means they must have a parent sign and return the form to you in order to view the film. For juniors and seniors, use a permission form to opt out (but distributed to all students). This means that you would distribute the form to all students and ask them to return the form only if they wish to not view the film. (2) Make attempts to either delete or skip objectionable parts (nudity, graphic violence, etc.) (3) Allow students to opt out of objectionable material or films.

- Form can be found in the mail room.
- In general, the rule of thumb for deciding if the film is worthy of being viewed in your classroom:
 1. Do I have a rationale for showing this video?
 2. Is this video's educational value worth the time you will give up in class to watch it?

Purchase Orders / Work Orders / Custodial Requests

All of these forms can be found in the teacher mailroom or from the Principal's secretary or bookkeeper.

- **Purchase Orders**

When filling out the Purchase Order Request Form, please fill out all the information at the top of the form. To be able to use the purchase order form, the vendor you are using must be an approved vendor by the Eanes Business Office. In the event they are not an approved vendor, a Vendor Add form must be completed and sent to the business office for approval. This will add additional time in processing your purchase order request. **When filling out the account code please put in the entire account number.**

There are office supply catalogs in the bookkeeper's office. The Eanes District receives certain discounts from different supply vendors that will save money so it is important that you use these accounts. Turn in your completed purchase order to the bookkeeper.

- **Work Order / Custodial Request Form**

Fill out form in full and return to the WHS Receptionist. They will be forwarded to the appropriate department.

- **Technology Requests**

Technology work orders must be entered electronically by teachers using Eduphoria.

WESTLAKE HIGH SCHOOL

Library Media Center Information

Library Media Center Goals

- To provide up-to-date, relevant, and appropriate resources to students and staff which foster competence and extend learning;
- To provide instruction in access to materials in all formats;
- To model and encourage life-long learning and literacy as a source of pleasure and power;
- To work with the school community to promote student achievement.

Library Basics

Hours of Service

The library is open each school day from 7:30 a.m. until 4:30 p.m., 4:15 on Fridays. Occasionally, the library may be closed for special meetings or events. When this is necessary, signs will be posted with opening times.

Patron Use

The library/media center is open to students and staff. These patrons may borrow materials, study, read in the library, use the computers and other resources.

Visitors may be in the library if they have checked in with the main office.

Library Staff

Carolyn Foote - Librarian
Jackie Clifton - NGC Library Assistant
Debby Brailas - Library Assistant
Ginger Lloyd - Library Assistant

(512) 732-9280 x 33024 **Main Library**
(512) 732-9280 x 33025 **Librarian**
(512) 732-9280 x 34052 **NGC Library**

Passes: Teachers may send individual students from classes to the library. Each teacher will be given a set of permanent library passes to be used for students coming to the library during lunch. The passes will be returned to the teachers' boxes at the end of each week for use the next week.

Substitutes: Please do not schedule to bring a class to the library/media center when you have a substitute teacher. When substitutes bring classes to the library/media center, many problems result. Also, substitutes should be instructed not to send students to the library on passes.

Areas of the library/media center available for scheduling

Main seating: Three classes may be accommodated on the main floor of the library.
Computer Labs: Two classes may be scheduled for computer use.
Small group area: The library/media center has 30 computers available for small group use.

Note: All computers are networked and may access the internet, various software applications and any on-line databases that are provided by library subscription.

Material Check-Out

Student Check-out: Students will be asked to show a school ID in order to check out materials from the library. Please encourage students to carry ID's with them at all times.

Overdues: Overdue notices will be sent to second period teachers once a six weeks. Please help us by distributing these to students.

Check-out limits: Library resources have various check-out time limits. Please consult the library staff for materials circulation time limits. There is not a limit for items for teachers unless another staff member needs the materials.

Most student resources will be checked out for a period of two weeks, while magazines can be checked out for three days. Reference books are to be used in the library and will not be checked out. If there is a need for special circumstances, please see the librarian for arrangements.

General Considerations

The Westlake library/media center strives to promote a pleasing facility that students and staff deserve. We believe the library/media center should be an inviting place where students and staff enjoy working. Please remind your students to keep it this way.

Teachers and staff may have coffee, drinks, and food in the workroom.

Instruction in the Library

- **Collaboration:** We invite you to collaborate on lessons with our staff, and will be happy to assist in teaching lessons relating to research, computer use, etc. Before bringing classes to the library, please contact a librarian to discuss the purpose of the visit. The librarian will schedule a specific area of the facility as well as recommend materials for student use to complete assignment. When meeting with the librarian, please bring a copy of the assignment the students will be asked to complete.
- **Signing up:** The library/media center can accommodate two full classes plus students on passes. A notebook or website with schedules will be kept by the librarian and assistants. Please do not schedule your name on the notebook without consulting the librarian. In the event a conflict arises that involves your scheduled time, you will be contacted by the librarian. Please understand that scheduling does depend on the coordination of materials, so no one area will be overloaded.

Teachers may schedule classes in the library up to six weeks in advance so as to give teachers equal opportunity for access. However, if the schedule allows, teachers may request access to the library with only a few minutes notice. Classes are welcome and will be served on demand if possible. We realize many great teaching opportunities are spontaneous and we are flexible.

- **In the library:** Teachers are asked to remain with their classes at all times in the library so they may capitalize on teaching opportunities and supervise their students. Please have your class sit together in the area scheduled so all students can have the benefit of instruction by the librarian in use of re-sources. The librarian and staff will be happy to help your class or provide instruction.

Please instruct students prior to arrival in the library/media center on appropriate behavior and being considerate of other classes nearby. Also, please ask students to pick up any trash, replace chairs, and stack books neatly on cart to be re-shelved.

- Assistance in creating quality multi-media lessons and productions.
- Instruction in the use of AV equipment.
- Instruction in computer skills relating to specific library programs.
- Display space available upon requests for showcasing student work created in class projects.

Services to Students

- **Hours of Operation:** 7:30 a.m. until 4:30 p.m., 4:15 p.m. on Fridays.
- **Access To the Library:** Students have full access to the library during the school day. Students may come to the library/media center before school, after school, and at lunch. They will need a pass during lunchtime as well as during class periods.
- **Check out:** There is no limit on student check-out of items, unless items are on reserve, or the student has an overdue. Library material will be stamped with a due date, students are responsible for timely returns. Students will not be allowed to check out additional materials until overdues are cleared. Students will be expected to pay for lost items.
- **Use of computers and audiovisuals:** On-line databases are provided by the library/media center. Login and passwords are available at the circulation desk. AV items may be viewed in the library by students upon request. Computers are available for use for school related work. Chat rooms, games, etc. will not be allowed. Computer privileges may be revoked for violations. Students are encouraged to bring disks to save class work. The library does maintain a collection of some temporary use disks. The library cannot be responsible for any work lost due to computer failure, however, we will make every effort to resolve the situation.
- **Use of printing:** Students should be reasonable and responsible when printing, and print the least amount needed. It is helpful when teachers help the library staff monitor printing. Students are encouraged to save work to the network as well. Color printing is accessible, for a small fee.

SYLLABUS

Every teacher is required to give students and parents a copy of their course syllabus. The syllabus must include the following:

- A description of the course
- An explanation of the way the grades will be calculated (i.e. major grades count 60% , etc.)
- Due dates for major papers, projects, etc.
- Tutorial information (Teachers must be available twice weekly at a minimum for tutorials)
- Teacher email and phone contact information
- It is recommended that teachers share the syllabus with parents during Open House.

Web Pages

Publishing Guidelines

Individual campus websites are provided by Eanes ISD for educational use only and should be in keeping with the goals and mission of Eanes Independent School district. The following guidelines have been created to ensure high standards for website communication.

- All EISD Acceptable use Guidelines for technology resources must be observed.
- School websites and all that they contain are the responsibility of the principal.
- Hyperlinks should be verified periodically for relevance to curriculum and appropriateness to school setting.
- Commercial advertisements or links are not allowed unless approved by the Superintendent or designee.
- Content must be accurate, timely and appropriate with correct spelling and grammar.

Teachers must create classroom webpages and follow the protocol and guidelines stated in this document. Staff may not publish homepages for personal use as part of the district/campus webpage or homepages of other individuals or organizations not directly affiliated with the district. **Staff should ensure that the sole purpose of external links is to provide access to educational resources that improve academic performance of students.** Teachers who maintain classroom websites on servers outside Eanes ISD must adhere to these same guidelines.

Student Safeguards

The following student information is generally acceptable to include unless the parent has denied permission for the student's name, picture, video, art, work, voice, verbal statement or portrait to be featured on a District website:

High School

Photos: May be posted, with full name
Projects: May be posted, with full name

Other personal information regarding a student such as email address, phone number, or home address should not be posted.

All teachers are *required* to maintain a current website for their classes. The website must be updated a minimum of once every two weeks. The website must include the teacher's contact information and relevant course information (assignments, due dates, syllabus etc.).

Awarding Six Weeks Grade Averages

Students entering WHS after the first nine weeks of a semester and who have no withdrawal grades for a course from the sending district will not receive credit for the course for the semester.

Students entering WHS after the first ten days of a grading period and needing to be enrolled in a course for which they had received no prior instruction, may be scheduled to a class but will receive no credit for the course.

Grade Changes

When there is a need to change a grade AFTER the computer upload there are two things that you will need to do:

*Change the grade in your computer grade book.
Report the change to the Director of Records.*

- To do this there is a form “Grade Change Sheet” (in the shared folder) you will need to fill out and e-mail to Jamie Richardson, or print and turn in to the Director of Records’ office.
- To complete the form you will need the student’s name, ID number, grade (9th, 10th, 11th, 12th), nine weeks it applies to, the new grade, **AND** if the last report card of a semester has been printed you will need to recalculate the semester average.

Be sure to include a reason for the grade change.

WHS 2011-2012 Regular "A" Bell Schedule

1st Period	8:40 am	9:30 am	
	9:30 am	9:36 am	Passing Period
2nd Period <small>ADA</small>	9:36 am	10:29 am	(+3 min for announcements)
	10:29 am	10:35 am	Passing Period
3rd Period	10:35 am	11:25 am	
	11:25 am	11:31 am	Passing Period
4th Period	11:31 am	"A" Lunch	12:21 pm
	12:21 pm		12:27 pm
			Passing Period
5th Period	12:27 pm	"B" Lunch	1:17 pm
	1:17 pm		1:23 pm
			Passing Period
6th Period	1:23 pm	2:13 pm	
	2:13 pm	2:19 pm	Passing Period
7th Period	2:19 pm	3:09 pm	
	3:09 pm	3:15 pm	Passing Period
8th Period	3:15 pm	4:05 pm	Dismissal

- 50 minute classes (+ 3 minutes 2nd period for announcements)
- 6 minute passing periods
- 50 minute lunches

**WHS 2011-2012
Schedule B
10:30 a.m. Late Start**

1st Period	10:30 am	11:06 am	
	11:06 am	11:12 am	Passing Period

2nd Period	ADA 11:12 am	11:51 am	(inc. +3 min announce)
	11:51 am	11:57 am	Passing Period

3rd Period	11:57 am	12:33 pm	
	12:33 pm	12:39 pm	Passing Period

4th Period	12:39 pm	"A" Lunch	1:15 pm
	1:15 pm	1:21 pm	Passing Period

5th Period	1:21 pm	"B" Lunch	1:57 pm
	1:57 pm	2:03 pm	Passing Period

6th Period	2:03 pm	2:39 pm	
	2:39 pm	2:45 pm	Passing Period

7th Period	2:45 pm	3:21 pm	
	3:21 pm	3:27 pm	Passing Period

8th Period	3:27 pm	4:05 pm	Dismissal
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- 40 minute classes
- 6 minute passing periods
- 40 minute lunches

"B" Dates:

Late Start Dates:

9/21/11	1/25/12
11/2/11	2/22/12
12/7/11	4/4/12

No Homework Dates:

9/28/11	2/22/12
10/20/11	4/2/12
11/15/11	5/1/12
1/20/12	

2011-2012 Advisory Schedule

August 22, 2011 and January 4, 2012

Advisory	8:40-9:10
1 st Period	9:16-10:03
2 nd Period	10:09-11:00
3 rd Period	11:06-11:53
4 th Period	11:53-12:39
5 th Period	12:45-1:31
6 th Period	1:37-2:23
7 th Period	2:29-3:15
8 th Period	3:21-4:05

August 23, 2011

1 st Period	8:40-9:28
2 nd Period	9:34-10:22
Advisory	10:28-10:43
3 rd Period	10:49-11:37
4 th Period	11:43-12:31
5 th Period	12:37-1:25
6 th Period	1:31-2:19
7 th Period	2:25-3:13
8 th Period	3:19-4:05

2011 - 2012 Final Exam Schedule

Day # 1 December 13th and May 25th

3rd Period 8:40-10:40 AM

4th Period 10:50-12:50 PM

Lunch 12:50-1:50 PM

Tutorials and Study Hall 1:50-4:05 PM

Day # 2 December 14th and May 29th

2nd Period 8:40-10:40 AM

6th Period 10:50-12:50 PM

Lunch 12:50-1:50 PM

Tutorials and Study Hall 1:50-4:05 PM

Day # 3 December 15th and May 30th

1st Period 8:40-10:40 AM

5th Period 10:50-12:50 PM

Lunch 12:50-1:50 PM

Tutorials and Study Hall 1:50-4:05 PM (*Seniors Only Make-Up Exams-Spring 2012)

Day # 4 December 16th and May 31st

7th Period 8:40-10:40 AM

8th Period 10:50-12:50 PM

Lunch 12:50-1:50 PM

Make-Up Exams 1:50-4:05 PM

6/1/2012 8:45 AM Graduation Practice in the PAC

6/1/2012 Graduation at the Frank Erwin Center at 8:30 PM

WESTLAKE HIGH SCHOOL

Section 504 Guidelines

District Section 504 Coordinator: Cindy Martin x20412

WHS Section 504 Coordinator: Michel Froneberger x34006

What is Section 504 and who is eligibility?

Students with disabilities may be eligible for civil rights protection from discrimination and for accommodations under Section 504 of the 1973 Rehabilitation Act.

An eligible student is a student who has, has a record of having, or is regarded as having a physical or mental impairment which **substantially limits** a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working and performing manual tasks.

Physical or mental impairment is defined as (a) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs, respiratory including speech organs; cardiovascular; reproductive, digestive, genitor-urinary; hemic and lymphatic; skin; and endocrine; or (b) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities.

Every student has strengths and weaknesses impacting their performance in the educational or learning environment. When students, parents or teachers express concern about a student's progress or achievement the district provides many avenues to address these concerns.

The first avenue is always to determine if the classroom teacher can differentiate instruction and assessment within the context of the general education curricula to assist the student in mastering the material. By policy, the district has determined that mastery is measured by grades and must be at 70% or better.

Determining eligibility for a student under §504 involves the determination that a student has a qualifying disability that substantially limits a major life activity. In the school setting, this life activity is most often that of learning.

The Office of Civil Rights has ruled that the definition of "substantially limits" is to be defined by the local educational agency (*Letter to McKethan*, 23 IDELR 504 (OCR 1994)). While OCR has not provided a definition of "substantially limits", schools can receive some guidance from the definition in the implementing regulations to the Americans with Disabilities Act. Under the ADA, a major life activity is substantially limited when a person is "Unable to perform a major life activity that the average person in the general population can perform;" 29 C.F.R. § 1630.2(j).(1)(i) OR "Significantly restricted as to the condition, manner or duration under which an individual can perform a particular major life activity as compared to the condition, manner or duration under which the average person in the general population can perform that same major life activity." 29 C.F.R. §1630.2(j).(1)(ii). Districts are not required to use the definitions provided in the ADA, but may certainly look to them for guidance.

While students and parents sometimes honestly believe that a child is not performing to his or her potential, that failure is not sufficient reason for referral and evaluation for §504 or Special Education under the child find requirements of either statute. OCR has found no duty to qualify a child §504 despite his having ADD when the child had acceptable behavior and was making A's and B's in all of his classes. *Jefferson Parish (La) Public Schools*, 16 HER 755 (OCR 1990). "When the handicapped child is being educated in the regular

classrooms of a public school system, the achievement of passing marks and advancement from grade to grade will be one important factor in determining educational benefit.” *Hendrik Hudson District Bd. Of Education v. Rowley*, 458 U.S. 176, 207 fn. 28 (1982). As a result where a child is already passing his classes (without modifications) he is likely receiving educational benefit and is in no need of §504 or IDEA services. “By definition, a person who is succeeding in regular education does not have a disability which substantially limits the ability to learn.....” *Saginaw City (MI) School District*, EHLR 352:413 (OCR 1987).

How do I refer a student?

If a teacher has a concern, or a parent has contacted you with a concern, about a student’s achievement or behavior that student may be referred to the Student Support Team. Referrals to the SST team can be made by a teacher, student or parent. School employees are responsible for referring students who are failing and when there is evidence of a disability such that the student may qualify under Section 504 or Special Education.

The contact person for the SST team for the 2009-2010 school year is Mario Acosta at extension 33001.

The SST committee will work with the student, parent and teacher to determine what difficulty the student is experiencing and to develop an intervention plan to be implemented for a reasonable time period. The SST committee may make a referral to Section 504 if the student does not respond to the intervention or if a review of the information warrants a referral. **All referrals for Section 504 Eligibility must go through the SST team.**

What accommodations are available under Section 504?

Each student will have an accommodation plan developed by the Section 504 Committee. Teachers will be provided with copies of the plan immediately after the meeting. You should contact Mario Acosta or the Administrator who attended the Section 504 committee meeting if you have questions about the accommodations for an individual student.

Accommodations are individualized and are designed to address the instructional areas impacted by the student’s disability. Common accommodations include extra time on major exams, a distraction free environment for completion of work as well as the use of technology such as calculators, computers and specialized software.

Accommodations which fundamentally change the content of the class or course are not allowed. Section 504 does not provide a program of services but is designed to remove barriers to student success for students with disabilities.

What is my responsibility as a classroom teacher?

The Section 504 Accommodation Plan is developed after a thorough review of the student’s needs and the data reflecting student achievement. Accommodations are developed to assist the student and teacher so that the student is successful. Teachers must implement the accommodations in the plan and may also implement other teaching strategies to assist the student.

The accommodations in the plan are mandated for all educational settings specified in the plan. Failure to implement the plan is a violation of District Policy and a violation of the student’s civil rights under Federal law.

If a teacher determines that a current accommodation is unnecessary for a student or that another accommodation may be needed, revisions of the Section 504 Plan is required before a change is made. Teachers should contact the campus Section 504 Coordinator to discuss any changes.

Chapter 76. Extracurricular Activities

Subchapter AA. Commissioner's Rules

§76.1001. Extracurricular Activities.

(a) An extracurricular activity is an activity sponsored by the University Interscholastic League (UIL), the school district board of trustees, or an organization sanctioned by resolution of the board of trustees. The activity is not necessarily directly related to instruction of the essential knowledge and skills but may have an indirect relation to some areas of the curriculum. Extracurricular activities include, but are not limited to, public performances, contests, demonstrations, displays, and club activities, with the exception of public performances specified in paragraph (2) of this subsection.

(1) In addition, an activity shall be subject to the provisions for an extracurricular activity if any one of the following criteria apply:

(A) the activity is competitive;

(B) the activity is held in conjunction with another activity that is considered to be extracurricular;

(C) the activity is held off campus, except in a case in which adequate facilities do not exist on campus;

(D) the general public is invited; or

(E) an admission is charged.

(2) A student ineligible to participate in an extracurricular activity, but who is enrolled in a state-approved course that requires demonstration of the mastery of the essential knowledge and skills in a public performance, may participate in the performance subject to the following requirements and limitations.

(A) Only the criterion listed in paragraph (1)(D) of this subsection applies to the performance.

(B) The requirement for student participation in public is stated in the essential knowledge and skills of the course.

(b) The school week is defined as beginning at 12:01 a.m. on the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.

(c) In accordance with the provisions of the Texas Education Code (TEC), §33.0811, the number of times that a school district may allow a student to miss a class for extracurricular participation during a school year shall be determined by the school district board of trustees. Each school district must maintain an accurate record of extracurricular absences for each student in the school district each school year.

(d) Limitations on practice, rehearsal, and student participation in extracurricular activities during the school week shall be as follows.

(1) For any given extracurricular activity, a student may not participate in more than one activity per school week, excluding holidays, except as provided in paragraph (2) of this subsection.

(2) In addition to the limit specified in paragraph (1) of this subsection of one extracurricular activity permitted per school week, a student may also participate in a tournament or post-district contest, as well as a contest postponed by weather or public disaster that may determine advancement to a post-district level of competition.

(3) For each extracurricular activity, a school district must limit students to a maximum of eight hours of practice and rehearsal outside the school day per school week.

(4) The commissioner of education recommends that school districts avoid scheduling extracurricular activities or public performances on the day or evening immediately preceding the day on which the administration of the statewide student assessment program is scheduled for Grades 3-11.

(e) Limitations on practice and rehearsal for extracurricular activities during the school day shall be as follows.

(1) A school district must limit a student to one period of practice during the regularly scheduled school day for extracurricular activities, such as athletics, or drill team, or cheerleading.

(2) The limit specified in paragraph (1) of this subsection of one period per school day for practice in an extracurricular activity does not prohibit a student from enrolling in any state-approved class. A student who is enrolled in a state-approved class that includes essential knowledge and skills that relate to the preparation for an extracurricular activity may practice that extracurricular activity no more than one period during the school day.

(3) A student may not be permitted to miss a scheduled academic class to practice for an unrelated extracurricular activity.

(4) A school district must limit extracurricular practice during the school day to ensure that class periods for extracurricular practice do not exceed the time allotted for other class periods.

(5) A school operates on a traditional class schedule or on a non-traditional class schedule, such as an alternating, accelerated, or a modified block schedule. Regardless of the schedule type in place, a school may elect to practice extracurricular activities daily, provided the total minutes allowed for the extracurricular practice is not greater than 300 minutes during the school week.

(f) The provisions of this section apply to any UIL activity. Any other organization requiring student participation that causes a student to miss a class may request sanction from the school district board of trustees. If the organization is sanctioned by resolution of the board of trustees, student participation in the organization's activities shall be subject to all provisions of this section and statute. Any absence incurred by a student while participating with an organization that has not received sanction from the school district board of trustees shall be subject to provisions of the TEC related to student attendance.

Statutory Authority: The provisions of this §76.1001 issued under the Texas Education Code, §7.055(b)(41).

Expectations for Participation in Multiple School Events

1. Students are only allowed 12 absences pre year for school functions. Students may have additional days for regional and state competitions. It is the responsibility of the sponsor(s) to track the absences of his/her students. Approval of additional days requires administrative approval.
2. We encourage students to participate in multiple events. This means staff members must work together during times of conflict using the following guidelines: UIL events take precedent over non-UIL events, for example, a basketball game would come before a band banquet. District competition takes precedence over non-district competition. Single events take precedent over series events meaning a one-time track meet or band performance comes before an event like baseball or softball tournament (unless the team is in the playoffs). Students should not be given choice in the matter. These are the expectations of their participation in multiple events. When students are given a choice, he/she often choose the event he/she likes the most, but the other group is left missing a member of the team.
3. It is our expectation students will not be punished, coerced, humiliated, threatened, or receive any consequence for having another school related commitment. It is our expectation that we will work together and not force students to choose between activities.

WESTLAKE HIGH SCHOOL

Guidelines for Student Travel

Instructional Field Trips Should...

- Extend, supplement or enhance the instructional program.
- Address the essential elements.
- Be included in the lesson plans with instructional objectives, instructional activities and follow-up activities.

The following guidelines apply to all student travel:

- All trip requests are subject to the approval of the building principal and/or Board of Trustees.
- Funds for transportation must be raised or in the budget for that year.
- All students will be afforded the opportunity to attend all field trips. The sponsoring group must pay for students not able to meet the field trip expense.
- The only students who will be denied field trip privileges are those...
 - a) suspended from school during the time of the field trip or
 - b) any student who on a previous field trip was involved in a major offense.
- A list of eligible students attending the field trip or school-sponsored overnight trip must be submitted to the office three days prior to the trip.
- Teachers must verify the list of eligible students on the day of the field trip and highlight names of students who did not show up. This list will be left in the attendance office before departure.
- Each student will be designated a specific sponsor. Sponsors will be responsible for supervising and monitoring the students assigned to them, including to and from destination.
- A general, tentative schedule of activities to and from the trip should be submitted to the principal. This applies to out of town trips or trips that will be longer than four hours.
- If students are left behind, lesson plans and assignments must be provided for the substitute.
- Students who do not go on the field trip will be expected to attend all classes. Arrangements must be made to have a place to go to during the class that is on the trip.
- Take emergency release forms with emergency numbers with you on the field trip.
- One field trip per semester maximum. Exceptions must be submitted to your supervising principal.

Field Trip Requirements...

- Field Trip Request Form
- Transportation Requisition Form (if requesting school buses) turned in to the principal 10 working days prior to the trip.
- Letter to the parents/guardians explaining the field trip.
- A signed parental permission slip for each student going. (Permission slips are located in the teacher box area.)

Submitting Field Trip Requisitions...

- Field trip requisitions ‘must’ be received by the Office of Transportation fifteen working days before the event.
- All of the information fields (13) must be completed.
- The principal or a representative that has written approval must authorize all field trip requisitions. The Director of Transportation must approve any deviation from this requirement.

- Requisitions are filled on a first come-first serve basis so the earlier you submit your requisitions, the better your chance for approval.
- Bus routes are first priority and field trips second; therefore, if your trip is scheduled Monday through Friday between 8:30 am and returning no later than 2:30 pm, the chance of approval is greater.

Sponsors or Coaches...

- One sponsor/coach/teacher must be on each bus. They are in charge of the students and are required to maintain a safe, clean atmosphere on the bus.
- Sponsors, coaches or teachers cannot be picked up at or taken to their home.
- Spouses/children of sponsors are allowed to ride on the bus when space is available.
- At the request of the driver, the sponsor will check the driver's log for accuracy of miles traveled and reimbursable meals consumed by the driver. Sponsors will validate with their signature in the remarks section.

Field Trip Costs...

- Field trips cost \$1.60 per mile. Contact transportation for mileage and availability of buses.

Field Trip Changes and Cancellations...

- Field trip changes and cancellations must be submitted within 24 hours before the field trip.

Location for Loading/Unloading Field Trip Bus:

- Location for loading/unloading the bus, if different from the school loading zone, must be written in the Special Instructions section of the field trip requisitions.

DO:

- Understand that the driver is responsible for safety on board the school bus.
- Treat the driver with respect. Drivers are not students.
- Observe all bus safety rules.
- Have the bus back on time.
- Report Driver misconduct.

DO NOT:

- Allow eating on the bus unless it is pre-arranged by the field trip coordinator. If eating is allowed, the sponsor will arrange for bus clean up.
- Allow a bus to transport students in an uncontrolled manner. The sponsor is in control of the behavior of the students on the bus.
- Allow standing on the bus while it is in motion.
- Abuse or chastise the driver.
- Keep a bus past its allotted and approved time.

Overnight Student Field Trip Approval

FMG (Local):

Student Activities: Travel

School-Sponsored Trips In General:

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal, or designee, the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to the students riding in vehicles that are not provided by the school.

OVERNIGHT TRIPS – APPROVAL SHALL BE FROM THE PRINCIPAL OR DESIGNEE

The Overnight Student Field Trip Approval form is sent to the Superintendent for communication purposes.

The Board shall permit students to take school-sponsored overnight trips for the following purposes:

1. Instructional purposes (field trips and excursions).
2. Activities of school-sponsored or –sanctioned clubs or organizations.
3. UIL or other sanctioned competitions.

OUT-OF-STATE TRIPS – APPROVAL SHALL BE FROM THE BOARD OF TRUSTEES

The Overnight Student Field Trip Approval form is sent to the Superintendent for Board approval.

The Board shall permit high school students to take out-of-state school-sponsored trips for the following purposes:

1. Instructional purposes (field trips and excursions).
2. Activities of school-sponsored or – sanctioned clubs or organizations. Other sanctioned competitions.
3. This form should be submitted not less than four weeks prior to the date of the Event.

REQUEST FOR STUDENT SPONSORED TRIP

Group Sponsoring Trip: UIL or Organization: _____

Staff Sponsor Requesting: _____

Overnight Destination: _____ **Out-of-State Destination:** _____

Dates: _____ **Departure Date :** _____ **Return Date:** _____

Number of Students to be on trip: _____ **Number of Class days to be missed:** _____

Mode of Travel: Air Van Bus (EISD or Chartered) **Trip Funding Source:** _____

Principal or Designee Approval: _____ **Date:** _____

Superintendent Approval: _____ **Date:** _____

EISD BOARD APPROVAL:

President: _____ **Date:** _____

Vice President: _____ **Date:** _____

STUDENT ACTIVITIES:
TRAVEL

Worthwhile educational experiences are not limited to the classroom. Activities outside the confines of the regular classroom which support and enhance the regular instructional program are considered legitimate activities. Student trips to participate in such activities may be taken for the purpose of extending, supplementing, enhancing, or culminating the accepted instructional program when such trips are arranged in accordance to administrative regulations.

SCHOOL-
SPONSORED
TRIPS IN
GENERAL

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school.

OVERNIGHT
TRIPS

The Board shall permit students to take school-sponsored overnight trips for the following purposes:

1. Instructional purposes (field trips and excursions). Approval for the trip shall be from the principal or designee.
3. Activities of school-sponsored or -sanctioned clubs or organizations. Approval for the trip shall be from the principal or designee.
3. UIL or other sanctioned competitions. Approval for the trip shall be from the principal or designee.

OUT-OF-STATE
TRIPS

The Board shall permit high school students to take out-of-state school-sponsored trips for the following purposes:

1. Instructional purposes (field trips and excursions). Approval for the trip shall be from the Board.
2. Activities of school-sponsored or -sanctioned clubs or organizations. Approval for the trip shall be from the Board.
3. Other sanctioned competitions. Approval for the trip shall be from the Board.

**EANES INDEPENDENT SCHOOL DISTRICT
PERMISSION AND WAIVER OF LIABILITY**

As The parent or legal guardian of _____,

I acknowledge that my son/daughter/legal charge will be driving himself/herself or will be driven by an adult, _____ to and/or from a school sponsored trip.

This trip will take place on _____ and the destination is _____.
_____ The reason for this alternate method of travel is to provide my student transportation home at the end of the school day.

I understand that Eanes I.S.D. will provide transportation to/from this event and I have declined to use that transportation.

I understand that it is my responsibility to ascertain if the vehicle my child will be driving or driven is properly insured and operated as required by laws of the State of Texas.

I understand that my son/daughter/legal charge, in providing his/her own transportation separate and apart from the transportation provided by EISD, is acting independently and not as an agent and/or employee of the Eanes I.S.D.

I understand that Eanes I.S.D. does not: (a) have the right to direct the duties of my son/daughter/legal charge in driving themselves nor does Eanes I.S.D. have the right to direct the duties of any non-Eanes I.S.D. employee(s) driving a vehicle containing my son/daughter/legal charge; (b) have an interest in my son/daughter/legal charge providing for his/her own transportation; (c) accept any benefit from my son/daughter/legal charge providing his/her own transportation; or (d) have a right to replace my son/daughter/legal charge in driving themselves nor the right to replace any non-Eanes I.S.D. employee(s) driving a vehicle containing my son/daughter/legal charge.

I understand that no compensation for travel expenses shall be paid by Eanes I.S.D.

Consequently, I understand that Eanes I.S.D. assumes no liability in the event of an accident or injury and further agree to assume all liability and hold Eanes I.S.D. harmless.

Parent/ Guardian

Date

Eanes I.S.D. Principal/Director of Athletics

Date

EISD October 30, 2008

WESTLAKE HIGH SCHOOL
Transportation Request

Request number: _____ Date requested: _____

School: 001 Requested by: _____

Staff name to contact on day of trip: _____

Phone number: _____ Extension: _____

Vehicle(s) requested: (i.e. Bus / Van): _____ Number of riders: _____

Number of vehicles needed: _____ Number of wheelchairs: _____

Driver needed: YES / NO Driver name: _____

Departure date: _____ Departure time: _____ AM or PM

Return date: _____ Return time: _____ AM or PM

Activity / Description: _____

Depart from (exact location on campus): _____

Destination: _____ Estimated mileage: _____

Special Instructions / Needs: _____

Funding Code: ____/____/____/____/____/____/____/____/____ Amount: \$ _____
Estimate \$1.60 per mile for each trip

APPROVED:

Linda Rawlings, Principal

Date

**OVERNIGHT TRIPS MUST BE APPROVED ONE (1) MONTH IN ADVANCE BY THE PRINCIPAL
(SEE OVERNIGHT STUDENT FIELD TRIP APPROVAL FORM)**

Request for Field Trip Approval

All field trips must be pre-approved by the principal at least 2 weeks in advance of the trip. Emergency contact information for each student must be provided to the principal before leaving campus on the electronic form in the shared folder “shared: admin/administration/forms/Emergency Student Information”.

Date of Request: _____

Proposed Field Trip Date: _____ *(please check master calendar dates to avoid conflicts, ie. testing, etc.)*

Departure Time: _____

Return Time: _____

Teacher Name: _____

Department: _____

Destination: _____

Purpose of Fieldtrip: _____

Mode of Transportation: _____

Transportation Request attached? _____

Rental Request attached? _____

Copies of proof of insurance and driver’s license are required for all vehicle rental requests.

Approved/Denied

Date

Field Trip Information to be submitted to Principal prior to leaving campus.

Teacher's Name: _____

Description of Trip: _____

Destination: _____

Method of Transportation: _____

Departure Date: _____ Time: _____

Return to Campus Date: _____ Time: _____

Names of Students and Parent Contact Numbers

STUDENT'S NAME	GRADE	PARENT(S) NAMES	TELEPHONE NUMBER
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
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23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			

Fundraising Procedures

- The Principal must review all fundraising requests. No fundraising will be allowed without prior approval from the building principal.
- A club or organization sponsor desiring a fundraising event must submit a Request for Fundraiser form to the building principal at least 6 weeks prior to the event.
- No organization, club, team or group requesting a fundraising activity shall sign a contract with a vendor.
- Person or persons requesting the fundraiser must specify how the funds will benefit the students.
- Fundraisers will be limited to one per club or organization per semester. Requests for a second fundraiser may be allowed at the discretion of the building principal.
- No two fundraisers selling the same type of items may go on at the same time.
- Each fundraising activity will be limited to a two-week period.
- All group sponsors must adhere to the Guidelines for Collection and Handling of monies.
- Fundraising bills must be promptly paid with the initial proceeds from the fundraising activity.
- Fundraisers will not interfere with teaching/learning time.
- All funds raised by the students and not spent by the end of the school year will remain with the activity.

Handling Money

- Approval must be obtained from the building principal before collecting money from students for **any purpose**. There will be no exceptions.
- The teacher must write a receipt for all collections of money from students. Receipt books are available from the bookkeeper, or you may use an Eanes ISD campus receipt form that is also available from the bookkeeper.
- Money must be turned in to the bookkeeper daily by 4:15 pm to be locked in the vault.

Employee Travel Procedures

All school related travel must be approved by your department chair and supervising principal. Upon approval secure the account number from which the money will be deducted.

- After approval see the bookkeeper and fill out an Employee Travel Request form.
- Maintain a copy of this form for your records.
- Keep all receipts related to your trip, i.e. lodging, registration, food, etc.
- Upon returning to campus, turn in receipts to the bookkeeper.
- A final Travel Request will be returned to you. Please sign and return to the bookkeeper.
- Final travel will be signed by the principal and forwarded to the Business Office.
- Your check will arrive approximately two weeks after being sent to the Business Office.

Reporting Child Abuse

In 1994, more than 55,000 Texas children were known to be victims of abuse and neglect. Staggering as this number is, it is an understatement. That is the number of children identified as victims by the Texas Department of Protective and Regulatory Services. In that same year TDPRS received nearly 200,000 reports of suspected child abuse or neglect. There is little doubt that many cases of abuse and neglect go unreported, others are not reported in a manner that supports effective investigation.

Professionals who work with children

Current law requires that professionals such as teachers, doctors, nurses, and child day-care workers make a report within 48 hours. Prior to September 1, 1995, professionals were also required to submit written reports; as of September 1, 1995 written reports are no longer required. Professionals whose personal communications may otherwise be privileged or confidential are required without exception to report suspected abuse. A teacher who reports suspected child abuse to his or her principal, school counselor, or superintendent does not thereby satisfy his or her legal obligation under the Texas Family Code. Local school district policy cannot conflict with or supersede the state law requiring a teacher to report child abuse to the Texas Department of Protective and Regulatory Services (TDPRS).

How to report child abuse

A person wishing to report suspected child abuse or neglect may call any state or local law enforcement agency or Child Protective Services (CPS), a department of the TDPRS. They have a toll-free 24-hour Abuse hotline as indicated on the following page. The person reporting should provide, whenever possible, the child's name, description, age, address, license plates, make of car, or other information that might help authorities locate the child. It is critical that the report be made as soon as possible. The more time that elapses between the incident and the report, the more difficult it is to investigate.

Texas Department of Protective & Regulatory Services

Phone: 1-800-252-5400 Fax: 512-832-2090

- Adult Protective Services
 - Children's Protective Services
 - Child Car Licensing
- Reporting website:
<https://reportabuse.ws/>
Login ID is "educator"
Password is "report1"

Reasons to call Protective Services and when:

- To report abuse, neglect or exploitation of the elderly or disabled adults
- To report abuse or neglect of children
- To report abuse/neglect in child care arrangements outside of the home
- Reports should be called to this number, effective 5/1/98 during the following times:

24 hours a day

7 days a week

365 days a year

Student Discipline**Responsible Student Behavior**

A school is as good as the reputation of its students. Students are expected to display proper respect for school faculty and administration and to act in a responsible manner. It is the fundamental right of all students to have the opportunity to learn without unnecessary distractions from other students, and teachers should provide learning opportunities for all students without disruption. Westlake High School has a full-time Travis County officer who will use his/her authority to enforce state law.

Referral

Discipline Referral's are available in the Assistant Principal's office.

The referral consists of five steps:

- The first step is a teacher/student conference indicating the inappropriate behavior and having the student declare and sign a student behavior agreement.
- The second step is a teacher/parent conference relaying the student behavior to the parent. This could be conducted by phone if necessary.
- The third step is referral to the Assistant Principal. The third step can also be a first step for a major infraction, bypassing the student conference or parent conference.
- The fourth step of the referral is the administration action that takes place with the student.
- Step five is Administrator/parent signature and date. After the completion of this you as the teacher will receive a copy of the finished referral as well as the student's counselor and the special education counselor if appropriate.

As a professional you are aware of the proper actions that a student is to maintain. If the student does not act accordingly, begin the referral process. Also stay in close contact with the student's parent or guardian.

Tardy, Late and Absence Procedures

Tardy:

A student will be marked tardy if they enter your classroom after you have begun instruction, or posted time for class to begin and up to five (5) minutes after class has started. **The teacher should mark these students T- in the computer.** The teacher should complete and follow the Tardy Referral for each student who receives three or more tardies. The Tardy Referral form can be found in the Assistant Principals office or mail rooms.

Late:

A student that arrives to class after the tardy time period must be sent to the Assistant principal's office. In the office the student will receive a late admit and the appropriate punishment. **No student should come back to your classroom without a pass from the Assistant Principal's office.**

Absence:

If a student is absent from class, the teacher should mark that student A- in the computer. If a student returns to class after an absence and the A- code is still in the computer, the teacher must send the student to the Attendance Office to get an admit. This student will return to class with an admit slip. If a student returns to class from an absence and the A- code has been changed to any other code then the student should stay in the classroom. Teachers should not allow A- codes to remain in the student's attendance.

Teachers will call the parent every time the student accumulates three (3) unexcused absences.

Students will lose credit according to School Board policy.

A warning letter will be sent to parents on the 3rd absence. A second warning letter will be sent to parents on the 8th absence. A third warning letter will be sent to parents on the 10th absence and court papers will be filed.

Attendance Codes

A	Absence	0% make up	Counts against exemption
T	Tardy	3 tardies count as 1 absence	Counts against exemption
XAB	Excused	100% make up	Counts against exemption
EAB	Excused	100% make up	Does not count against exemption
UPU	Unexcused	100% make up	Counts against exemption
UAB	Unexcused	70% make up	Counts against exemption
UTU	Unexcused	0% make up	Counts against exemption