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**APPENDIX IV  
CONSENT/OPT-OUT FORM**

To the Parents of \_\_\_\_\_:

The District is required by federal law to notify you and obtain your consent or denial (opt-out) for your child to participate in certain school activities. The activities include a student survey, analysis, or evaluation that concerns one or more of the following eight areas, known as "protected information surveys."

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

**PLEASE CONTACT YOUR CHILD'S PRINCIPAL IF YOU ELECT TO DENY YOUR CHILD'S PARTICIPATION IN ANY OF THESE ACTIVITIES.**

## PREFACE

To Students and Parents:

Welcome to school year 2007-9–2008-10! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together will make this a successful year for our students.

The West Orange-Cove CISD Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into three sections:

**Section I—IMPORTANT INFORMATION FOR PARENTS**—with information all parents will need about assisting their child and responding to school-related issues;

**Section II—CURRICULUM-RELATED INFORMATION**—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

**Section III—GENERAL INFORMATION AND REQUIREMENTS**—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the West Orange-Cove CISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and as a separate document on the District’s website at [www.woccisd.net](http://www.woccisd.net).

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

*Both students and parents should become familiar with the **West Orange-Cove Student Code of Conduct**, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found (as an attachment to this handbook or as a separate document sent home to parents and available in the principals’ office) on line at [www.woccisd.net](http://www.woccisd.net).*

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 6 and Directory Information on page 11 for more information.

Please note that references to alphabetical policy codes are included so that parents can refer to current Board policy. A copy of the District’s policy manual is available for review online at [www.woccisd.net](http://www.woccisd.net).

## BOARD OF TRUSTEES

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Eric Mitchell	Vice President
Ricky Jacobs	Secretary
Harry Barclay	Board Member
Nancy Byers	Board Member
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## ADMINISTRATION

Dr. O. Taylor Collins, Superintendent	505 North 15 <sup>th</sup> Street	882-5500
Jane Stephenson, Executive Dir. of Edu. Services	505 North 15 <sup>th</sup> Street	882-5555
Margaret Duchamp, Executive Dir. of Human Res.	505 North 15 <sup>th</sup> Street	882-5610
<i>Anitrea Goodwin, Executive Dir. Of Federal Programs and Special Initiatives</i>	<i>505 North 15<sup>th</sup> Street</i>	<i>882-5462</i>
Melinda James, Director of Business Operations	505 North 15 <sup>th</sup> Street	882-5444
<i>Carmon Purgahn</i> , Director of Special Services	505 North 15 <sup>th</sup> Street.	882-5407
Keith Rochau, Director of Maintenance	2020 Western Avenue	882-5550
<i>Ramona Burgess</i> , Director of Food/Nutrition	2020 Western Avenue	882-5447
Elvis Rushing, Director of Technology	2020 Western Avenue	882-5421

## SCHOOLS

Anderson Elementary	902 Park Avenue	882-5424
Oates Elementary	900 Newton	882-5540
North Early Learning Center	801 Cordrey	882-5434
West Orange-Stark Middle School	500 N. 13 <sup>th</sup> Street	882-5520
West Orange-Stark High School	1400 Newton Street	882-5570
Career Center	1400 Newton Street	882-5412

## WEST ORANGE-COVE CISD

### BOARD OF TRUSTEES

### DISTRICT GOALS 2007 9- 2008-10

#### Mission Statement

The mission of the West Orange Cove Consolidated Independent School District, as a progressive multicultural community, is to graduate students able to reach their potential and excel in a diverse society as productive, responsible citizens by utilizing an innovative curriculum, outstanding facilities, patrons' special talents and unique business/industry partnerships.

#### Encompassing Goal

- We will provide a quality instructional program that meets the needs of all students and ensures continuous improvement.
- We will provide students and staff with facilities and services that are safe and conducive to an orderly, positive, and disciplined learning environment.
- We will foster good stewardship of financial resources.
- We will involve our community and encourage their support in the implementation of our District's mission and goals.

#### **Achieve the academic indicators of the Texas Education Agency for educational excellence ensuring that curriculum is aligned with Texas Essential Knowledge and Skills**

1. Increase TAKS scores at all levels

2. Increase TAKS performance closing the gap for identified subgroups as a part of No Child Left Behind federal legislation
3. Increase the number of students taking dual credit courses at Lamar State College
4. Implement a district-wide common reading list at grades 6-12
5. Implement an early high school experience for grades 7 and 8
6. Increase student participation in college entrance testing
7. Work to remove barriers to student achievement and psycho-social development that includes enlisting state agency services for every campus
8. Begin instruction in a World Language in Grades K-5

**School Climate and Professional Development**

9. Maintain good order and discipline in the schools
10. Improve facilities for aesthetics, safety and function
11. Develop a Superintendent's Leadership team that includes campus principals

**Accountability to Community**

12. Build a laser focus on instruction to benefit students and teachers
13. Better communicate excellence to our community, staff and students
14. Seek to bring honor, civility and a professional spirit to all we do at all levels including Board of Trustees, staff and students
15. Work to re-invigorate the band program at the high school and middle school levels to include increased participation, jazz band and excellent marching band
16. Seek private funding sources to assist students in participation of a senior year in college program
17. Increase the numbers of graduates going to post-secondary education: university, technical school and military
18. Focus on the development in our students of character, a system of personal ethics and a sense of obligatory service to our fellow man

**WEST ORANGE-COVE CISD**

**OUR SHARED VISION**

**OUR STUDENTS:**

- Graduate as well educated decision-makers with a positive vision of themselves and their futures.
- Recognize, respect, and honor the strength and value of cultural diversity.
- Are responsible, productive citizens who are accountable for their actions and demonstrate strong work ethics.
- Are enthusiastic learners who work well independently and as team members.
- Demonstrate pride in their school and community.

**WO-C OFFERS A LEARNING ENVIRONMENT THAT:**

- Fosters learning through highly dedicated and qualified staff members, who support one another in meeting the diverse needs of all students.
- Models leadership and skills for success to become positive contributors to society.
- Promotes a partnership between parents and educators to provide a quality education in a safe, nurturing environment.
- Challenges students to succeed, using a broad-based rigorous curriculum.
- Integrates modern technology with curriculum to maximize learning.

**IN OUR SUPPORTING ENVIRONMENT:**

- We are proud of our diverse, high performing community that sets the standards of excellence.
- Our businesses, district, and community work together as full partners and provide the resources necessary for a quality education for all.

**SECTION I**  
**IMPORTANT INFORMATION FOR PARENTS**

This section of the West Orange-Cove CISD Student Handbook includes information on topics of particular interest to you as a parent.

## **QUICK REFERENCE:**

### **Where to look when you need information about...**

• Students Rights and Responsibilities	page	6
• Parental involvement	page	6
• Grading guidelines	page	8
• Report cards/progress reports and conferences	page	9
• State-mandated tests	page	9
• Credit by exam	page	10
• Medicine at school	page	10
• Psychotropic drugs	page	11
• Steroids	page	11
• Student records	page	11
• Student or parent complaints and concerns	page	12
• Release of students from school	page	12
• Enrollment	page	13

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

All students are entitled to enjoy the basic rights of citizenship, which are recognized and protected by laws for persons of their age and maturity. District schools shall foster a climate of mutual respect for the rights of others in order to enhance the District educational purpose and the program designed to achieve that purpose. Students shall exercise their rights responsibly in compliance with the rules established for the orderly conduct of the District's educational mission. Students who violate the rights of others or who violate District or school rules are subject to correct the misconduct and promote adherence by all students to the responsibilities of citizens in the school community.

## **PARENTAL INVOLVEMENT**

### **Title I School-Parent Compact**

The reauthorized law puts new emphasis on the shared responsibilities of parents and schools for the high performance of children. In recognition of this partnership, Title I initiated the use of school-parent compacts that identify the mutual responsibilities of each party to help Title I students succeed. As a component of the school-level involvement policy, each school developed a school-parent compact jointly developed with parents of Title I children. This compact outlines how parents, the entire school staff, and students will share responsibility for improved student achievement. Schools and parents also are jointly responsible for building and developing a partnership to help children achieve the state's challenging standards. The school-parent compacts may be obtained from the principal of each elementary campus

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at: **North Early Learning Center – 882-5434; Anderson Elementary – 882-5424; Oates Elementary – 882-5540** for an

appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 9]

- Becoming a school volunteer. For further information regarding PIE (Partners in Education) see policy GKG and contact the Director of Public Information at 882-5627.
- Participating in campus parent organizations such as the Parent Teacher Association (PTA), which forms a vital part of any school system. Please contact the campus principal for more information.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA and FFA and **School Health Advisory Council** on page 22.]
- Attending Board meetings to learn more about District operations. Board meetings are held on the last Monday of the month at 6:00 pm at the Administration Building, 505 N. 15<sup>th</sup> Street, Orange, TX. (See policies BE and BED for more information.)

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

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF.]

### **“Opting Out” of Surveys and Activities**

As a parent, you also have a right to receive notice of and deny permission for your child's participation in:

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

### **Display of your child's artwork, projects, and other special work products:**

As a parent, if you choose that your child's artwork, special projects, photographs and the like not be displayed to the community on the District's Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing.

### **As a parent, you also have a right:**

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications,



and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

[See **Student Records** on page 11.]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
  - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 32 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. (See policy FDB)
- To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense

while at school or on school grounds. (See policy FDD Local) Information regarding the transfer of a student who has been the victim of a sexual assault by another student may be found at policy FDD (LOCAL).

## **GRADING GUIDELINES**

In grades K-5, achievement is reported to parents as follows:

Unless seventy percent (70%) of the Texas Essential Knowledge and Skills (TEKS) in a given subject has been mastered, a grade of seventy (70) or better cannot be earned.

### **Grading Scale**

100 - 90	=	A	79 - 75	=	C
89 - 80	=	B	74 - 70	=	D

Teachers follow grading guidelines that have been approved by the Board and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. (See policy EIA.)

### **HONOR ROLL:**

Superintendent's Honor Roll (All A's)

Principal's Honor Roll (A's and 2 B's)

Honor Roll (Any combination of A's or B's)

### **Academic Dishonesty**

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, as well as disciplinary penalties, according to the Student Code of Conduct.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are sent home to parents at the end of the six weeks.

At the end of the first three weeks of a grading period parents will be sent a written progress report of their child's performance in any course. If the student receives a grade lower than 75 in regular classes and below 80 in honors and the Gifted and Talented/Accelerated Instructional Program classes during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 6 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the Board and designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG (LOCAL).

Tutorials are provided for a student who receives a grade lower than 70 in math or reading.

Students failing or performing below state mandated minimum expectations will be required to attend tutorials. The State compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the students is otherwise legally exempted or excused.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school promptly.

## **STATE-MANDATED TESTS**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TAKS, the Texas Assessment of Knowledge and Skills) in the following:

- Mathematics, annually in grades 3, 4 and 5 without the aid of technology
- Reading, annually in grades 3, 4, and 5
- Writing, including spelling and grammar, in grade 4

- Science in grade 5
- Any other subject and grade required by federal law

(See policy EKB)

**Third Grade: Students must pass the State mandated reading test to be promoted to the next grade level.**

**Fifth Grade: Students must pass the State mandated Reading, and Math tests to be promoted to the next grade level.**

## CREDIT BY EXAM

Students in all grades may use Credit by Exam to advance one grade level or gain credit for a subject. Students or parents who have questions regarding Credit by Exam should meet with the counselor or principal. The Credit by Exam dates ~~are as follows:~~ can be found at the district web site [www.woccisd.net](http://www.woccisd.net)

<del>Fall-2008</del>	<del>Spring-2009</del>
<del>August 5, 2008</del>	<del>January 20, 2009</del>
<del>August 6, 2008</del>	<del>June 2, 2009</del>
<del>August 21, 2008</del>	<del>June 3, 2009</del>

(See Policies EEJA and EEJB)

## MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- Only authorized employees, in accordance with policy FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, brought by the parent, along with a written request.
  - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the District will administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the District's medical advisor and
  - When the parent has previously provided the medication, with written consent to emergency treatment on the District's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

All medications including over the counter or those prescribed by a doctor or dentist, must be brought to the nurse's office in the original container, by parent/guardian, stating the number of pills or capsules in the container. Nurses will count pills in parent's/guardian's presence to verify number of pills.

All medications to be given for 5 days or greater must be accompanied by a doctor's release.

It is recommended that medications not be sent to school if they are ordered to be given:

- Daily
- Two times a day
- Three times a day
- Every 8 hours
- Every 12 hours

These medications may be given at home, before school, after school and at bedtime. The exceptions would be medications that are prescribed to enhance the student's ability to function in the school environment effectively. For example, medications used for learning disabilities, behavior modifications, seizures and psychiatric problems.

Parents/guardians are being asked to do routine hair and scalp checks on their children. Orange County has experienced severe lice outbreaks for several years, making it necessary to ask for assistance from parents.

If your child has been sent home from school after finding either lice or nits, you must accompany your child to the nurse's office and have the student rechecked before they will be allowed to enter the classroom or participate in any school function. You may call your school for information about checking your child or treating an infestation.

Students who have been absent from school due to illness and fever (temperature greater or equal to 100.5) must be free of fever (temperature less than 100.5) for at least twenty-four hours before being readmitted to class.

## PSYCHOTROPIC DRUGS

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

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

## STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

*Students participating in UIL athletic competition may be subject to random steroid testing. More information on [http://www.uil.utexas.edu/athletics/health/steroid\\_information.htm](http://www.uil.utexas.edu/athletics/health/steroid_information.htm) !.*

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

## STUDENT RECORDS

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and "eligible" students certain rights *of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting information.* For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.
- Federal law requires that, as soon as a student becomes 18 ~~or~~ is emancipated by a court, *or enrolls in a post secondary institution*, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes *and under limited circumstances when there is a threat to the health and safety of the student or other individuals.*
- District ~~staff members~~ *school officials* who have what federal law defines as a "legitimate educational interest" in a student's records. ~~Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant). School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person~~

*or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties.*

"Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; *reviewing and educational record to fulfill the official's professional responsibility*; or investigating or evaluating programs.

- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she *is already enrolled subsequently enrolls.*

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

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. *The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.*

*A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies.* If circumstances prevent inspection during ~~regular school these~~ hours, *and the student qualifies for free or reduced-price meals*, the district will either provide a copy of the requested records, or make other arrangements for the parent or student to review these records. ~~The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.~~ The address of the Superintendent's office is **505 N. 15<sup>th</sup> Street, Orange, TX 77630.**

The addresses of the principals' offices are:

**North Early Learning Center, 801 Cordrey, Orange, TX 77630**

**Anderson Elementary, 902 W. Park Avenue, Orange, TX 77630**

**Oates Elementary, 900 Newton Street, Orange, TX 77630**

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, *misleading*, or otherwise in violation of the student's privacy rights. *A request to correct a student's record should be submitted to the principal or superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.* If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG (Local) *A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous or inconsistent with the district's grading policy.* [See *FINALITY OF GRADES AT FNG (LEGAL)*, **Report Cards/Progress Reports and Conferences** on page 9 and **Student or Parent Complaints and Concerns** on page 12 for an overview of the process.]

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

*The district's policy regarding student records found at FL (Legal) and (Local) is available from the principal's or superintendent's office.*

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

### **Directory Information**

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it. (See policy FL)

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year. (See the "Notices regarding Directory Information and Parent's Response Regarding Release of Student Information" attached to this handbook.)

### **Directory Information for School-Sponsored Purposes**

The district often requires the use of student information for school-sponsored purposes. The district has designated the following categories of information as directory information: student name, address, telephone listing, electronic

mail address, photograph, and date and place of birth, as well as major field of study, degrees, honors, and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. This information will not be released to the public without the consent of the parent or eligible student. (Consent form is attached)

Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wished to use this information for the school-sponsored purposes listed.

**Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. That address is: Family Policy Compliance, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605.

The district's policy regarding student records is available from the principal's or Superintendent's office or on the district's website at [www.woccisd.net](http://www.woccisd.net).

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

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

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's website at [www.woccisd.net](http://www.woccisd.net).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

## **RELEASE OF STUDENTS FROM SCHOOL**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning, and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

## **ENROLLMENT**

### Enrollment Procedures Grades Pk-12

- Early registration events are scheduled for each campus prior to the first day of school

For students enrolling during the year:

- Request verification of driver's license of person enrolling student and make copy for our files
- Complete V-Soft (Raptor) visitor screening process
- Parent/Guardian of the student comes to the attendance office and completes enrollment forms for student.
  - If person enrolling the student is not the parent or legal custodian of child, the enrolling individual must go to Administration building to complete Power of Attorney form
- Campuses will be notified when Power of Attorney is completed

The following items are necessary for enrollment:

- Latest report card or withdrawal form from previous school
- Birth certificate –Original birth certificate must be provided at first enrollment into West Orange-Cove CISD. A copy is made and identified by the enrolling campus as "copy of original certificate."
- Social security card
- Immunization record (30-day grace period allowed for students transferring from another Texas school or students identified eligible for McKinney-Vento assistance). All out of state and out of country students must

present immunization records at time of enrollment. Without the documentation in hand, the student cannot be enrolled. If the student provides records, the immunizations must be current. If not, the student must begin the necessary vaccine dose before he/she can be provisionally enrolled.

- Proof of residency may be required, North ELC requires utility bill or rent statement
- Student Emergency Form and all other enrollment forms must be completed.

Attendance office then sends the student and Parent/Guardian to the Counselor's office with a copy of the enrollment papers. Counselors may then talk with the student and Parent/Guardian to set a schedule for the student.

The Counselor's office notifies the Attendance office of enrollment and approval to enter the student in the database, the student then goes to class. – (For Middle and High School Students)

The Attendance office and Counselor's office remind the enrolling parent/guardian that an accurate address and telephone number for students must be kept on record in the school office. If any change occurs in the address or telephone number of the student, the parent/guardian should report the change (s) by a note or a phone call as soon as possible.

### Withdrawal

When withdrawing a student from the school district:

- Request verification of driver's license of person withdrawing student and make copy
- Complete V-Soft (Raptor) screening
- Verify student record for authorized Parent/Guardian/Legal Custodian. If person requesting withdrawal is not the Parent/Guardian/Legal Custodian of the child, contact the person who enrolled the child, and notify the principal.
- Check student Emergency Form and Student Pick Up Authorization Form
- If person requesting withdrawal is not listed, notify the principal. Only the principal can act on a withdrawal request in such a situation.
- Parent/Guardian (or other person who actually enrolled the student) of the student must go to the Counselor's office or Attendance office and sign a Notice of Intent to Withdraw the student.
- Textbooks are to be turned in and library books returned to the library and the librarian signs as well.
- The form is then signed by the principal or designated administrator and returned to the Counselor's office. The Counselor and parents must sign the form.
- Immunization records are also copied are copies and mailed to the new enrolling district.
- The withdrawal form is then filed in the student's cumulative folder in the Counselor's office and a pink copy is sent to the Attendance clerk so that she can withdraw the student from attendance.

### Day check out

- Parent/Guardian must report to attendance office, show appropriate identification such as valid driver's license, complete V-Soft (Raptor) screening and with approval may then sign that student out using Student Check In/Out log.
- Staff member verifies that person requesting to check out student is authorized to do so by referring to the approved Student Pick Up Authorization Form or the Student Emergency Form. If the person picking up the student is not the Parent/Guardian/Legal Custodian or is not on the approved pickup list, notify a campus administrator before calling for the student.
- The student and Parent/Guardian must sign out through the attendance office before leaving campus.
- Students are not allowed to leave campus without a parent or someone on the approved student pick up list unless otherwise instructed by an administrator.

## **SECTION II** **CURRICULUM-RELATED INFORMATION**

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents.

### **QUICK REFERENCE:**

#### **Where to look when you need help with...**

- |                           |      |    |
|---------------------------|------|----|
| • Computer resources      | page | 14 |
| • Counseling: personal    | page | 15 |
| • Promotion and retention | page | 16 |

- Special programs page 16
- Textbooks page 16

## COMPUTER RESOURCES

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

Students and their parents should be aware that e-mail using District computers is not private and may be monitored by District staff.

West Orange-Cove students wishing to obtain access to District Network Services such as Internet or TENET must be sponsored by a faculty member and must agree to the following:

1. The use of the network is a privilege that may be revoked by network administrators or authorized faculty designees at any time for abusive conduct. Such conduct would include, but is not limited to, the placing of unlawful information on or through the computer system and the use of obscene, abusive, or otherwise objectionable language or images in either public or private files or messages.
2. The District reserves the right to any material stored in files to which all users have access and will edit or remove any material which the staff, in its sole discretion, believes may be objectionable. Users of the network will not use their account to obtain, view, download or otherwise gain access to such materials.
3. Information services and features contained on WOCCISD network services are intended for use of its patrons, and any commercial or other unauthorized use of those materials, in any form, is expressly forbidden.
4. Information contained on WOCCISD network services is placed there for general information purposes and is in no way intended to refer to, or be applicable to, any specific person, case, or situation.
5. WOCCISD network services does not warrant that the functions of the system will meet any specific requirements of the individual user or that it will be error-free or uninterrupted; nor shall it be liable for any direct or indirect, incidental, or consequential damages (including lost data, information, or profits) sustained or incurred in connection with the use, operation, or inability to use the system.
6. Rules and regulations of the system usage will be promulgated from time to time by the network administrators and authorized faculty designees, and users of the network are subject to these rules and regulations.
7. WOCCISD network services are intended for the exclusive use of its registered users, who are the responsibility of the account holder. Any misuse will result in suspension of account privileges.
8. E-mail responsibilities include checking e-mail regularly, remaining within the limited disk quota, and not interfering with the network traffic by sending "chain letters" or "broadcasting" messages to lists or individuals.
9. Gaining unauthorized access to any District Computer System, District Network Service, and outside telecommunications services is a prohibited activity under the provisions of West Orange-Cove Consolidated Independent School District School Board Policies FNC (Local) and CMB (Local).
10. Noncompliance with any of the provisions as stated will result in District staff reporting to the principal the name of any student responsible, and may result in further disciplinary action in accordance with provisions of the WOCCISD Student Code of Conduct.

### Rules for Appropriate Use

Access to West Orange-Cove computer resources is a privilege, not a right. Failure to comply with the guidelines set out in the Acceptable Use Policy may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. Students should refer to the Student Code of Conduct for a detailed description of the consequences of improper use of the computer system.

The District shall not be liable for users' inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used only for identified educational purposes.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules.
- Remember that people who receive e-mail from you with a school address might think your message represents the school's point of view.



## **Inappropriate Uses**

Using the system for any illegal purpose.

Disabling or attempting to disable any Internet filtering device.

Encrypting communications to avoid security review.

Intentionally introducing a virus to the computer system.

Borrowing someone's account without permission.

Downloading or using copyrighted information without permission from the copyright holder.

Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. If you feel there is a problem or if you feel uncomfortable with the information someone is sending you via the Internet, tell the teacher or computer lab operator immediately. If a user asks that you no longer send them mail or in any other way contact them, you must stop all contact immediately. You may feel you have the right to freedom of expression, but please remember that others have the right to be free from harassment.

The system may not be used for financial or commercial gain or business use.

Posting personal communications without the original author's consent is prohibited

Posting anonymous messages is prohibited.

Wasting school resources through improper use of the computer system.

Do not download large (over 1MB) files unless instructed to do so by your teacher.

Do not play games with others on the network or Internet

Only download the information you need.

Use your access time efficiently. Remember, there are others who need to use the network

Gaining unauthorized access to restricted information or resources.

## **Consequences for Inappropriate Use**

Suspension of access to the system;

Revocation of the computer system account; or

Other disciplinary or legal action, in accordance with the District policies, Student Code of Conduct and applicable laws.

Noncompliance with any of the provisions as stated will result in District staff reporting to the principal the name of any student responsible, and may result in further disciplinary action in accordance with provisions of the WOCCISD Student Code of Conduct.

[For additional information regarding computer use, see policy CQ.]

## **COUNSELING**

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should inform their teacher.

**Please note:** The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policy FFE and FFG (EXHIBIT).]

## **PROMOTION AND RETENTION**

*A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district.*

In grades 1-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas are a grade of 70 or above in the following areas: language arts, reading, and mathematics.

In addition, at certain grade levels a student will be required to pass the Texas Assessment of Knowledge and Skills (TAKS).

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

Parents of a student in grades 3 and 5 who do not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two

additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

## **SPECIAL PROGRAMS**

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

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide 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 is the Director of Special Services at 882-5407.

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

## **QUICK REFERENCE:**

### **Where to look when you need information about...**

- Arrival and Departure from school page 18
- Assemblies page 18
- Attendance page 18

• Makeup work	page 21
• Communicable diseases/Conditions	page 21
• Health-related matters	page 22
• Freedom from Discrimination	page 23
• Conduct	page 24
• Law enforcement agencies	page 26
• Distribution of published materials or documents	page 26
• Dress and grooming	page 27
• Student fees	page 31
• Fund-raising	page 31
• Immunization	page 31
• Interviews and photographs	page 32
• School pictures	page 32
• Lost and found	page 32
• Messages to students	page 32
• Movies/VCR tape, DVD	page 32
• Physical examinations/health screenings	page 32
• Pledges of allegiance and a minute of silence	page 33
• Prayer	page 33
• Safety	page 33
• Emergency Medical Treatment and Information	page 34
• Emergency school-closings information	page 34
• School facilities	page 35
• Searches	page 36
• Transportation	page 36
• Visitors to the school	page 37

## **ARRIVAL AND DEPARTURE TO AND FROM SCHOOL**

Students in Kindergarten through 5<sup>th</sup> grade should enter the building no earlier than 7:00 am each morning. Instruction begins at 7:30 am. Breakfast is served from 7:00 am – 7:25 am. A student is considered tardy after 7:30 am. The regular school day for all elementary schools is:

- Pre-K            7:30 am to 2:15 pm
- K-5              7:30 am to 2:45 pm

### **Anderson**

Bus students are loaded and unloaded at the back of the school (John Street). Car riders and walkers are to be dropped off and picked up at the front of the school (Park Street). Students who are car riders must be signed out in the afternoon. Tardy students are to be escorted to the office by an adult. Students, who walk down John, 8th, 9th, and 10th streets, will be released from the cafeteria after the buses have departed and will be escorted by the crossing guard across John Street.

### **Oates**

Bus students are loaded in front of the school on Newton Street. Parents are not allowed to remove students from the bus once it is loaded. You must sign your student out in the office before 2:20 p.m. Students who are being picked up in cars should wait in back of the school beside the gymnasium. Cars should form a single line and enter the student pick-up area as indicated by signs on Bonham Street. **Please do not leave your car unattended in the pick-up line.** Students may not

leave the sidewalk with adults and cross the parking lot to get in a car. **Written notification is required if transportation is changed from your child's usual method of leaving school.** All students who arrive by car in the morning should be dropped off at the North sidewalk entrance where the cross guard is located. **No child will be picked up on Newton St.** Please do not park in front of the school in the bus loading area during peak hours when the bus will be loading and unloading. (2:30 to 3:00 pm)

### **North Early Learning Center**

Bus students are loaded and unloaded on the West Side of the building. Car riders are dropped off in the front of the building with an adult present to help them into the building. Parents, with children eligible for the childcare program, should use the back driveway for pick up. Children should not arrive before 7:30 a.m.

## **ASSEMBLIES**

Students should observe the following standards of good conduct during assemblies:

- Enter and leave the assembly in a quiet and orderly fashion.
- Bring neither books nor any other materials to an assembly unless otherwise told to do so.
- Be seated as directed.
- Cease talking as soon as the assembly conductor steps to the microphone or stage.
- Give courteous attention to the program.
- Refrain from carrying on a conversation with neighbors. Such talking can be discouraging to the performer.
- Express approval by applauding. (There is no place for exaggerated applause, whistling or other loud behavior in a school assembly.)
- Remain for the entire program.

## **ATTENDANCE**

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed in the following sections:

### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespass.

*A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year and is subject to compulsory laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. (See FFA)*

*A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.*

### *Exemptions to Compulsory Attendance*

*State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:*

- *Religious holy days;*
- *Required court appearances;*
- *Activities related to obtaining United States citizenship;*
- *Service as election clerk; and*
- *Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.*

*In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.*

If kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

*A student in grades 3-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.*

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- *Activities related to obtaining United States citizenship;*
- *Service as election clerk; and*
- *Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.*

*In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.*

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed 'accelerated instruction' by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period (TX Ed code 25.094).

#### **Absences-Excused/Unexcused**

Attendance requirements are set by Legal and Local board policies FEA, FEB, FEC and FED.

#### **Phone call**

The day a student is absent, a parent or guardian must call the attendance office by **10:00 a.m.** Attendance for all grades shall be determined by the absence recorded in the second period at 10:00 a.m. **The attendance office phone numbers are:**

Anderson Elementary	882-5424
Oates Elementary	882-5540
North Early Learning Center	882-5434

#### **Written note**

Failure of the parent to contact the school on the day of the absence will result in an unexcused absence. Any absence must be verified by parent phone call or written note from parent.

#### **Admission Slip**

The student will be issued an admission slip, which will be clearly marked "excused" or "unexcused".

### **Tardiness/Late Arrival to School**

Parents/guardians must accompany students who arrive at school late. They must report to the attendance office and sign in with the attendance clerk. Excessive unexcused absences may result in an assessment of penalties by a court of law against both the parent and /or the student.

### **Truancy**

Truancy may result in assessment of penalties by a court of law against both the parent and the student. A complaint against the parent may be filed in the appropriate court if the student is: (1) absent from school on ten or more days or parts of days within a six-month period in the same school year, or (2) absent from school on three or more days or parts of days within a four-week period. (Education Code 25.093).

A student will be truant if:

- a. His/her parent or guardian has not given him permission to remain at home.
- b. He/she leaves home to attend school but goes elsewhere.
- c. He/she leaves campus or fails to attend assigned class without permission.

No make-up work is allowed if a student is truant.

### **Permission to Leave School**

Students who must leave during the school day must obtain permission from the principal's office. Parents who wish to pick up students during school hours must obtain permission from the office by sending a note or by coming in person. Students will be excused only in cases of emergency or for a valid reason given in advance. Parents are asked to schedule student's doctor or dental appointments in the afternoon whenever possible. No child will be permitted to leave school without expressed parental approval. If someone other than the parent will be picking up the child from school, the written note signed by the parent/guardian should state the name of the person into whose care the child will be placed.

Students' absences shall be limited and make-up or remedial work shall be required from students with excessive absences; that is absences, excused and unexcused, that exceed 10% of the days that the class is offered. The following procedures will be implemented in addressing all student absences.

Excused absences for no more than 10% of the days.

Any student may be excused for temporary absences resulting from personal sickness, medical/dental appointments, sickness, death, or emergencies in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal of the school. The reasons for an excused absence must be stated in writing and signed by the parent or other person in parental relation to the student. (Students must make up any work missed in each class.)

Excused absences for more than 10% of the days.

Any student may be excused for temporary absences resulting from personal sickness with the reason stated in writing, signed by the parent or other person in parental relation to the student and accompanied by a doctor's statement verifying the sickness. Other extenuating circumstances must be accompanied by supporting data and approved by the attendance committee. (Students must make up any work missed in each class.)

Excused absences for more than 10% of the days without a doctor's verification or supporting data for other extenuating circumstances.

Any student returning to school after an absence resulting from personal sickness without a doctor's verification or supporting data for other extenuating circumstances will receive an UNEXCUSED absence.

Unexcused absences.

The attendance record of any student that has unexcused absences, without meeting the criteria for acquiring an excused absence, will be reviewed by the attendance committee for possible retention due to excessive absences. The committee will be composed of teachers, a principal, and counselor and attendance clerk with the majority of the committee being comprised of teachers.

### **Attendance for Credit**

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for *the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose* ~~religious holy days and health care appointments will be considered days of attendance for this purpose.~~ [See policy FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

## **Bicycles**

Students are not encouraged to ride bicycles to school because of the hazardous roads and heavy traffic. The following rules concern bicycles on all campuses:

- Bicycles are not to be ridden on school grounds during the school day. Students should walk their bicycles to and from the street when arriving at or leaving school.
- Bicycles are to be parked on the racks provided
- It is the student's responsibility to lock bicycles parked on campus.
- No motorized vehicles allowed.

## **MAKEUP WORK**

### **Routine and In-depth Makeup Work Assignments**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIA.]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to the students.

### **DAEP or In-school Suspension Makeup Work**

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

### **Bacterial Meningitis**

State law specifically requires the District to provide the following information:

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

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

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may



also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **HEALTH-RELATED MATTERS**

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

In accordance with EHAB, EHAC, and FFA the district will ensure that students in elementary school engage in a least 30 minutes of physical activity per day or 135 minutes per week. For additional information on the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

Students will be enrolled in regular classes in physical education. Exemption from full participation will be granted only by a family physician's recommendation. A student who is physically unable to participate in a particular activity for a period of time must have a written excuse from the parent stating the reason for the student's inability to participate. This note is written to the physical education teacher.

A student who is to be excused from physical education activities for more than five days must bring a written statement from the family physician. This statement is to be brought to the school principal who will communicate the information the physical education teacher, the homeroom teacher and the school nurse.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available at policies BDF and EHAA.

### **Vending Machines**

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information see policies CO and FFA.

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policy GKA.]

#### **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office. If you have any questions, please contact the Director of Maintenance at 882-5550.

*DATE: January 07, 2009*

*TO: All West Orange-Cove CISD Employees and Students*

*FROM: Keith L. Rochau*

*SUBJECT: ASBESTOS NOTIFICATION*

*This communication will herein serve as legal notification of all interested parties concerning the presence of asbestos at the following locations:*

*Administration – Asbestos is located in some pipe insulation in the boiler room and the 9” x 9” floor tile throughout the building. This presents no health hazard in its present state.*

*Central Services Building – Asbestos is located in the 9” x 9” floor tile and linoleum located throughout the building. There is also some sprayed on ceiling material in the gym lobby.*

*The transite 12" x 12" pegboard ceiling tile does not present a health hazard at this time. The outside soffit poses no health hazard. There is some exposed piping and duct insulation in chases and custodial areas.*

*North ELC – Asbestos is located in the HVAC expansion joints and wall tile in the band hall. This presents no health hazard in its present state.*

*Anderson Elementary – Asbestos is located in the ACM mastic under the floor tile. This presents no health hazard in its present state.*

*Oates Elementary – Asbestos is located in the linoleum flooring in the cafeteria and the 9" x 9" floor tile in the kitchen and coat rooms. This presents no hazard in its present state.*

*WOS Middle School. - Asbestos located in the 9" x 9" floor tile, linoleum floor covering, pipe insulation, and transite wall panels both Carr and Stark Buildings. This presents no health hazard in its present state.*

*WOS High School – Asbestos is located in some of the 12" x 12" floor tile in the building. It is also located in a transite panel in the Principal's office. This presents no health hazard in its present state.*

*A survey to determine the presence of asbestos was conducted throughout the District in accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) which became effective December 14, 1987.*

*In accordance with this law, certified asbestos inspectors and management planners were contacted by the District to perform all related to bringing the District into compliance.*

*The report of the investigation was delivered to the District on October 12, 1988. Please know that we have and will continue to provide appropriate precautions to assure no exposure to airborne asbestos fibers which may be harmful to human health or the environment.*

*Any questions concerning this investigation should be directed to the District's Asbestos Coordinator, Keith Rochau, phone number 882-5550.*

*Sincerely,*

*Keith L. Rochau*

*Director of Maintenance*

~~**NORTH ELC** – Asbestos is located in the HVAC expansion joints and wall tile in the band hall. It is also located in the 12" x 12" floor tile in the Goals Office. This presents no health hazard in its present state.~~

~~**ANDERSON ELEMENTARY** – Asbestos is located in the ACM mastic under the floor tile. This presents no health hazard in its present state.~~

~~**Oates Elementary** – Asbestos is located in the linoleum flooring in the cafeteria and the 9" x 9" floor tile in the kitchen and coat rooms. This presents no hazard in its present state.~~

A survey to determine the presence of asbestos was conducted throughout the District in accordance with the United States Environmental Protection Agency's Asbestos Hazard Emergency Response Act (AHERA) which became effective December 14, 1987.

In accordance with this law, certified asbestos inspectors and management planners were contacted by the district to perform all related work to bring the District into compliance. The report of the investigation was delivered to the District on October 12, 1988. Please know that we have and will continue to provide appropriate precautions to assure no exposure to airborne asbestos fibers which may be harmful to human health or the environment.

Any questions concerning this investigation should be directed to the District's Asbestos Coordinator, Keith Rochau, 882-5520.

### **Pest Management Plan**

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance at 882-5550.

## **FREEDOM FROM DISCRIMINATION**

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. 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 those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office, in the Superintendent's office and on the district's website, [www.wocccisd.net](http://www.wocccisd.net).

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

### **Reporting Procedures**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent.

### **CHILD SEXUAL ABUSE**

*The district is establishing a plan for addressing child sexual abuse. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).*

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

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

*As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, See <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.t.asp>.*

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

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

<http://sapr.nonprofitoffice.com/>

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

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

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

*Reports may be made to:*

*The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1800-252-5400 or on the Web at <http://www.txabusehotline.org>).*

### **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG.

In its efforts to promote nondiscrimination, the district makes the following statements:

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

The following District staff members have been designated to coordinate compliance with these requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Executive Director of Human Resources at 882-5610.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Education at 882-5407.
- All other concerns: See the Superintendent.

### **Accommodations for Children of Military Families**

*Children of military families will be provided flexibility regarding certain district requirements, including:*

- *Immunization requirements.*
- *Grade level, course, or educational program placement*
- *Eligibility requirements for participation in extracurricular activities.*
- *Graduation requirements.*

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

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: ~~Executive Director of Educational Services at 882-5555~~ Executive Director of Federal Programs (882-5461).
- Parent Involvement Program, ~~who~~ works with parents of students participating in Title I programs. *For information concerning Title I services contact Executive Director of Federal Programs (882-5461).*

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

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact the Director of Special Services at 882-5407.

## **CONDUCT**

### **Applicability of School Rules**

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

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

### **Corporal Punishment**

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

- The student will be told the reason for the corporal punishment.
- The punishment may be administered only by the principal or assistant principal.
- The instrument to be used will be approved by the principal.
- The punishment will be administered in the presence of one other District professional employee and out of view of other students.

**A record will be maintained of each instance of corporal punishment.**

### **Disruptions**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disruption of classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interference with the transportation of students in District vehicles.

Students may not bring to school any item that would distract from instruction. Such items include, but are not limited to toys, sports equipment, sharp instruments, games, cameras, and audio equipment.

No buying, selling, trading, or borrowing will be permitted. No collections, sales, or contributions by students or non-school groups may be conducted during school hours unless approved by the Superintendent.

Distraction from instruction also includes the misuse or inappropriate use of items normally acceptable, such as playing with jewelry and wearing hats or sunglasses indoors. Objects that cause distraction will be taken up and only returned to the parent or guardian.

### ***OTHER ELECTRONICS DEVICES***

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

**“Telecommunication device” is any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including cell phones and pagers. The**

District prohibits the visible display of a telecommunication device during regular school hours while the student is on school property unless prior approval is obtained from the principal. No student shall possess or control a telecommunication device (pagers, cellular phones, laser pointers, CD players, radios, stun guns ~~or~~ cameras, ~~or~~ games etc.) that is turned on during regular school hours while the student is on school property. Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate any devices ~~that is turned on during regular school hours. found on school property.~~ Parents shall be notified after the device is confiscated. ~~that T-the device may be released to the parent for a fee of \$15.00 or the device will remain in the possession of the High School-school for a period of 30 days, after which it may be released to the parent or disposed of. -without further notification-~~ {See policy FNCE}.

- Electronic equipment is subject to search in the event school administrators believe reasonable suspicion exists to support the search.
- Cell phones are prohibited from testing environment
- Cell phones or any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

### ***Inappropriate Use of Technology***

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

### **Social Events**

School rules apply to all school social events. Two parties are permitted each school year. The last thirty minutes of the school day will be designated for such occasions. Guests attending these events are expected to observe the same rules as students, and the person inviting the guest will share responsibility for the conduct of his or her 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 even will not be readmitted.

### **Field Trips**

Parents must sign waivers of liability before students can participate in field trips. Students who are involved in field trips must be in school all periods prior to the time they are to leave campus or they will not be allowed to participate or travel with that group. Students who do not exhibit acceptable behavior may be denied the privilege of a field trip and /or other extracurricular activities.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### ***GANG-FREE ZONES***

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

## **Students Taken Into Custody**

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

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

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

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

## **Notification of Law Violations**

The District is required by state law to notify:

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

[For further information, see policy GRA.]

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

### **School Materials**

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

**(SEE DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES ON PAGE 11)**

### **Nonschool Materials ... from students**

Students must obtain prior approval from the campus principal, before posting, circulating or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal will designate the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

The student may appeal the principal's decision in accordance with policy FNG (LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

### **Nonschool Materials ... from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent for prior review. The Superintendent will approve or reject the materials within two school days of the

time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB (Local).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

The West Orange-Cove CISD has a dress code for students in grades PK-8. The dress code gives the school a positive and distinctive identity and reflects the values of the schools and community. All students are required to wear the specified dress each day except for those days designated by school administration.

Purpose: The West Orange-Cove CISD believes the adoption of this dress standard will improve the educational environment for our students. A dress code will help identify students as West Orange-Cove CISD students in situations involving safety and security. The district believes this dress code will instill pride, and help foster unity among the students, thereby reducing discipline problems and improving opportunities for educational endeavors.

### **Shirts, Blouses, Turtlenecks (mock or regular)**

- All shirts, blouses, and turtlenecks must be tucked in at all times and must stay tucked in when arms are raised. Logos optional (1 ½ x 1 ½ inches).

PK-5 any school related logo.

Spirit shirts, with logos larger than 1 ½ x 1 ½ may be worn on designated school spirit days.

All shirts and blouses must be buttoned from the first button past the collar.

No stripes, checks or other designs on shirts, blouses and turtlenecks.

Sleeveless shirts/blouses or shirts/blouses with cap sleeves are not allowed.

Thermal type shirts are not allowed.

No zippered shirts or blouses.

### **Slacks, Pants, Shorts**

- Slacks and pants must be worn at the waist, and be properly hemmed or cuffed.
- Belts optional for PK as long as the pants fit tightly in the waist.
- Logos or labels on slacks and pants must be no larger than 1 inch by 1 inch.
- No sweatpants, wind pants, pants with drawstrings, warm-ups or coveralls.
- Corduroy and jean (denim) material is not allowed. Khaki colored denim is not acceptable.
- Baggy style legged slacks or pants are not allowed.
- Shorts length must be no more than 3 inches above the top of the knee-cap (in both front and back).
- Soccer or boxer style shorts are not allowed except in PE/Athletics.
- No cargo or carpenter style pants. No "cargo" type pockets on pants or shorts.

### **Skirts, Skorts**

Skirts and skorts length must be no more than 3 inches above the top of the knee-cap (in both front and back).

Logos (name brand) or labels on skirts or skorts must be no larger than 1 inch by 1 inch.

Skirts may have a kick-pleat (no more than 3 inches above the top of the knee), but not a slit.

### **Jumpers**

- Jumpers must be no more than 3 inches above the top of the knee-cap (in both front and back).
- Dress code shirt, blouse, or turtleneck (mock or regular) must be worn under the jumper at all times.
- Kick pleats are allowed (no more than 3 inches above the top of the knee); slits are not allowed.
- Dresses are not allowed.



**Outer-wear: Sweatshirts, Sweaters**

- Sweatshirts and sweaters must be appropriately sized in the shoulders, sleeves, and length; must be worn over uniform shirt, blouse or turtleneck (mock or regular) and must be in school colors (navy, white, gray, light blue).
- Logos optional (1 ½ x 1 ½ inches).  
Any school related logo.
- No stripes, checks, or other designs on sweatshirts, vests and sweaters.
- Sleeveless or capped sleeve sweatshirts are not allowed.
- Hoods do not count as collars.

**Other Guidelines**

- Leather, suede, vinyl, corduroy, and denim materials are not allowed except for coats, jackets, and windbreakers.
- Coats may be worn in accordance with appropriate weather conditions. Wearing coats in the classroom will be at the discretion of the teacher/principal.
- Spandex, nylon, or stretch-type materials are not allowed.
- Clothing can be no more than one size larger than the student's measurements nor may the garment be too tight.
- Caps, hats, and head coverings inside the building are not allowed.
- Overall pants, overall shorts, and overall jumpers are not allowed.
- Wind shorts/pants, athletic shorts/pants, sweat shorts/pants are not allowed except in PE/Athletics.
- All clothing must be solid colored.
- Students must comply with district standards for grooming and accessories as outlined in the Alternate/Interim Student Dress Code.
- Clothing items cannot be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction.
- All clothing must be properly hemmed.

The District standard for grooming and appearance for hair, general appearance of clothing, jewelry and other accessories are addressed in the Alternative/Interim Student Dress Code in the Student Handbook.

Campus administrators will have discretion in all matters concerning interpretation of appropriate dress determined in the board approved dress code.

**ALTERNATIVE/INTERIM STUDENT DRESS CODE**

This policy is only for new students to the District and students with school board approved opt-out requests. New students moving into the district have 7 calendar days to comply with the dress policy. Students in the process of opt-out appeal (see FNCA (Local) for process and timelines) must comply with alternative/interim dress code guidelines. All other students must be in compliance with the student dress policy guidelines.

Immodest or distracting dress or appearance of any type is not permitted. This is not confined to clothing, but also includes fads in hairstyles, make-up, or other attractions but would in the opinion of the principal tend to promote student disruption, jeopardize students' conduct or otherwise interfere with the educational process. No designs cut in hair. A straight part is permitted. (Clothing containing offensive slogans, symbols, and other suggestive or controversial designs are not allowed.)

**Shirts, Blouses, and Tops**

- These articles must be collared and are to be buttoned from the first button below the collar downward.
- These articles are to be tucked in.
- Length of all tops should be long enough to tuck in and stay in even when the arms are raised.
- All tops (etc.) should cover the back, shoulders, and stomach. No skin is to show at the waist at any time.
- Unhemmed or sleeveless tops are not acceptable for boys and girls.
- No t-shirts allowed.

**Pants, Shorts, Skorts, Skirts and Jumpers**

- Slacks and trousers are to be full length and worn at the waist. Skirts and skorts also must be worn at the waist.
- Shorts for boys and girls must be no shorter than 3 inches above the knee.
- Athletic and soccer type shorts (with or without a logo) are not allowed. Only walking shorts are permissible with a belt (at specified grade levels).
- Spandex, wind shorts, wind pants, or warm-ups are not permissible.
- Skirts, skorts, shorts, jumpers and similar attire must be no shorter than 3 inches above the knee in front and back.
- Pants and shorts must be worn with a belt. (Belts are optional PK-5 grade provided the pants/shorts fit tight in the waist.)

**Head and Footwear**

- Students shall not wear hats, caps, or other head coverings inside the building. Exceptions may be made upon written request to the principal based on religious or health reasons.
- Students must wear appropriate shoes at all times.

- No backless shoes will be allowed.

### **General Appearance of All Clothing (District Standard for Grooming and Appearance)**

- Frayed, cut off, or tattered clothing is not allowed.
- Student attire should be modest and appropriate in length, fit and design.
- Sufficient underclothing is required.
- Clinging or transparent clothing is unacceptable.
- Articles sporting messages that are obscene or suggestive or that pertain to alcohol, narcotics, tobacco, or other controlled substances shall not be worn to school.
- Shirts and blouses must be buttoned appropriately.
- Clothing may be NO more than one size larger than the student's measurements.

### **Jewelry and Other Accessories (District Standard for Grooming and Appearance)**

- Make-up will not be allowed.
- ~~Artificial nails will not be allowed.~~
- Excessive jewelry and jewelry causing a distraction is not allowed.
- All tattoos must be covered and hidden from view.
- Jewelry used in conjunction with body piercing (such as nose rings or tongue studs) is prohibited.
- Students are not to wear sunshades or sunglasses to school unless they provide a note from their physician stating the need to do so.

### **Dress Code Violations**

The principal/assistant principal reserves the right to question the dress of any student, and if either sees fit, to keep a student out of class until he/she is appropriately dressed.

At the first violation of the dress code, the student will be given an opportunity to call parents to bring proper clothing. Any further violation of the dress code will result in automatic disciplinary assignment.

### **Extra Curricular Dress Code**

With respect to any extracurricular activities, the Principal, in conjunction with the sponsor, coach or other person in charge of such activity, may regulate the dress and grooming of participating students if the principal, sponsor, or coach reasonably believes that the student's dress or grooming:

- Creates a hazard to the student's own safety or to the safety of others, or
- Will prevent, interfere with, or adversely affect the purpose, direction, or effort required for activity to achieve its goals.

Such regulation may include denying the student permission to participate in the extracurricular activity or to go on extracurricular trips.

Compliance: If a non-exempt student attends school in violation of the dress policy, the following disciplinary steps will be taken:

The student will be placed immediately in isolation on the campus, either until the parent can bring appropriate clothing or for the entire day, whichever comes first.

The student may be sent to ISS for a minimum of 3 days for the second infraction.

If the student still refuses to comply, the student will remain in ISS for a maximum of two weeks.

If the student still refuses to comply following the two-week ISS assignment, the principal will pursue due process for DAEP.

### **Disciplinary action will not be taken against a student:**

During the process of appeal.

Wearing the uniform of a nationally recognized organization (such as boys or girls scouting) on a regular meeting day (the 3" rule is applicable to the length of these uniforms as well as the standard school uniform such as cheerleader or drill team) when approved by the campus administrator.

### **Non-Dress Code Days**

Administrator(s) shall have authority to waive the wearing of the school dress for certain days, parts of days, special events, or special activities. Students who choose not to participate in the special days are expected to abide by the dress code.

Parents needing special assistance with the standardized dress code will meet with the building principal. Special note—having a child on the free-reduced lunch program does not automatically qualify for assistance.

Final authority: Administrators will have complete and final judgment on all matters concerning interpretation of the dress code. Matters concerning appearance and dress not specifically covered above shall be within the discretion of the administrator.

**Prekindergarten through Fifth Grade**

Student	Item	Color	Grade Level
Boys & Girls	Pants: Docker Style	Navy, Khaki	PK - 5
	Shorts: Docker Style	Navy, Khaki	PK - 5
Boys	Shirts: Polo, Oxford (Button-down collar), turtleneck (mock or regular)	Navy, White, Gray, Light Blue	PK - 5
Girls	Shirts/Blouses: Polo, Oxford (Button-down collar), round collar (no trim on collar), turtleneck (mock or regular)	Navy, White, Gray, Light Blue	PK - 5
	Skirts: Any style except straight	Navy, Khaki	PK - 5
	Skorts: Any style	Navy, Khaki	PK - 5
	Jumpers: V-Neck, round neck, square neck	Navy, Khaki	PK - 5
All students	Outerwear: Sweaters and sweatshirts appropriately sized and long sleeved. Must have on a uniform shirt underneath. Any logo must be school Related. (p. 27)	Navy, White, Gray, Light Blue	PK - 5
All students	Outerwear: Jackets and coats *		PK – 5

\*Jackets/coats may be worn in accordance with appropriate weather conditions. Wearing jackets in the classroom will be at the discretion of the teacher/principal.

**STUDENT FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the campus principal. [For further information, see policy FP.]

## **FUND-RAISING**

Student clubs or classes, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal and Superintendent. (For further information, see policies FJ and GE.)

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Department of State Health Services Web site: [http://www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm)]

### **Provisional Admittance:**

A student may be provisionally admitted to the West Orange-Cove CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible. If a student transfers from another Texas school to West Orange-Cove CISD, a grace period of 30 days, but not more than 30 days, will be allowed while awaiting the transfer of the immunization record, during which time the student will be provisionally enrolled. (Policy FFAB Legal).

All out of state and out of country students must present immunization records at time of enrollment. Without the documentation in hand, the student cannot be enrolled. If the student provides records, the immunizations must be current. If not, the student must begin the necessary vaccine doses before he/she can be provisionally enrolled.

## **INTERVIEWS AND PHOTOGRAPHS**

Section 26.009 of the Texas Education Code requires school districts to obtain written permission from parents in order to make or authorize the making of a videotape of a child, or record or authorize the recording of a child's voice in most instances.

### **Parent permission is not required in the following instances:**

- For purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses;
- For purposes related to a co-curricular or extracurricular activity; or
- For a purpose related to a regular classroom activity.

### **Making of video and audio tapes**

The making of video and audio tapes could be used for but not limited to:

- Recording the history and events on videotape of the school by campus staff members for use at school assemblies, registration, or as part of informational videotape about the school.
- Parents videotaping or taking photos for home use of their child coming to school on the first day or participating in a class activity.
- Electronic news media (television & radio) covering important issues pertaining to the campuses or events of interest to the public for use on news broadcasts.
- The WOCCISD Communications Office making video and audio tape of students and school activities for developing informational videotape about the district.
- Information pages about WOCCISD on the Internet World Wide Web.

### **Still Photos**

Still photos are used:

By newspapers for publication

For inserts in special newspaper editions

By the WOCCISD Communications Office, chambers of commerce, educational organizations and others for use in various publications (brochures, newsletters, booklets, etc.).

Information pages about WOCCISD on the Internet World Wide Web

**NOTE: Parent Permission Receipt Form is located in the front of the student handbook**

### **SCHOOL PICTURES – INDIVIDUAL/GROUP**

Individual pictures may be taken in the fall, and group pictures may be taken in the spring. Notification will be sent home.

### **LOST AND FOUND**

Each school has a special area where unclaimed clothing and other articles are placed. Students and parents should check this area to locate lost items. Unclaimed items will be disposed of at the end of the year.

### **MESSAGES TO STUDENTS**

Only emergency messages will be relayed to students. Permission from the principal or the school secretary is required for any use of the telephone by the student.

### **MOVIES/VCR TAPE, DVD**

Any movie/VCR tape or DVD, shown to students, must be approved by the principal if it is not listed as an approved title. Students are not allowed to bring DVD's or videos to school.

### **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Physical examinations for UIL participation and additional health screenings are completed in accordance with Board Policy FFAA.

### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

### **PRAYER**

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities of the school. The school will not encourage, require or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

## **SAFETY**

Student safety on campus and at school-related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

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

## **EMERGENCY OPERATION PLAN**

Should an emergency or disaster situation ever arise in our area while school is in session, we want you to be aware that the schools have made preparations to respond effectively to such situations.

Should we have a major disaster during school hours, your student(s) will be cared for at the school. West Orange-Cove CISD has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in an emergency.

1. Do not telephone the school. Telephone lines may be needed for emergency communication.
2. In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the campus emergency form which is required to be filled out by parents at the beginning of every school year. Please be sure you consider the following criteria when you authorize another person to pick up your child at school:
  - He/she is 18 years of age or older.
  - He/she is usually home during the day.
  - He/she could walk to school, if necessary.
  - He/she is known to your child.
  - He/she is both aware and able to assume this responsibility.
3. Turn your radio to KOGT for emergency announcements. If students are to be kept at school, radio stations will be notified. If electrical service is not affected, information will be relayed via television. In addition, information regarding day-to-day school operations will be available by calling the district office at 882-5500.
4. Impress upon your children the need for them to follow the directions of any school personnel in times of an emergency.

Students will be released only to parents and persons identified on the school district's emergency card that is on file at their campus. During an extreme emergency, students will be released at designated reunion gates located on school campuses. Parents should become familiar with the School Emergency Disaster Plan and be patient and understanding with the student release process. Please instruct your student to remain at school until you or a designee arrives. Because local telephone service may be disrupted, also list an out-of-state contact on the emergency form, as calls may still be made out of the area while incoming calls are affected.

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable) and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the field, report to their rooms and all

efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

Please discuss these matters with your immediate family. Planning ahead will help alleviate concerns during emergencies.

### **Accident Insurance**

The District is not responsible for medical expenses associated with a student's injury. Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses, in the event of injury to their child. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the insurance carrier.

### **Drills: Fire, Tornado, and Other Emergencies**

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

#### **Fire Drill Bells**

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

#### **Tornado Drill Bells**

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

### **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

### **Emergency School-Closing Information**

Rarely is it necessary for the Superintendent to close schools because of inclement weather conditions. However, should weather conditions be such that parents suspect that schools might be closed, they should listen to local radio station or TV stations for official announcements by the District.

In cases of severe weather or local flooding due to torrential rains, lightning, or high winds, students will not be dismissed from school until the superintendent and principal determines it is safe for students to go home. Students may leave school if an authorized adult, parent, or guardian personally arrives at the campus to pick them up. However, District officials prefer that students remain at school until the weather emergency is over to minimize traffic congestion at the school.

In the event of a serious safety event or disaster, and it becomes necessary to evacuate a campus, housing will be provided for the remainder of the school day. The location sites will be designated at the time of the event/disaster. The transportation department will use the same buses with the location of the suggested housing being determined by the superintendent. Parents, who come and want to pick up children from the new location, will be permitted to do so. At the end of the school day buses will run and students will be dismissed as usual, if conditions permit.

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The principal for each campus will determine the location of the areas that are open to students before school begins.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor.

### **Use of Hallways During Class Time**

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See campus principal to apply.

Lunch and breakfast are served every school day in the cafeteria. The aim of the cafeteria is to serve meals of maximum nutritive value at minimum cost. These meals are carefully planned and are prepared under sanitary conditions. Parents are asked to consult listings in the local newspaper rather than telephone the school for the menus for the upcoming week. Menus will be provided monthly to the students to take home for parental reference.

Students who prefer to bring their lunches may do so. Milk is served as part of lunch and may be purchased by those students who bring their lunches. **Glass bottles are prohibited in lunches brought to school by students.**

The cafeteria operates on a cash basis only. It is important that the pupil be responsible to bring money for breakfast and/or lunch. Students may pay for meals in advance through the new computerized program. They should have their ID card or know the ID number.

While the price of meal tickets is subject to change, the prices for elementary students are as follows:

Breakfast:	<del>.75</del> 1.25	Reduced Price Breakfast:	.30	Visitor and Staff	2.00
Lunch	<del>1.40</del> 2.00	Reduced Price Lunch:	.40	Visitor and Staff	3.25
Extra Milk	.25	Adult Lunch:	<del>2.00</del>		

The following cafeteria rules must be followed:

1. Books and other school materials are not to be brought into the cafeteria unless so directed by professional staff.
2. Students should get into the lunch line quickly and quietly; breaking ahead of someone else is forbidden.
3. Students must sit at assigned tables and will assume responsibility for keeping chairs and tables clean.
4. After eating, students are to take their trays to the stand provided for dirty dishes.
5. Students will be expected to exhibit good manners. Quiet conversation may be permitted.
6. Students may not move chairs from their arranged positions in the cafeteria.
7. Food and drinks must not be taken from the cafeteria.
8. Students bringing their lunches are to eat in the cafeteria.



### **Breakfast Procedure**

Students may enter the building at 7:00 a.m. each morning to purchase their breakfast meal at Anderson and Oates. North Early Learning Center students may enter the building at 7:30 a.m. for breakfast.

The District follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO.]

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for student use during the school day according to teacher schedules.

### **Meetings of Noncurriculum-Related Groups**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB (LOCAL).

A list of these groups is available in the principal's office.

### **Vandalism**

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

## **SEARCHES**

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

### **Students' Desks and Lockers**

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

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

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

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

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling [Laidlaw Transportation STS](#) at 886-1855.

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

Any changes in a student's regular transportation should be made prior to his or her coming to school. Riding home with other students or riding a different bus will not be permitted without written notice from the parent. If students are to walk home, a note must be sent that morning to the school principal.

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

## VISITORS TO THE SCHOOL

### General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors **must first report to the principal's office**, complete V-Soft (Raptor) visitor screening process **and receive a visitor's** badge.

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

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

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the Board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as directory information, unless the student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

**NCLBA** is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

**Personal Graduation Plan (PGP)** is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to the second of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

**State-mandated tests** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct**, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAKS** is short for the Texas Assessment of Knowledge and Skills, the state's current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

**UIL** refers to the University Interscholastic League, the statewide voluntary non-profit organization that oversees educational extracurricular academic, athletic, and music contests.

