

WEST ORANGE-COVE CISD

*Student Handbook
Student Code of Conduct*



**NORTH EARLY LEARNING CENTER
WEST ORANGE - STARK ELEMENTARY**

2014-2015

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PREFACE

To Students and Parents:

Welcome to school year 2014-2015! 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 to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

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 “parent” unless otherwise noted, is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the West Orange-Cove Student Code of Conduct required by state law and 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 available in the principal’s office and on line at www.woccisd.net.

The student handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. In case of conflict between board policy including the Student Code of Conduct and any provisions of Student Handbooks, the provisions of board policy and the Student Code of Conduct that were most recently adopted by the board are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The District reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances. Although the Student Handbook may refer to rights established through law or District policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the District.

If you or your child has questions about any of the material in this handbook, please contact the principal. Also, please complete and return the Acknowledgment Form; Notice Regarding Directory Information and Parent’s Response Regarding Release of Student information form; Parent’s Objections to the Military Recruiters and Institutions of Higher Learning form, if you choose to restrict the release of information to these entities; and Consent/Opt-Out Form accompanying this handbook so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on pages 10- 11 and **Directory Information** on page 16 for more information.]

Please note that references to 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.

BOARD OF TRUSTEES

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ADMINISTRATION

James Colbert, Superintendent	902 West Park Street	882-5500
Dr. Silvia Martinez, Assistant Superintendent of Curriculum and Instruction	902 West Park Street	882-5555
Anitrea Goodwin, Executive Director of Human Resources	902 West Park Street	882-5610
Dr. Wayne Guidry, Dir. of Curriculum	902 West Park Street	882-5462
Melinda James, Executive Director of Finance	902 West Park Street	882-5444
Dr. Brant Graham, Director of Special Services	902 West Park Street	882-5407
Greg Willis, Director of Maintenance	902 West Park Street	882-5550
Danielle Robinson, Director of Food/Nutrition	902 West Park Street	882-5447
Elvis Rushing, Director of Technology	902 West Park Street	882-5421
Lynda Willie, Director of Transportation	2020 Western Ave.	886-1855

SCHOOLS

North Early Learning Center	801 Cordrey	882-5434
West Orange-Stark Elementary School	2605 Martin Luther King	882-5630
West Orange-Stark Middle School	1402 West Green Ave.	882-5520
West Orange-Stark High School	1400 Newton Street	882-5570
Academic Alternative Center	902 West Park	882-5424

WEST ORANGE-COVE CISD BOARD OF TRUSTEES DISTRICT GOALS 2014-2015

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. Achieve high level of student performance on STAAR assessment at all levels
2. Increase STAAR performance by 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 Orange

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 of character in our students; instill a system of personal ethics and a sense of obligatory service to our fellow man.

**WEST ORANGE-COVE CISD
OUR SHARED VISION**

West Orange-Cove CISD believes in high academic achievement for all, grounded in a tradition of excellence. Our staff ensures that students learn, graduate, and become productive citizens. This is our commitment to our community.

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...

- | | | |
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| • Credit by exam | page | 7 |
| • Enrollment | page | 7-8 |
| • Grading guidelines | page | 8 |
| • Medicine at school | page | 9 |
| • Parental involvement | page | 9-13 |
| • Report cards/progress reports and conferences | page | 13-14 |
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| • Steroids | page | 14 |

- Student or parent complaints and concerns page 14
- Student records page 14-16
- Students Rights and Responsibilities page 16

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 school counselor or principal. The Credit by Exam dates can be found at the District web site www.woccisd.net

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 80 on each exam in the subject areas of language arts, mathematics, science, and social studies, a District administrator recommends that the student be accelerated, and the student's parent gives written approval of the grade advancement.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test on a date other than the published dates. If the District agrees to administer a test other than the one chosen by the District, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC (LOCAL).]

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.” Texas Education Agency allows 30 days for this to be completed.
- 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 and West Orange Stark Elementary requires utility bill or rent statement
- Student Emergency Form and all other enrollment forms must be completed.

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

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

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 Attendance office or Counselor's office and sign a Notice of Intent to Withdraw the student.
- Textbooks shall be turned in and library books returned to the library and the librarian signs as well.
- **Outstanding fees must be cleared before withdrawal approved.**
- The form is then signed by the principal or designated administrator and returned to the attendance office. The attendance clerk and parents must sign the form.
- Immunization records are also copied and mailed to the new enrolling District.
- The withdrawal form is then filed in the student's cumulative folder in the Principal's office and a pink copy is sent to the attendance office for withdrawal.

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 Parent/Guardian must sign the student 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.

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated {i.e., letter grades, numerical averages, checklist of required skills, etc.}. Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Also see **Report Cards/Progress Reports and Conferences** on pages 13-14 for additional information.

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 –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.

MEDICINE AT SCHOOL

The District will not purchase medication to give to a student. 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.
- Prescription 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.

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 FFAC (LEGAL).]

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. [See **Head Lice** page 39.]

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 policy FFAC.]

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 campus.

Working Together

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. 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.
- Discussing with the school counselor or principal any questions, you may have about the options and opportunities available to your child.
- Monitoring 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, school counselor, or principal please call the school office at North **Early Learning Center- 882-5434 or West Orange-Stark Elementary - Phone Number 882-5630 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 pages 13-14]
- Becoming a school volunteer [For further information see policy GKG and Volunteers on page 48.]
- 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.
- Serving 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.
- Serving on the School Health Advisory Council (SHAC), assisting the District in ensuring local community values are reflected in health education instruction and other wellness issues. [See policies BDF, EHAA and FFA and **School Health Advisory Council** on page 40.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- 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. 15th Educational Service Center 902 West Park~~ Street, Orange, TX. (See policies BE and BED for more information.)

PARENT INVOLVEMENT COORDINATOR

The Parent Involvement Coordinator who works with parents of students participating in Title I programs is Dr. Wayne Guidry and may be contacted at (409) 882-5462.

PARENTAL RIGHTS

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 (LEGAL).]

“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, selling, or otherwise disclosing 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.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may 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.

Reviewing Instructional Materials

As a parent, you have a right 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.

Displaying a Student's Artwork, Projects, Photos, and Other Original Work:

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement.

However, the District will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the District's web site, a web site affiliated or sponsored by the district, ~~on any~~ such as a campus or classroom web site, and in district publications, which may ~~be in~~ include printed materials, ~~by~~ videos or ~~by~~ any other method of mass communication. The District will also seek consent before displaying or publishing an original video or voice recording in this manner.

Accessing Student Records

You may review your child's student records. 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 school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

[See **Student Records** on pages 14-16.]

Granting Permission to Video or Audio Record a Student

As a parent, you may 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.

Removing a Student Temporarily from the Classroom

You may 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.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may 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 46 and policy EC.]

Excusing a Student from Reciting a Portion of the Declaration of Independence

You may 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]

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the District to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a District employee or if you have questions related to the use of electronic media by District employees, please contact the campus principal.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in the Academic Alternative Center (AAC) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.

School Safety Transfers

As a parent, you may:

- Request the transfer of your child to another classroom if your child has been determined by the District to have been a victim of bullying as the term is defined by Education Code 37.0832. See the superintendent or designee for information.
- Consult with District administrators if your child has been determined by the District to have engaged in bullying and the District decides to transfer your child to another classroom or campus. Transportation is not provided in this circumstance. [See **Bullying** on page 26 policy FDB, and policy FFI.]
- 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 FDE 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 FDE (LOCAL).
- Request the transfer of your child to a neighboring District if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus and that student has been convicted of or placed on deferred adjudication for that assault. If the victim does not wish to transfer, the District will transfer the assailant in accordance with policy FDE.

Requesting Classroom Assignment For Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDP (Legal).]

Parents of Students with Disabilities with Other School-Aged Children in the Home

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB (LOCAL)]

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.

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten District business days before bringing the service animal on campus.

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language

Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodation or modification related to classroom instruction, local assessment, and state-mandated assessments.

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.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the District. The District will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no later than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?is=7995>.

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. North Early Learning is on a nine week reporting schedule.

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 10 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the Board pursuant to the Board adopted policy and are designed to reflect each student's relative mastery of each assignment 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 (LOCAL) and **Grading Guidelines** on page 8.]

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 student is otherwise legally exempted or excused.

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

STATE- MANDATED TESTS

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3-8
- Reading, annually in grades 3-8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. [See **Promotion and Retention** on pages 18-19 for additional information.]

STAAR Modified and STAAR Alternate, for students receiving special education services, ~~will~~ **may** be available for eligible students, as determined by the student's ARD committee **and allowed by Texas Education Agency**.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

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.

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.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL web site at <http://www.uiltexas.org/health/steroid-information>.

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 web site at 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 still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

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 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 school officials who have what federal law defines as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, school 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, including juvenile service providers and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
- Individuals or entities granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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 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 address of the Superintendent’s office is **505 N. 15th Street, Orange, TX 77630.**

The addresses of the principals’ offices are:

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

West Orange-Stark Elementary, 2605 Martin Luther King Drive, Orange, Texas 77630

West Orange-Stark Middle, 1402 West Green Ave., Orange, Texas 77630

West Orange-Stark High, 1400 Newton St., Orange, Texas 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 denies 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 parent or eligible student 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 found in 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 pages 13-14 and **Student or Parent Complaints and Concerns** on page 14 for an overview of the process.]

The District's policy regarding student records found at FL (Legal) and (Local) is available from the principal's or superintendent's office or on the District's Web site at www.woccisd.net.

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.

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.

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" accompanying this handbook.)

Directory Information for School-Sponsored Purposes

The District often needs to use 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 accompanying this handbook)

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 wishes to use this information for the school-sponsored purposes listed above.

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.

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 16-18
- Counseling: personal page 18
- Promotion and retention page 18-19
- Special programs page 19

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 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 are 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, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should notify his/her teacher or school counselor. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[Also, see **Substance Abuse Prevention and Intervention** on page 49 and **Suicide Awareness** on page 49.]

Psychological Exams, Tests, or Treatment

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 Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBA (Legal), FFE (Legal), 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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In 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 and a grade of 70 or above in the following areas: language arts, reading, and mathematics.

In addition, at certain grade levels a student will- with limited exceptions- be required to pass State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6 students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

If a student in grade 5 through 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. If a student in grades 3-8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

(See **State Mandated Test** on page 14)

Parents of a student who does not perform satisfactorily on his or her exams, will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. 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 and the student must complete additional special instruction before beginning the next grade level. 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.]

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, school counselor, or special education director.

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.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If 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 prior 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**. Additional information regarding

the Individuals with Disabilities Education ACT (IDEA) is available from the school District in a companion document, **A Guide to the Admission, Review, and Dismissal Process**.

The following web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

•Texas Project First, at <http://www.texasprojectfirst.org>

•Partners Resource Network, at <http://www.partnerstx.org>

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 INSTRUCTIONAL MATERIALS

State-approved textbooks/instructional materials are provided to students during class time 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 or other instructional material issued by the school loses the right to free instructional materials until the items are returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

Fine Schedule

Money collected for abused books, in the form of fines, is retained by the school and deposited into the instructional materials fund. The recommended fine schedule is as follows:

DAMAGES	% OF COST OF BOOK
1. Torn pages	25%
2. Damaged cover	25%
3. Markings (pencil, highlighter, etc.)	
a. Minor	\$1.00/page
b. Major	25%
4. Loose bindings-due to apparent abuse	50%
5. Missing pages	100%
6. Obscenities-drawn or written	100%
7. Damages that prevent re-issuing books (including ANY mold or mildew)	100%
8. Missing bar codes	100%

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...

- Absences/Attendance page 21-25
- Arrival and departure from school page 25
- Assemblies page 25
- Bicycles page 26
- Bullying page 26

• Child sexual abuse and other maltreatment of children	page 26-27
• Conduct	page 27-28
• Dating violence, discrimination, harassment, and retaliation	page 28-29
• Distribution of published materials or documents	page 29-30
• Dress and grooming	page 30-34
• Electronics devices and technology resources	page 34-36
• Emergency operation plan	page 36-37
• Emergency school-closings information	page 37
• Fund-raising	page 37
• Gang-free zones	page 37
• Hazing	page 37
• Health-related matters	page 38-42
• Immunization	page 42
• Law enforcement agencies	page 43
• Leaving Campus	page 43-44
• Limited English speaking proficient students	page 44
• Lost and found	page 44
• Makeup work	page 45
• Messages to students	page 45
• Movies/VCR tape, DVD	page 45
• Nondiscrimination statement	page 45
• Physical examinations/health screenings	page 46
• Pledges of allegiance and a minute of silence	page 46
• Prayer	page 46
• Safety	page 46
• School facilities	page 46-48
• School pictures	page 48
• Searches	page 48
• Student fees	page 49
• Students in protective custody of the state	page 49
• Substance Abuse Prevention and Intervention	page 49
• Suicide awareness	page 49
• Transportation	page 49-50
• Video cameras and photographs	page 50-51
• Visitors to the school	page 51
• Volunteers	page 51

ABSENCES/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 a student's final grade or course credit, are of special interest to students and parents. They are discussed in the following sections:

Compulsory Attendance

Students enrolled in prekindergarten or kindergarten are required to attend school.

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 excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnostic reading instrument.

A student 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/or applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days
- Required court appearances
- Activities related to obtaining United States citizenship
- Service as election clerk;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

Absences of up to two days in a school year will also be considered an exemption for a student serving as an early voting clerk, provided the student notifies his or her teachers and receives approval from the principal prior to the absences.

As listed in Section I at **Accommodations for Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments. Please see page 13 for that section.

Failure to Comply with Compulsory Attendance

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; 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.

For a student younger than 12 years of age, the student's parent could be charged with an offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

[See policy FEA (LEGAL).]

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

Students must make up all work in each class that he/she was absent in and attend tutorials-detention (two hours per day) for two days for each day absent.

The above criteria must be met within the term that the absence occurred or within seven (7) to ten (10) days if the absence occurs within the last week of the semester. Students are responsible for providing to the attendance committee documentation that the criteria for the excused absence have been met.

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

- All absences, whether excused or unexcused, must 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 in **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
 1. Personal illness
 2. Death in family
 3. Doctor or dental appointment
 4. Participating in school-sponsored activity
 5. Legal obligations
 6. Absences, which are a tenet of the faith
 7. Unusual causes acceptable to the principal
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the District
- 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 or a final grade.

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 (LOCAL).

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

Students are not permitted or allowed credit for work missed due to student absences for participation in extra-curricular activities in excess of those permitted.

Official Attendance-taking Time

The District must submit attendance records to the Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00AM.

Absences-Excused/Unexcused

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

Attendance requirements are set by board policies FDD (LEGAL), FDD (LOCAL) and Education Code 25.092.

Student absences shall be limited and make-up time shall be required from students with excessive absences (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.

Make up all work in each class that he/she was absent in **and** attend tutorials-detention (two hours per day) for two days for each day absent.

The above criteria must be met within the term that the absence occurred or within seven (7) to ten (10) days if the absence occurs within the last week of the semester. Students are responsible for providing to the attendance committee documentation that the criteria for the excused absence has been met.

Excused absences for no more than 10% of the days that the class is offered:

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 that the class is offered:

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 that the class is offered *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 until the following criteria has been met:

Make up all work in each class that he/she was absent in **and** attend tutorials-detention (two hours per day) for two days for each day absent.

The above criteria must be met within the term that the absence occurred or within seven (7) to ten (10) days if the absence occurs within the last week of the semester. Students are responsible for providing to the attendance committee documentation that the criteria for the excused absence has been met.

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 denial of credit due to excessive absences. The committee will be composed of teachers, a principal, counselor and attendance clerk, with the majority of the committee being comprised of teachers.

Documentation after an Absence

When a student is absent from school, the student-upon arrival or return to school-must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from the parent may be accepted, but the District reserves the right to require a written note. The student can submit up to (5) parent notes per semester for an excused absence due to illness. After five absences a doctor's excuse is required. No excuse will be accepted after (3) three days upon the student returning to school.

Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the District is not required to excuse any absence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Otherwise, the student's absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school

in order to determine whether the absence or absences will be excused or unexcused. No excuse will be accepted after (3) three days upon the student returning to school.

[See Policy FEC (Local)]

Tardiness/Late Arrival to School

Parents/guardians must accompany students who arrive late. They must report to the attendance office and sign in with the attendance clerk.

The school may notify the Court of Law that the student has reached a number of tardies that are then considered as "egregious", which then may result in penalties against both the student and parent/guardian. (AG Opinion No. DM-200)

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.

ARRIVAL AND DEPARTURE TO AND FROM SCHOOL

NORTH EARLY LEARNING:

Students should enter the building no earlier than 7:15 each morning.

- Head Start / Pre-K / PPCD 7:40 am to 2:00 pm

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.

Instruction begins at 7:40. Car riders should arrive before 7:40. Students are considered tardy after 7:40 and must be accompanied by the parent or guardian to check in with the front office. After the parent or guardian receives an admission slip, they will then walk the student to class.

Please do not park in a designated fire zone. Parking up front along the white concrete curb should be brief so that cars are not blocked in. If additional time is needed, look for an open spot east of the car rider loop or park along the street.

WOS ELEMENTARY:

For the safety of students Kindergarten through 5th grade students should enter the building no earlier than 6:50 am each morning. Instruction begins at 7:30 am. Breakfast is served from 6:50 am – 7:25 am. A student is considered tardy after 7:30 am. A student will receive an unexcused absence if they arrive to school after 8:00 am and/or leaves school before 2:15 pm. A valid parent/doctors note is required to excuse this absence.

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

Bus students are loaded and unloaded on the North side of the campus. Car riders and walkers are to be dropped off and picked up on the south side of campus. When dropping off and/or picking up student(s): parents must remain in their vehicles, vehicles must remain in line, not speed in the parking lot, and students will walk to and from their cars.

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.

BICYCLES

Students are encouraged not to ride bicycles to school because of the hazardous roads and heavy traffic.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions, expression through electronic methods, or physical conduct against another student on school property, at a school sponsored or-related activity, or in a District operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, and theft of valued possessions, name-calling, rumor spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. The parent of a student who has been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom. (Also see **School Safety Transfers** on pages 12-13).

A copy of the District's policy is available in the principal's office, superintendent's office, and on the District's web site, and is included at the end of this Handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the District's web site.

A student or parent dissatisfied with the outcome of an investigation may appeal through policy [FNG (Local).]

[Also, see **Dating Violence, Discrimination, Harassment, and Retaliation** on page 28, **School Safety Transfers** on pages 12-13, **Hazing** on page 37, and policy FFI, and the District Improvement Plan, a copy of which can be viewed in the campus office.]

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

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The District has a procedure for addressing child sexual abuse and other maltreatment of children. 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 difficulty sitting or walking, 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 or any other type of abuse or neglect 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 neglect, 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 or other maltreatment, the school 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 manage 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.t.asp).

The following web sites might help you become more aware of child sexual abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

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

<http://sapn.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%20Publications/yxts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG Publications/yxts/childabuse2.shtml](http://www.oag.state.tx.us/AG%20Publications/yxts/childabuse2.shtml)

Reports of abuse or neglect 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>).

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 as well as on District vehicles—and consequences for violation of the standards. The District has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding, the summer period shall apply, unless the District amends either or both documents for the purposes of summer instruction.

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. This technique is not used at North Early Learning Center.

If you do not want corporal punishment to be administered to your child as a method of student discipline a signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, District personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Disruptions of School Operations

Disruption of school operations are not tolerated and may constitute a misdemeanor offense. 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 vehicles owned or operated by the District.
- 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.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

Dating Violence

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. 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 disability or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and the superintendent's office or on the District's web site. [See policy FFH.]

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates and intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Harassment

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; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not limited to, 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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim, offers false statements, or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other District employee. The report may be made by the student's parent. See Policy FFH (Local) for the appropriate District officials to whom to make a report.

Investigation of Report

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. Allegation of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The District will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District. In the event alleged prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the District may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the District will determine whether the allegation if proven, would constitute bullying, as defined by law, If so, an investigation of bullying will also be conducted (See Policy FFI and Bullying on pages 26-27).

If the District's investigation indicated that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The District may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal, sponsor, or teacher. Such items include school posters, brochures, flyers, etc.

(See **Directory Information For School-Sponsored Purposes** on page 16)

Nonschool Materials ... from students

Students must obtain prior approval from the campus principal, before posting, circulating or distributing more than ten copies of 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 or collection by students. [See policy FNAA.]

The student may appeal a decision in accordance with policy FNG (LOCAL). Any student who posts non-school 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 for distribution, 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.
- Uniform style dresses (navy, khaki).

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.
- Logos optional (1 ½ x 1 ½ inches).
- Any school related logo.
- 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.
- No designs cut in hair. Part(s) are permitted

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. (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. (Exception spirit days, college days, etc.)

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 and 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.

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	NOT ALLOWED (BOYS & GIRLS)
Boys & Girls:	Pants: Docker Style	Navy, Khaki	<ul style="list-style-type: none"> ▪ Sweatpants, wind pants, pants with drawstrings, warm-ups or coveralls ▪ Corduroy and jean (denim) ▪ Khaki colored denim ▪ Baggy style legged slacks or pants ▪ Shorts length not more than 3 inches above the top of the knee cap ▪ Soccer or boxer style shorts except in PE ▪ Cargo or carpenter style pants ▪ Caps, hats, and head coverings inside the building ▪ Designs cut in hair ▪ Backless shoes
	Shorts: Docker Style	Navy, Khaki	
	Outwear: Jackets and coats*		
Boys:	Shirts: Polo Oxford (Button-down collar)	Navy, White, Gray, Light Blue	<ul style="list-style-type: none"> ▪ Stripes, checks or other designs on shirts, blouses, and turtlenecks. ▪ Sleeveless shirts/blouses or

	Turtleneck (mock or regular)		shirts/blouses with caps sleeves <ul style="list-style-type: none"> ▪ Thermal type shirts ▪ Zippered shirts or blouses ▪ T-shirts
Girls:	Shirts/Blouses: Polo Oxford (Button-down collar) Round Collar (no trim on collar) Turtleneck (mock or regular)	Navy, White, Gray, Light Blue	
	Skirts: Any style except straight	Navy, Khaki	<ul style="list-style-type: none"> ▪ Skirts and skorts length not more than 3 inches above the top of the knee cap ▪ Slit in skirt
	Skorts: Any style	Navy, Khaki	
	Uniform style dresses:	Navy, Khaki	
	Jumpers: V-Neck, round neck, square neck	Navy, Khaki	<ul style="list-style-type: none"> ▪ Jumper length not more than 3 inches above the top of the knee cap ▪ Slit in jumper

*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.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Radios, CD Players, Cell Phones, and Other Electronic Devices and Games, IPOD, Gaming devices and Digital Cameras

“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 cameras, or games etc.) that is turned on or visible 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 device that is turned on or visible during regular school hours. Parents shall be notified after the device is confiscated that the device may be released to the parent for a fee of \$15.00 or the device will remain in the possession of the school for a period of 30 days, after which it may be released to the parent or disposed of (See policy FNCE).

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the District permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at school-related or school-sponsored events.

If a student uses a telecommunications device without authorization during the school day the device will be confiscated. The student/parent may pick up the confiscated telecommunications device from the principal’s office for a fee of \$15.00.

Confiscated telecommunications devices that are not retrieved by the student or the student’s parents will be disposed of after the notice required by law. (See policy FNCE).

In limited circumstances and in accordance with law, a student’s personal telecommunications device may be searched by authorized personnel. (See **Searches** on page 48 and policy FNE).

Any disciplinary action will be in accordance with the Student Code of Conduct. The District is not responsible for damaged, lost, or stolen telecommunications devices.

West Orange-Cove

Bring Your Own Device Pilot - Student Policy

Electronic Devices

Use of certain student owned electronic devices will be permitted in designated West Orange-Cove Schools as we conduct a pilot program during the current school year. Selected classes/subjects will permit students to bring their approved electronic device into the classroom for learning purposes. Utilization of any electronic device in this pilot program is ALWAYS at the discretion of the classroom instructor. Electronic devices are classified as **disruptive**, **non-disruptive**, and **mobile phone** devices. Permissibility of each type of electronic device is described as follows:

Disruptive Electronic Devices

1. Recording devices, radios, pagers, laser pointers, and other electronic devices are deemed distracting to the educational environment. As such, these devices **are not permitted** in any area of a West Orange-Cove campus, including the courtyard.
 - Use of cameras on non-disruptive devices and cell phones, to take still pictures or video, **is not permitted** on school grounds, including transportation, unless under the direction and supervision of the classroom teacher.
2. The misuse of permissible electronic devices in a manner distracting to other students or school
 - a. Use of any electronic device in a classroom or other area if not authorized by school personnel.
 - b. Violation of the West Orange-Cove's Acceptable Use Policy.
 - c. Listening to video or audio without headphones or earbuds.
 - d. Use of headphones/earbuds at a volume level where others can hear.

Non-disruptive Devices

1. Non-disruptive devices are defined as electronic devices primarily used for educational purposes.
2. The categories of non-disrupted devices are (a) laptops, (b) netbooks, (c) tablets, (d) eReaders, (e) audio players (MP3 players) and (f) I-Pads.
3. These devices may be used:
 - a. during classroom instruction and in the computer lab as permitted and directed by school personnel.
 - b. in study hall, privilege period, and lunch as permitted and directed by school personnel.

Mobile Phones

1. Use of mobile phones for any voice or text communication **is not permitted** during school hours.
2. Mobile phones may be used as directed by school personnel. Otherwise, mobile phones **must** be turned off or muted during school hours.
3. Mobile phones may possess advanced functions including Internet access, eReader, and video/audio functions. Use of these functions during classroom instruction is at the discretion of school personnel.

Consequences for inappropriate use of electronic devices

Violation of the appropriate use of electronic devices, as described above, (1) may result in detentions, Saturday detention, In School Suspension; and (2) student may be required to turn the device over to school personnel and the student and/or parent may pick up the device from the Attendance Office at the end of the school day.

Internet Connection

Wireless Internet connection will be provided by West Orange-Cove for students to connect their devices to the Internet. Students must have a completed Acceptable Use Policy signed and on file at their campus. Additionally, students may connect to the Internet using their Internet provider. In this case, the student and family will be responsible for any Internet connection expense.

Lost or Damaged Device

West Orange-Cove campuses assume no responsibility for theft, loss, or damage of an electronic device brought to school.

Students bring these devices to school at their own risk.

Transporting Devices

Use of bags and cases to transport electronic devices to and from any West Orange-Cove campus is encouraged. Students may use laptop bags to carry portable computers to and from class. However, the bags **may not** be used to carry books.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition also applies to conduct off school property whether the equipment used to send such messages is District-owned or personally owned, if it results in a substantial disruption to the educational environment.

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 event 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.

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 1600 AM 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.

Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies

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

EMERGENCY SCHOOL-CLOSING INFORMATION

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

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 the 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.

FUND RAISING

Student groups 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 10 days before the event (For further information, see policies FJ and GE.)

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.

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office, or maintaining membership in any organization whose members include other students.

Hazing will not be tolerated by the District. If an Incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aides or attempts to aid another in hazing; or as firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

(Also see **Bullying** on page 26 and policies FFI and FNCC.)

HEALTH-RELATED MATTERS

Student Illness

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The District is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

State law requires the District to provide information about bacterial meningitis:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- 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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

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?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It is a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They 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 Department of State Health services 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>.

Food Allergies

The District requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possible life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

The District has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the District receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The District's food allergy management plan can be accessed at www.woccisd.net.

Also see policy FFAF.

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones.

If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS Web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Contagious 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 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 Department of State Health Services regarding these diseases.

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 may have to rely on previously provided 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.

Physical Activity for Students in Elementary Grades

In accordance with policies EHAB, EHAC, EHBG, and FFA the District will ensure that students in elementary school engage in at 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 to 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 in policies BDF and EHAA.

The duties of the SHAC range from recommending curriculum to developing strategies for interacting curriculum into the coordinated school health program encompassing issues such as school health services, counseling services a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness. [See policies at BDF and EHAA.]

Other Health-Related Matters

Physical Fitness Assessment

Annually, the District will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year; a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Vending Machines

The District has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see policies CO and FFA.

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, while on school property at any time or while attending an off campus school-related activity.

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

Asbestos Management Plan

The District works diligently to maintain compliance with federal and state law governing asbestos in school buildings.

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.



**WEST ORANGE-COVE CONSOLIDATED
INDEPENDENT SCHOOL DISTRICT
ORANGE, TEXAS**

MAINTENANCE DEPARTMENT

DATE: January 16, 2014
TO: All West Orange-Cove CISD Employees and Students
FROM: Greg Willis
SUBJECT: **ASBESTOS NOTIFICATION**

This communication will herein serve as legal notification of all interested parties concerning the presence of asbestos at the following locations: *“Asbestos records for each campus are located in the Principal’s Office.”*

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.

ESC – Asbestos that was located in the ACM mastic under the floor tile has been removed.

Oates Building – 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 in both the 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 temporary storage area (old 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 duties 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 Maintenance Director, Greg Willis – (409) 882-5550.

Sincerely,

Greg Willis

Maintenance Director

**~~WEST ORANGE COVE CONSOLIDATED
INDEPENDENT SCHOOL DISTRICT
ORANGE, TEXAS~~**

~~OFFICIAL COMMUNICATION~~

~~DATE:~~ ~~January 11, 2013~~

~~TO:~~ ~~All West Orange Cove CISD Employees and Students~~

~~FROM:~~ ~~Greg Willis~~

~~SUBJECT:~~ ~~ASBESTOS NOTIFICATION~~

~~This communication will herein serve as legal notification of all interested parties concerning the presence of asbestos at the following locations: "Asbestos records for each campus are located in the Principal's Office."~~

~~**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 Building**—Asbestos that was located in the ACM mastic under the floor tile has been removed.~~

~~**Oates Building**—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 temporary storage area (old 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.~~

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~~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 Maintenance Director, Greg Willis, telephone number 409-882-5550~~

~~Sincerely,~~

~~Greg Willis~~

~~Director of Maintenance~~

Pest Management Plan

The District is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the District strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance, at (409) 882-5550.

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 Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the District. This form may be obtained by writing the TDSHS Immunization Branch (MC1946), PO Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by 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.

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.

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.

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 taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated of delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate District personnel in regards to a student who is required to register as a sex offender.

[For further information, see policy GRA.]

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The District has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorized the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other District personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorize by the parent.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

LIMITED ENGLISH PROFICIENT STUDENTS

A student with Limited English Proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the District. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both District personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at State Mandated Test, on page 14, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency assessment (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

LOST AND FOUND

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The District discourages students from bringing to school personal items of high monetary value, as the District cannot be responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKEUP WORK

Makeup Work Because of Absence

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. 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 is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regards to the state laws surrounding "attendance for credit or final grade." [See also **Attendance for Credit or Final Grade** on pages 22-23.]

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.

In-school Suspension (ISS) Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. [See policy FO (LEGAL).]

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

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.

NONDISCRIMINATION STATEMENT

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 or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

The following District representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Executive Director of Human Resources, 882-5610.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Services, 882-5407.
- All other concerns regarding discrimination: See the Superintendent, 882-5500.

[See Policies FB (LOCAL) and FFH (LOCAL)]

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.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

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

~~A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.~~

~~This examination is required to be submitted annually to the district.~~

~~Also see 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. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 12.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. [See policy EC (LEGAL) 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, at school-related events, and on District vehicles 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 is expected to:

- Avoid conduct that is likely to put the student or others 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.
- Refrain from arriving on campus prior to 6:50 am and being picked up after 3:00 pm unless prior arrangements made with school personnel permission.
- 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.

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 an activity gives permission, a student will not be permitted to enter the building or go to another area of the building or campus before 6:50 am (Elementary), 7:15 (North).

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, 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 established by the sponsor for extracurricular participants.

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 School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals 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 on the District's website for the menus for the upcoming week.

Students who prefer to bring their lunches may do so. **Head Start students who choose to bring a lunch must abide by Head Start Nutritional Guidelines.** 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.

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.

MEAL/ CHARGE POLICY

Grade Levels: (Prekindergarten –12th grade) **will** not be eligible to charge meals to their student accounts. They will however be offered an emergency meal.

Meals: The emergency meals policy applies to reimbursable breakfast and lunch meals.
Students **will not** be able to purchase ala carte items if they are receiving an emergency meal.

Lunch Prices:

Reduced Lunch Meals \$0.40

Paid Lunch Meals \$2.10

Adult Lunch Meals \$3.25

The School Nutrition Services Department wants to:

- Feed all students.
- Make sure that every student has a completed meal application on file.
- Ensure it is common knowledge that parents are responsible to pay for all meals eaten until their student is approved for free and/or reduced priced meals. Help campuses to put students on emergency free meals, if necessary.
- Notify families whose students have unpaid meal charges, through phone calls and/or letters from the school staff and/or school nutrition services campus staff.
- Seek principal intervention for students that continue to incur a balance, but has no application on file. Principals or designees can complete an application for students that they have reason to believe should be on the free meal program, but the family has failed to complete an application.

Policy:

A student will be allowed to eat (3) consecutive emergency meals in which they receive a choice of a cheese sandwich or sun butter & jelly sandwich. **Letters will be issued by the cafeteria manager to students who are receiving an emergency meal after the consecutive 3rd meal.**

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 ~~their homeroom class~~ ~~the building~~ at 7:05 ~~6:50~~ a.m. each morning ~~for to purchase~~ their breakfast meal at West Orange-Stark Elementary. North Early Learning Center students may enter the building at ~~7:00~~ 7:15 a.m. ~~for breakfast.~~ Breakfast at North is on a rotating schedule by class.

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).

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.

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.

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

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

Students are fully responsible for the security and contents of their assigned desks.

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

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

Telecommunications and Other Electronic Devices

Use of District-owned equipment and its network systems is not private and will be monitored by the District. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF (LEGAL) for more information.]

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.
- Fees for lost, damaged, or overdue library books.
- 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.]

Student fees do not apply to students at North Early Learning Center.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

In an effort to provide educational stability, the District strives to assist any student who is currently placed or newly placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the District.

A student who is placed in the custody of the state and who is moved outside of the District's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another District and does not meet the graduation requirements of the transferring District, the student can request to receive a diploma from the previous District if he or she meets the criteria to graduate from the previous District.

Please contact Dr. Guidry, who has been designated as the District's liaison for children in the conservatorship of the state, at (409) 882- 5461 with any questions.

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The TDSHA maintains information regarding children's mental health and substance abuse intervention services on its Web Site: <http://www.dshs.state.tx.us/mhlsa-child-adolescent-services/>.

SUICIDE AWARENESS

The District is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access <http://www.texassuicideprevention.org/> or contact the school counselor for more information related to suicide prevention services available in your area.

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. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this requirement when a parent requests 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 meeting the requirements who reside in the West Orange-Cove Consolidated Independent School District. 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 transportation at 886-1855.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or resident must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Lane Emmett at transportation (409-886-1855).

See the Student Code of Conduct for provisions regarding transportation to the Academic Alternative Center.

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

- Follow the driver's directions at all times.
- Enter and leave the vehicle 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 vehicle or its equipment.
- Not possess or use any form of tobacco on any District vehicle.
- Observe all usual classroom rules.
- 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 vehicle.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator 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; the privilege to ride in a District vehicle, including a school bus, may be suspended or revoked.

VIDEO CAMERAS 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.

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

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 sent home under separate cover

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 main office**, complete V-Soft (Raptor) visitor screening process **and receive a visitor's** badge. When arriving on campus, all parents and other visitors should be prepared to show identification.

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. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

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

VOLUNTEERS

We appreciate so much the efforts of parent, grandparent and community volunteers that are willing to serve our District and students. If you are interested in volunteering, please contact the campus principal for more information and to complete an application.

GLOSSARY

AAC stands for Academic Alternative Center a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The AAC 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.

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 and /or as a result of a student not meeting the passing standard on a state-mandated assessment.

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 and his or her parents are members of the committee.

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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 or final grade lost because of absences.

EOC assessments are end of course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011-2012 school year. These exams will be given in English I, English II, Algebra I, Biology, and United States History.

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 to be provided, 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, whether successful completion of state-mandated assessments is required for graduation, 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 the Academic Alternative Center (AAC) ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated assessment test or is identified 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.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction, along with providing assistance with other student and employee wellness issues.

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.

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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided. **STARR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011-2012 school year.

STARR ALTERNATE is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STARR MODIFIED is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STARR LINGUISTICALLY ACCOMMODATED (STARR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the exit-level TAKS or STAAR EOC assessments, when applicable, 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 and identifies the circumstances, consistent with law, when a student may be removed from a classroom, campus, or District vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in the Academic Alternative Center. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test that is being transitioned to the STAAR program. A student in grade 12 who has not yet met the passing standard on this assessment will have opportunities to retake the assessment, for which satisfactory performance is required for graduation.

TELPAS stands for Texas English Language Proficiency Assessment System, which assess the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten-grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school Districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

APPENDIX I: Freedom From Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit www.wocccisd.net. Below is the text of West Orange-Cove's policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING FFI(LOCAL)

Adopted on 6-25-12

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For

reporting requirements related to child abuse and neglect, see FFG.

BULLYING PROHIBITED

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. This conduct is considered bullying if it:
 1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
 2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith make a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES STUDENT REPORT	To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.
EMPLOYEE REPORT	Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.
REPORT FORMAT	A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.
PROHIBITED CONDUCT	The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.
INVESTIGATION OF REPORT	The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.
CONCLUDING THE INVESTIGATION	Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation. The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.
NOTICE TO PARENTS	If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.
DISTRICT ACTION BULLYING	If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.
DISCIPLINE	A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action. The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.
CORRECTIVE ACTION	Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.
TRANSFERS	The principal or designee shall refer to FDB for transfer provisions.

COUNSELING	The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.
IMPROPER CONDUCT	If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.
CONFIDENTIALITY	To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.
APPEALS	A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.
RECORDS RETENTION	Retention of records shall be in accordance with CPC(LOCAL).
ACCESS TO POLICY AND PROCEDURES	This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.