

# ***WEST ORANGE-COVE CISD***

*Student Handbook  
Student Code of Conduct*



***West Orange-Stark Middle School***

***201~~23~~-201~~34~~***

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## PREFACE

To Students and Parents:

Welcome to school year 201~~23~~-201~~34~~! 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-Stark Middle School 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 “~~the student’s~~ 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.

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.

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](http://www.woccisd.net).

~~We encourage parents to review the entire handbook with their children and keep it as a reference during this school year.~~ If you or your child has questions about any of the material in this handbook, please contact the principal. Also, please complete and return the ~~Student and Parent~~ Acknowledgment Form; ~~Student 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 page 10 and **Directory Information** on page 16 for more information.]

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

## BOARD OF TRUSTEES

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<del>Harry Barclay-Tony Dallas</del>	Vice President
<del>Tony Dallas-Eric Mitchell</del>	Secretary
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Hardy O’Neal	Board Member

## ADMINISTRATION

James Colbert, Superintendent	505 North 15 <sup>th</sup> Street	882-5500
Dr. Silvia Martinez, Assistant Superintendent of Curriculum and Instruction	505 North 15 <sup>th</sup> Street	882-5555
Anitrea Goodwin, Executive Director of Human Resources	505 North 15 <sup>th</sup> Street	882-5610
Dr. Wayne Guidry, Dir. of Federal Programs, Testing & Accountability	505 North 15 <sup>th</sup> Street	882-5462
Melinda James, Executive Director of Finance	505 North 15 <sup>th</sup> Street	882-5444
Dr. Brant Graham, Director of Special Services	2020 Western Avenue	882-5407
Greg Willis, Director of Maintenance	2020 Western Avenue	882-5550
Danielle Robinson, Director of Food/Nutrition	2020 Western Avenue	882-5447
Elvis Rushing, Director of Technology	2020 Western Avenue	882-5421
Lane Emmett, Director of Transportation	2020 Western Avenue	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 201~~23~~-201~~34~~

### Mission Statement

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

### Encompassing Goal

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

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

1. Increase STAAR scores 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
4. Implement a District-wide common reading list at grades 6-12
5. Implement an early high school experience for grades 7 and 8
6. Increase student participation in college entrance testing
7. Work to remove barriers to student achievement and psycho-social development that includes enlisting state agency services for every campus
8. Begin instruction in a World Language in Grades K-5

**School Climate and Professional Development**

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

**Accountability to Community**

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

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

**OUR STUDENTS:**

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

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

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

**IN OUR SUPPORTING ENVIRONMENT:**

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

## WEST ORANGE-STARK MIDDLE SCHOOL PHILOSOPHY

It is the purpose of the middle school of the West Orange-Cove Consolidated Independent School District to provide a smooth transition between the elementary schools and high school while allowing for physical and emotional changes taking place within pre and early adolescent students. The middle school concentrates on having a special program for students who are at a special time in their lives. It looks at the intellectual, emotional, social and physical characteristics and needs of sixth, seventh and eighth grade students and seeks to build a comprehensive and coherent program around them. Each student is insured the opportunity to succeed; success at school promotes a positive self-concept, so essential for the middle school student.

The curriculum begins with an emphasis on the basic academic skills introduced in the elementary schools. It is skill-oriented to the point that content is used to develop skills. The curriculum design assists every student to achieve optimum mastery of basic skills, especially in reading and mathematics. In addition, the middle school curriculum focuses on exploration into a wide variety of learning areas and activities-especially in the expressive arts. As students are exposed to a wide range of intellectual, social, cultural, and physical experiences, the vision and scope of their world greatly expands; their personal interests and aptitudes become further defined and developed.

The instructional program which delivers and implements the curriculum is one of continuous progress; it allows students to proceed at their own levels of ability, and thus is highly student-centered. It anticipates and adjusts to individual differences. The key to an effective middle school instructional program is the principal and the teachers who understand pre and early adolescents, and who give the highest priority to their learning and achievement. The middle school student activities program seeks to avoid the sophisticated social activities and the many pressures and highly competitive events associated with high school life. The emphasis is on all students participating in extra- and co-curricular activities which are designed to develop interests, talents, and hobbies.

The beneficiaries of the middle school program of the West Orange-Cove School District will be the students, the boys and girls whose lives will be forever enriched.

## WEST ORANGE-STARK MIDDLE SCHOOL MISSION STATEMENT

The mission of West Orange Stark Middle School, as a multicultural and economically varied student body, is to provide all students with the necessary skills, knowledge and personal development to succeed at the next level of their education by utilizing every available resource.

## SECTION I IMPORTANT INFORMATION FOR PARENTS

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

### QUICK REFERENCE:

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

- |   |                    |
|---|--------------------|
| • Enrollment Procedures                         | page 6-7           |
| • Grading guidelines                            | page 7             |
| • Medicine at school                            | page 8             |
| • Parental involvement                          | page 9-13          |
| • <del>Release of students from school</del>    | <del>page 13</del> |
| • Report cards/progress reports and conferences | page 14            |
| • State-mandated tests                          | page 14-15         |
| • Steroids                                      | page 15            |
| • Student or parent complaints and concerns     | page 15            |
| • Student records                               | page 15-16         |
| • Students' rights and responsibilities         | page 17            |

## ENROLLMENT PROCEDURES PK-12

- Early registration events are scheduled for each campus prior to the first day of school
- For students enrolling during the year:
  - Request verification of driver's license of person enrolling student and make copy for our files
  - Complete V-Soft (Raptor) visitor screening process
  - Parent/Guardian of the student comes to the attendance office and completes enrollment forms for student.  
If person enrolling the student is not the parent or legal custodian of child, the enrolling individual must go to Administration building to complete Power of Attorney form
  - Campuses will be notified when Power of Attorney is completed

The following items are necessary for enrollment:

- Latest report card or withdrawal form from previous school
- Birth certificate –Original birth certificate must be provided at first enrollment into West Orange-Cove CISD. A copy is made and identified by the enrolling campus as “copy of original certificate.”
- Social security card
- Immunization record (30-day grace period allowed for students transferring from another Texas school or students identified eligible for McKinney-Vento assistance). All out of state and out of country students must present immunization records at time of enrollment. Without the documentation in hand, the student cannot be enrolled. If the student provides records, the immunizations must be current. If not, the student must begin the necessary vaccine dose before he/she can be provisionally enrolled.
- Proof of residency may be required, North ELC and West Orange Stark Elementary requires utility bill or rent statement
- Student Emergency Form and all other enrollment forms must be completed

## 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.

State law requires a student's score on an end-of-course (EOC) assessment to count as 15 percent of the student's final grade for the course.

Also, see Report Cards/Progress Reports and Conferences on Page 14 for additional information.

In grades 6-8, achievement is reported to parents as:

The six-week grade shall be determined on a minimum of 12 grades calculated in the following manner:

40 percent average daily grades

60 percent assessment

The grade conversion scale shall be as follows:

90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
69 & below	F

### Honor Roll

Middle School:

Superintendent's (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

All medications must be in the original container along with a note of instructions. The nurse will not administer medications if they are not properly identified. The label of prescribed medications must state a) name of student; b) name of medication; c) amount to be taken; d) time to be taken.

***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:

1. Daily
2. Two times a day
3. Three times a day
4. Every 8 hours
5. 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.

**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, provided 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.
- ~~In certain emergency situations, the District will administer to a student nonprescription medication, but only:~~
  - ~~In accordance with the guidelines developed with the District's medical advisor and~~
  - ~~When the parent has previously provided the medication with written consent to emergency treatment on the District's form.~~

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

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

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

## 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 ~~policeies at-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 a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring 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. Monitor your child's academic progress and contact teachers as needed. [See **Counseling** on page 19 and **Academic Programs** on page 17.]
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed [See Academic Counseling on page 19 and Academic Programs on page 17.]
- 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 West Orange-Stark Middle School office at 882-5520. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 14.]
- Becoming a school volunteer. [For further information, see policy GKG and ~~contact the Executive Director Human Resources at 882-5610.~~ **Volunteers** on page 52.]
- Participating in campus parent organizations such as the Parent Teacher Association is strongly encouraged. 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, FFA and **School Health Advisory Council** on page 38.]
- 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. 15<sup>th</sup> 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.

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

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

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

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

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

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, 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 Teacher 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.

[Also see **Removing a Student from Human Sexuality Instruction** on page 11 for additional information.]

## **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, on any campus or classroom web site, in printed material, by video 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.**

## Assessing Student Records

- To review your child's student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and **school** counselor evaluations,
  - Reports of behavioral patterns, **and**
  - 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 page 15-16.]

## 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.

## Removing a Student from Human Sexuality Instruction

As a part of the District's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted disease; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rated instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the District's curriculum regarding human sexuality instruction:

Choosing the Best utilizes the following five keys to effective abstinence and relationship education:

- **Motivational Learning Environment**-Video vignettes of real-life teens, in depth discussions, classroom exercises and role-plays engage the students in learning
- **Medical Learning Model**- Current information on STDs, emotional consequences and teen pregnancy.
- **Relationship Education and Refusal Skills** – Provides students with the confidence to handle negative peer and relationship pressures.
- **Parent Involvement** –Student Manual provides at-home opportunities for parent-student interaction.
- **Character Education** – Students are challenged to develop respect, self-respect, compassion, honesty and courage.

#### **Middle School Programs:**

- Choosing the Best Way for grade 6
- Choosing the Best Path for grade 7
- Choosing the Best Life for grade 8

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the District's SHAC. Please see the campus principal for additional information.

#### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flag**

To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 43 and policy EC.]

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

To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

#### **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.

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 Academic Alternative Center (AAC) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.

#### **School Safety Transfers**

- 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. [See policy FDE]
- **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 28 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)]
- 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 [See policy FDE. (LOCAL)]~~

### **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 14<sup>th</sup> 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)]

### **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, related to leave or deployment activities~~ who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months ~~may~~ 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 60<sup>th</sup> day before deployment or no later than the 30<sup>th</sup> day after the parent's return from deployment.~~

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

## **~~RELEASE OF STUDENTS FROM SCHOOL~~**

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

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

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



### **Withdrawing from School**

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the **school** counselor for the last report card and course clearance; and finally, to the principal or principal's designee. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

## **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 6 weeks.

At the end of the first three weeks of a grading period, parents will be sent a written progress report of their child's performance in any course. If the student receives a grade lower than 70 in a class or subject at the end of 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 9 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 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 (LOCAL) and **Grading Guidelines** on pages 7-8.]

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).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 75 in a class or subject.

### **Tutorials**

Students in grades 6-8 who have been identified as being at risk of dropping out of school, or who are not performing at grade level, or who have a grade in a core subject at the end of a three (3) week reporting period lower than 75, or who did not perform satisfactorily on a state-administered assessment instrument, shall be required to attend tutorials. The students identified with the above criteria shall be required to attend tutorials prior to participating in any practices associated with any extra-curricular program/activity. (See policy EHBC Local)

- Tutorials are provided
- Identified students will attend tutorials as required by campus administrators.
- Coaches and sponsors will be notified of identified students needing tutorials.
- Identified students will be required to attend tutorials prior to practices associated with any extra-curricular program/activity.

## **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 page 20-21 for additional information.)

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

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.

~~The 2011-2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3-8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the District, expected in January 2013.~~

~~Students enrolled in Algebra I will be required to take the high school Algebra I EOC and the 8<sup>th</sup> grade STAAR Math Assessment.~~

## **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](http://www.woccisd.net).

In general, the student or parent should submit a written complaint and request a conference with the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If 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 the school is given a copy of a court order terminating parental rights or the right to access a student's education records. 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 an 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. 15<sup>th</sup> 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 Dr., 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 parent or eligible student 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 page 14 and **Student or Parent Complaints and Concerns** on page 15 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 and on the District's web site at [www.woccisd.net](http://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. The District's policy regarding student records is available from the principal's or superintendent's office or on the District's web site at [www.woccisd.net](http://www.woccisd.net).

#### **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.

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. The "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" are distributed to parents in the Parent Signature packet or may be obtained from the principal.

## 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 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—especially if they are entering 6th grade and are transfer students. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

### QUICK REFERENCE:

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

- |   |            |
|---|------------|
| • Academic programs   | page 17    |
| • Computer resources  | page 17-19 |
| • Counseling  | page 19    |
| • Credit by exam-If student has taken the course  | page 19    |
| • Credit by exam-If student has not taken the course  | page 19    |
| • Extracurricular activities, clubs, and organizations  | page 19-20 |
| • Granting permission to receive parenting and paternity awareness Instruction                          | page 20    |
| • Promotion and retention   | page 20-21 |
| • Special programs  | page 21-22 |
| • Textbooks/ <del>electronic textbooks, technology equipment and other</del><br>Instructional materials | page 22    |

## ACADEMIC PROGRAMS

The school counselor provides students and their parent's information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 19 of this handbook and policy EIF.]

## COMPUTER RESOURCES

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

Computer use and electronic communications using District resources are not private and may be monitored at any time by Internet service providers, operators of system file servers and designated District staff to ensure appropriate use.

West Orange-Stark Middle School 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.
- 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 is 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.
- Using personal e-mail.

#### **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.

[For additional information, see policy CQ.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements and early graduation procedures. Each spring, students in grades 6 through 8 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and CTE opportunities.

To plan for the future, students should work closely with the school counselor in order to take the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, ~~or~~ emotional ~~or mental health~~ issues, or substance abuse. ~~The counselor may also make available information about community resources to address these concerns.~~ A student who wishes to meet with the ~~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 50 and **Suicide Awareness** on page 51.]

### **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).]

## **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

The ~~school~~ counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. In all instances, the District will determine whether any opportunity for credit by exam will be offered.

[For further information, see the ~~school~~ counselor and policy EHDB (LOCAL).]

## CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has no prior instruction. The dates on which exams are scheduled can be found at the District website [www.woccisd.net](http://www.woccisd.net). [For further information, see policy EEJB.]

A student **in** grade 6 or above will earn course credit with a passing score of at least ~~90~~ 80 on the exam or a score designated by the state for an exam that has alternate scoring standards. ~~Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.~~ A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least ~~90~~ 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).]

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Participation in some of these activities may result in events that occur off-campus. When the District arranges transportation for these events, students are required to use the transportation provided by the District to and from the events. Exceptions to this may only be made with approval of the activity's coach or sponsor [Also see **Transportation** on page 46.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. (See <http://www.uil.utexas.edu> for additional information.)

Yearbook – The yearbook committee consists of staff and student members to create the Stallion Stampede. The committee organizes coverage, circulation and content of the publication.

Band-Members participate two times a year in various competitions and performances.

Art

Drama

UIL Academics

Choir-Members perform throughout the school year.

Student Council – Open to students in grades 6-8. Students may serve as class officers or representatives. Officers are elected.

National Jr. Honor Society-Members represent top achievers at West Orange Stark Middle School. Students must have a 90 or above average and exhibit qualities in leadership, character and service for consideration in this organization. New members are inducted during the spring.

A committee will be formed to develop criteria for Mr./Ms. West Orange-Stark Middle School.

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.

- Students in grades 6-12 who have been identified as being at risk of dropping out of school, who are not performing at grade level, who have a grade in a core subject at the end of a three-week reporting period lower than 75, or who did not perform satisfactorily on a state-mandated assessment shall be required to attend tutorials. The students identified under the above criteria shall be required to attend tutorials prior to participating in practices associated with any extracurricular program or activity.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by ~~local~~ board policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies FM and FO.]

## GRANTING PERMISSION TO RECEIVE PARENTING AND PATERNITY AWARENESS INSTRUCTION

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the District's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the Districts health education classes.

## 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 6 through 8, promotion is based on academic achievement or demonstrated proficiency of the subject matter of the course or grade level. A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course.

In addition, at certain grade levels a student will be required to pass the State of Texas Assessments of Academic Readiness (STARR).\*

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

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, ~~or in a course intended for students above the student's current grade level in which the student will be administered a state-mandated assessment,~~ the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment.

If a student ~~at any grade level 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 ~~only~~ 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 ~~in grades 3-8~~ who does not perform satisfactorily on his or her exams, will be notified that their child will participate in special instructional program 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 and 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 exemption, accommodation, or deferred testing. For more information, see the principal, **school** counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a **guidance-school** counselor, teacher, or other staff member designated by the principal. The plan will among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF.] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## SPECIAL PROGRAMS

The District provides special programs for gifted and talented 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 Assistant Superintendent of Curriculum and Instruction at 882-5555.

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

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

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/ ~~ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS~~**

~~Textbooks and other District-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return any item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damaged paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day. Additionally, any delinquent (instructional materials debt (instructional material debt carried over from the previous school year) will result in the student's suspension from all extra-curricular activities (including tryouts).~~

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:

<b>DAMAGES</b>	<b>% OF COST OF BOOK</b>
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 24-27
• Address/telephone changes for students	page 27
• Arrival and departure to from school	page 27
• Bullying	page 28
• Child sexual abuse and other maltreatment of children	page 28-29
• Conduct	page 29-30
• Dating violence, discrimination, harassment and retaliation	page 30-31
• Distribution of published materials or documents	page 31-32
• Dress and personal grooming	page 32-33
• Electronic devices and technology resources	page 34
• Emergency operations plan	page 34-36
• Fund-raising	page 36
• Gang-free zone	page 36



• Hazing	page 36
• Health-related matters	page 36-40
• Immunization	page 40
• Law enforcement agencies	page 40-41
• Leaving campus	page 41
• Limited English proficient students	page 41
• Lost and found	page 41
• Make-up work	page 41-42
• Non discrimination statement	page 42
• Physical activity( for students in elementary and middle school)	page 42-43
• Pledges of allegiance and a minute of silence	page 43
• Prayer	page 43
• Safety	page 43
• Searches	page 43-44
• School facilities	page 44-45
• Student fees	page 45-46
• Students in protective custody of the state	page 46
• Substance Abuse Prevention and Intervention	page 46
• Suicide awareness	page 46
• Transportation	page 46-47
• Video cameras and photographs	page 47
• Visitors to the school	page 47
• Volunteers	page 47

## 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 course credit, are of special interest to students and parents. They are discussed in the following sections:

### Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

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

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

## Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences 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; ~~and~~
- 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; assigned by the grade placement committee and basic skills for sixth graders; or from required tutorials will be considered truant and in violation of the compulsory attendance law and subject to disciplinary action.

Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. If any parent or person standing in parental relation to a child, within the compulsory school attendance ages and not lawfully exempt or properly excused from school attendance, fails to require such child to attend school for such periods as required by law, it shall be the duty of the proper attendance officer to warn, in writing, the parent or person standing in parental relation that attendance must be immediately required. If after this warning the parent or person standing in parental relation fails to require the child to attend school as required by law, the parent or person standing in parental relation commits an offense.

A court of law may 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.
- For a student younger than 12 years of age, the student's parent could be charged with ~~an criminal~~ 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-criminal~~ offense.

[See policy FEA (LEGAL).]

## Attendance Regulations for Middle School

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

### 1. Absences

#### ~~Parent's Note Documentation~~ after an Absence

When a student ~~must be~~ is absent from school, the student-upon ~~arrival or returning~~ 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 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 is allowed up to (5) parent notes per

semester for an excused absence due to illness. After five absences, a Doctors excuse is required. Students have three (3) days to submit excuse after 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).}

#### **Excused absences**

When the student returns to school following an absence, he/she is required to bring a written note from his parent or guardian. This note will become a part of this attendance file for state auditing purposes. This written note should contain the following information:

- a. The student's first and last name
- b. The reason for the student's absence
- c. The date(s) of this absence(s)
- d. The parent's full signature and telephone number.

This note must be presented to the attendance clerk before second period. This will prevent the student from being tardy to class and from missing valuable instruction time.

#### **Unexcused Absences**

Failure to bring a written note from the student's parent or guardian will cause the absence to be marked unexcused until the attendance clerk receives a note. A student will be allowed three (3) school days to clear his unexcused absence. If a student fails to clear his absence, it will be recorded as unexcused and appropriate disciplinary action taken. No student will be allowed to leave class for an admission slip.

### **2. Late Arrival to School**

Students who arrive at school after 20 minutes of their first class must report to the attendance office and sign in with the attendance clerk. Failure to comply with this procedure will result in disciplinary action.

### **3. Truancy**

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. Leaves campus or fails to attend assigned class without permission.
- d. He/she is more than 15 minutes late to this class without an excused absence.

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

### **4. Extra-Curricular or Co-Curricular Absences**

Students who participate in any school activity must be in school during the day the activity takes place. Students who are not in attendance during the entire day will not be allowed to participate in an activity. Any exception to this rule should be in case of extreme emergency such as a death within the family or similar circumstances. Principals should be involved in the decision regarding participation in unusual cases.

### **5. Attending Assigned Classes**

Teachers are not to allow a student to return to his/her classroom to finish a test, to complete some project, or for other reasons even with the permission of another teacher to whom the student is assigned. Each student is assigned eight periods during the day and must attend the assigned class.

## 6. Medical or Dental Appointments

Parents are asked to schedule student's doctor or dental appointments in the afternoon whenever possible. A note from the doctor or dentist is required when the student returns to school. This excuse should indicate the date and time of the appointment. Students are to pick up an off-campus permit before school on the day of their appointment if they are leaving from school.

## 7. Illness During School Day

Students who become ill at school are to ask permission from their teacher to go to the nurse's clinic. If the nurse determines the student should go home, his/her parent or guardian will be informed. The student will be given a special excuse and must sign-out in the attendance office.

## 8. ~~Leaving Campus – Special Request~~

~~Requests to leave campus, other than illness, doctor or dental appointments will require permission from an assistant principal or principal. A telephone call will be made to the parent or guardian to verify the need. If a valid reason is given, the student will be issued a permit to leave campus. If a student leaves campus without permission, he or she will be subject to disciplinary action. This will be strictly enforced.~~

## 9. Tardiness

A student is considered tardy to class if he/she is not in the class seat when the tardy bell rings. Each class will be independent of other classes concerning number of tardies.

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)

## 10. Late Work

It will be up to the discretion of the teacher to accept work that is turned in late.

## 11. Withdrawals

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 school counselor's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal or principal's designee. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

## 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 a 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 final grade lost because of absences. if appropriate. [See policy at 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 will** be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above 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. ~~For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment~~
- 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 extracurricular 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 10:00 A.M.

#### **Power of Attorney – Guardianship**

A student who is not living with his/her parents must have permission to attend a West Orange-Cove School by having a Power of Attorney form on file. These forms must be notarized and may be obtained at the Administration Building at 505 North 15<sup>th</sup> Street.

### **ADDRESS/TELEPHONE CHANGES FOR STUDENTS**

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 students, it is their responsibility to report it immediately.** It should be noted that the legal address of the student is defined as being the residence of his or her parent(s) or legal guardian.

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

West Orange-Stark Middle School students should enter the building no earlier than 7:30 am each morning. Instruction begins at 8:15 am. Breakfast is served from 7:30 – 8:00 am. Dismissal is at 3:35 pm.

## 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, 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 ~~The principal~~** 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 30, School Safety Transfers on page 12-13, Hazing on page 36, 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. 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 **campus 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.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.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://sapn.nonprofitoffice.com/>

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

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/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 (1-800-252-5400 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 these 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 in accordance with the Student Code of Conduct and policy FO (LOCAL) in the District's policy manual.

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 District vehicles.

### Detention

Detention may be assigned by a teacher or administrator for inappropriate behavior or other violations of classroom management. The student should be given twenty-four hours notice so that parents can be informed and transportation



arrangements made. Students who do not report as assigned will be seen by the assistant principal, and additional disciplinary action may be forthcoming.

### **After School Detention Regulations**

1. Class will be held on Tuesday from 3:40-~~6:00~~ 5:40 and Thursday from 3:40-~~6:00~~ 5:40. Students will be expected to remain in class the full time assigned to receive credit.
2. Students must be on time.
3. Students must bring books or materials related to academic subjects adequate for time assigned.
4. Upon entering ASD class, students will be seated and will start studying.
5. There will be absolutely no talking or signaling of any kind.
6. Students will sit up at all times without slouching and will keep their feet off desks and chairs.
7. There will be no sleeping.
8. Students must make their own transportation arrangements.
9. Students must observe the regular school dress code.
10. If the student must miss due to personal illness or a death in the immediate family, the parent must call an assistant principal by 10:00 AM the following day. All other absences are unexcused.
11. When a student fails to attend ASD class, his/her parents must call the assistant principal with an appropriate explanation the following morning or further disciplinary action will be taken. The student will still have to fulfill his/her ASD class assignment.
12. Misconduct during ASD class will result in immediate dismissal with additional punishment being assessed and no credit given.

### **Lunch Detention**

Detention may be assigned by a teacher or administrator for inappropriate behavior.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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 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 procedure to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the District's policy is available in the principal's office and on the District's web site [www.woccisd.net](http://www.woccisd.net) [See Policy FFH.]

### **Dating Violence**

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, or 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 and intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the superintendent's office or on the District's web site.



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, ~~or~~ 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~~ 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~~ sexual harassment may include, but not be 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, all romantic and 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 R-retaliation against a student may include might occur when a student receives threats, rumor spreading, ostracism, assault, destruction of property, from another student or an employee or when an employee imposes an~~ unjustified punishments, or unwarranted grade reductions. Unlawful ~~R~~retaliation does not include petty slights ~~and or~~ annoyances. ~~from other students or negatives comments from a teacher that are justified by a student's poor academic performance in the classroom.~~

### **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, 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 page 28.]

If the District's investigation indicated that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, ~~or~~ 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 by the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

The school yearbook is available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 16]

### Nonschool Materials...from students

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

### Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered 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 noncurriculum-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 PERSONAL GROOMING

The school has a legitimate interest in requiring proper dress and personal grooming from every student. All students have the responsibility to observe the basic standards of cleanliness, modesty, good grooming, and dress. All students also have the responsibility to wear clothing which contributes to their own health and safety as well as that of others; dress should not distract from the educational process.

### Standardized Dress Code

The Board of Trustees has approved a dress code for Pre-K through 8<sup>th</sup> grade. The purpose of this decision is to make the dress code simpler and reduce the number of dress code related problems that some of our students experience. The approved student dress code will be:

<u>Student</u>	<u>Item</u>	<u>Color</u>	<u>Not Allowed</u> <u>(Boys and Girls)</u>
Boys & Girls	Pants: Docker Style – Fit at waist belts optional  Cargo/carpenter style pants or shorts  Capri's are allowed  Belt: No decorative belt buckles; no studded belts	Navy Khaki  Black	Jeans are defined as pants with rivets and/or brads on the pockets.
	Shorts: Docker Style – Fit at waist belts optional must be fingertip length-cargo/carpenter style shorts	Navy Khaki	Beach thongs, slippers, sport sandals, sandals without a back or sides
Boys	Shirts: Polo, turtleneck (mock or regular) Any logo must be school related. School-related t-shirts/spirit shirts	Navy Lt. Blue,  White Gray	Excessive makeup and/or jewelry. No mouth jewelry
Girls	Shirts/Blouses: Polo, turtleneck (mock or regular) Any logo must be school related. School-related t-shirts/spirit shirts	Navy,  Lt. Blue White Gray	Excessive or distracting make-up or hair color
	Skirts: Any style except straight – no more than 3" above the top of knee-cap	Navy Khaki	Jewelry used in conjunction with body piercing. No more than 2 piercings in each ear.
	Skorts: Any style – no more than 3" above the top of the knee-cap	Navy Khaki	Hats, caps, other head coverings
	Jumpers: none		Any distracting or excessive designs cut into the hair. No designs cut into the eyebrows
Boys & Girls	Outerwear: Sweaters and sweatshirts Appropriately sized and long sleeved. Must have on a uniform shirt underneath. Any logo must be school related.	School colors	No chains other than those worn as necklace or bracelets
Boys & Girls	Outerwear: Jackets & Coats*		

Sleeveless shirts/blouses or shirts/blouses with cap sleeves are not allowed. Shirts must be tucked in. Slacks and pants must be properly hemmed or cuffed and worn at the waist. Baggy-legged style slacks or pants are not allowed. Knee socks are allowed. All clothing must be solid colored. No backless shoes will be allowed. Clothing may be NO more than one size larger than the student's measurements. New students to the District will have one week (7 days), from the day of registration, to comply with the standardized dress code. Tattoos cannot be distractible. Subject to administrative approval or discretion.

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

THE PRINCIPAL/ASSISTANT PRINCIPAL RESERVES THE RIGHT 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.

## **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 so 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-powered~~ 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 43 and policy FNE).

Any disciplinary action will be in accordance with the Student Code of Conduct. The District ~~will~~ is not ~~be~~ 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.

Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting” will be disciplined according to the Student Code of Conduct and may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

## **EMERGENCY OPERATIONS 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.

### **Preparedness Drills: Evacuation Fire, Severe Weather, Lock Down 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 ~~should~~ **need to** follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

### **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.

### **Accident Insurance**

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.

### **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 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 clubs or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 7 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 28 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 ~~specifically~~ requires the District to provide ~~the following~~ 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 ~~most~~ common and ~~the least serious~~. ~~most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is the most common form of serious bacterial infection with the potential for very serious and may involve complicated medical, surgical, pharmaceutical, and life support management. long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.~~

- What are the symptoms?

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

Children (over ~~4-2~~ years old) and adults with bacterial meningitis ~~may commonly~~ have a severe headache, high ~~temperature~~ fever, ~~vomiting, sensitivity to bright lights, and neck stiffness. or joint pains, and drowsiness or confusion.~~ 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. ~~The germs live naturally in the back of our noses and throats, but they do not live for long outside the body.~~ They are spread when people exchange ~~saliva-respiratory or throat-secretions~~ (such as by kissing; ~~sharing drinking containers, utensils, or cigarettes~~ 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's a good idea ~~Do~~ 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. ~~While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting~~



~~the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls.~~ The vaccines ~~is-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 office to ask about the 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>.

\*Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age.

Also refer to **Immunizations** on page 40 for more information.

### **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 communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

### **Fever**

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

### **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](http://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.shtml>.

~~Parents/guardians are asked to do routine hair and scalp checks on their children. Orange County has experienced severe lice outbreaks for several years, making it necessary to ask for assistance from parents. If your child has been sent home from school after finding either lice or nits, you must accompany your child to the nurse's office and have the student rechecked before they will be allowed to enter the classroom or participate in any school function. You may call your school for information about checking your child or treating an infestation.~~

### **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 from the Executive Director of Federal Programs at 882-5462. (See 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 food service guidelines for restricting student access to vending machines. For more information 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**

### **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.

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

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

Any questions concerning this investigation should be directed to the Maintenance Director, Greg Willis, telephone number 409-882-5550

Sincerely,  
Greg Willis  
Director of Maintenance

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~~FROM: Greg Willis~~

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~~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 (MC194), P O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.state.tx.us/immco/affidavit.shtm>. <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; ~~rubeola (measles), rubella (German measles), measles,~~ mumps, ~~and rubella; tetanus, pertussis, poliomyelitis~~ 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.—~~[For further information, see policy FFAB (Legal)] and the TDSHS web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>]~~

#### **Provisional Admittance:**

A student may be provisionally admitted to the West Orange-Cove CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as is medically feasible. If a student transfers from another Texas school to West Orange-Cove CISD, a grace period of 30 days, but not more than 30 days, will be allowed while awaiting the transfer of the immunization record, during which time the student will be provisionally enrolled. [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 authorize 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) 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 Testing, p. 15, 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 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**

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

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 page 27.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

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 students.

### **THE ACADEMIC ALTERNATIVE CENTER (AAC) previously known as the DAEP or In-school Suspension Makeup Work**

A student removed to the Academic Alternative Center (AAC) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The District may provide the opportunity to complete the coursework through an alternative method, including a correspondence course another distance learning option, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

### **In-School Suspension (ISS) Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, other than the Academic Alternative Center (AAC), 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, or summer school. [See policy FO (LEGAL).]

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

## **NON DISCRIMINATION 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.

### **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.

### **Social Events**

School rules apply to all school social events. 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.

## **PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY AND MIDDLE SCHOOL**

In accordance with EHAB, EHAC, EHBC, 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. Students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters. For additional information on the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

The school nurse and health program are school-related health services; they are not intended to take the place of health care provided by the home and professional or public health services.

School health services include the following:

1. A school nurse who checks symptoms of illness, administers first aid, makes routine health inspections, keeps records of students with special health problems, updates student immunization records, dispenses medication according to guidelines established by District policy, and is available for conferences with students and parents.
2. Vision, hearing, and spinal screenings as recommended by the state.
3. Maintenance of updated emergency care forms so that parents can be notified quickly in case of an emergency.

## **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~~ one minute of silence ~~will~~ 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 (LOCAL) for more information.]

## **PRAYER**

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

## **SAFETY**

Student safety on campus, ~~and~~ at school-related events, ~~and in 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 ~~should~~ 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.
- Remain alert to and promptly report to a teacher or the principal any 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.

## SEARCHES

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

### Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

Searches of book bags may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by board policy.

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

### 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.]

### Trained Dogs

The District will use trained non-aggressive dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol or other illicit substances as defined in FNCF-Legal. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education. At any time, trained dogs may be used on lockers, desks and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct. [For further information, see policy FNF.]

### Metal Detectors

Students shall be notified at the beginning of each school year that they are subject to metal detector searches on a random basis. If the metal detector alerts to the presence of metal after the student has been asked to remove all metal objects from his or her person and possessions, or if a student refuses to remove all metal objects from his or her person and possessions without giving a satisfactory explanation, the District shall notify the student's parent(s), guardian, or person having lawful control. If, following such notification, the student again refuses to remove all metal objects from his or her person and personal possessions, the student shall be required to leave school property, in accordance with any applicable procedures in the Student Code of Conduct. If, following such notification, the student again refuses to remove all metal objects from his or her person and personal possessions, the District may turn them over to law enforcement officials. [For further information, see policy FNF.]

## SCHOOL FACILITIES

### Use by Students before and After School

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

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

After dismissal of school in the afternoon, ~~and~~<sup>unless a student is</sup> 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 during, 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 the campus principal to apply.

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

### 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 3<sup>rd</sup> meal.**

Follow these suggestions for more pleasant meals in the dining halls:

1. Develop a courteous attitude toward the rights of others.
2. Do not push or run to form lunch lines.
3. Report any spills to dining hall personnel.
4. Do not break line to be served.
5. Dispose of all food and waste materials in the proper places.
6. Eat only in the dining hall or in designated areas.
7. Specific tables will be designated by dining hall personnel for student breakfast.
8. Purchase only one tray of food at a time.
9. Practice good table manners. Refrain from the use of personally offensive language both in line and at the tables.

**FAILURE TO FOLLOW THESE PROCEDURES WILL MERIT DISCIPLINARY ACTION.**

#### **Lunch Period**

All students are to eat in their dining hall, unless special permission has been granted through the principal's office.

Lunches brought to students must be delivered to the main office.

#### **Policies on Building and Grounds During Noon Hour**

1. Students are to be in the cafeteria or patio area.
2. Students who bring food (lunch) on campus must eat it in the dining halls. All food and beverages must be consumed in the cafeteria or designated area approved by the principal.

#### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.

#### **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.

#### **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.

## **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.]

## STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

In an effort to provide educational stability, ~~the~~ the District strives to assist any student who is currently ~~has been~~ 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/mhsa-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/> ~~the following web sites~~ or contact the school counselor for more information related to suicide prevention ~~and to find mental health services~~ available in your area.

<http://www.texassuicideprevention.org/>

<http://www.dshs.state.tx.us/mhservices-search/>

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 the following web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

<http://www.texassuicideprevention.org/>

<http://www.dshs.state.tx.us/mhservices-search/>

## 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~~ ~~The principal, however, may make an exception if the~~ parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### Buses and Other School Vehicles

The District makes school bus transportation available to all students meeting the requirements. 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 ~~STS~~ 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 ~~Wendell Taylor and STS Lane Emmett at transportation~~ (409-886-1855).

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

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 bus or van 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 bus or van vehicle or its equipment.
- Not possess or use any form of tobacco on school buses or 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 bus or van vehicle.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van 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, bus-riding privileges may be suspended or revoked.

### **Bicycles**

Students who ride their bicycles to school will park them in the designated parking areas and leave them there during the school hours. Students are responsible for securing bicycles and the school accepts no responsibility.

## **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 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

## VISITORS TO THE SCHOOL

### General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the ~~principal's-main~~ office complete V-Soft (Raptor) visitor screening process and obtain 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 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 a 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, ~~English III~~, Algebra I, ~~Geometry~~, ~~Algebra II~~, Biology, ~~Chemistry~~, ~~Physics~~, ~~World Geography~~, ~~World History~~, 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; accommodations for 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 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 ~~grade 11~~ exit-level ~~test~~ TAKS or STAAR ~~or end-of-course~~ 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** is 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 ~~the a classroom, or~~ 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. currently given to students in certain subjects in grade 11 and is required for graduation for these students~~. 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 contests.

# 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.woccisd.net](http://www.woccisd.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	<p>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.</p> <p>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.</p>
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	<p>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.</p> <p>The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.</p>
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.
TRANSFER	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.
APPEAL	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.