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

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

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

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

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

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

## PREFACE

To Students and Parents:

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

The West Orange-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 all parents will need about assisting their child and responding to school-related issues;

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

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

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

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

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

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

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

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

We encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 7 and **Directory Information** on page 12 for more information.]

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

## BOARD OF TRUSTEES

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Eric Mitchell	Vice President
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Harry Barclay	Board Member
Nancy Byers	Board Member
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**ADMINISTRATION**

Dr. O. Taylor Collins, Superintendent	505 North 15 <sup>th</sup> Street	882-5500
Jane Stephenson, Executive Dir. of Edu. Services	505 North 15 <sup>th</sup> Street	882-5555
Margaret Duchamp, Executive Dir. of Human Res.	505 North 15 <sup>th</sup> Street	882-5610
<i>Anitrea Goodwin, Executive Dir. Of Federal Programs and Special Initiatives</i>	<i>505 North 15<sup>th</sup> Street</i>	<i>882-5461</i>
Melinda James, Director of Business Operations	505 North 15 <sup>th</sup> Street	882-5444
<i>Carmon Purgahn</i> , Director of Special Services	505 North 15 <sup>th</sup> Street.	882-5407
Keith Rochau, Director of Maintenance	2020 Western Avenue	882-5550
<i>Ramona Burgess</i> , Director of Food/Nutrition	2020 Western Avenue	882-5447
Elvis Rushing, Director of Technology	2020 Western Avenue	882-5421

**SCHOOLS**

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

**WEST ORANGE-COVE CISD  
BOARD OF TRUSTEES  
DISTRICT GOALS 20079- 200810**

**Mission Statement**

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

**Encompassing Goal**

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

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

1. Increase TAKS scores at all levels
2. Increase TAKS performance closing the gap for identified subgroups as a part of No Child Left Behind federal legislation

3. Increase the number of students taking dual credit courses at Lamar State College
4. Implement a district-wide common reading list at grades 6-12
5. Implement an early high school experience for grades 7 and 8
6. Increase student participation in college entrance testing
7. Work to remove barriers to student achievement and psycho-social development that includes enlisting state agency services for every campus
8. Begin instruction in a World Language in Grades K-5

**School Climate and Professional Development**

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

**Accountability to Community**

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

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

**OUR STUDENTS:**

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

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

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

**IN OUR SUPPORTING ENVIRONMENT:**

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

**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 Secondary Student Handbook includes information on topics of particular interest to you as a parent.

### **QUICK REFERENCE:**

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

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

## **STUDENTS RIGHTS AND RESPONSIBILITIES**

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

of others or who violate District or school rules are subject to correct the misconduct and promote adherence by all students to the responsibilities of citizens in the school community.

## **PARENTAL INVOLVEMENT**

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

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

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 15 and **Academic Programs** on page 13.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the 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 9.]
- Becoming a school volunteer. For further information, see policy GKG and contact the Director of Public Information at 882-5627.
- Participating in campus parent organizations such as the Parent Teacher Association is strongly encouraged. Please contact the campus principal for more information.
- Offering to serve as a parent representative on the district-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal.
- Offering to serve on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA and **School Health Advisory Council** on page 23.]
- Attending board meetings to learn more about district operations. Board meetings are held on the last Monday of the month at 6:00 pm at the Administration Building, 505 N. 15<sup>th</sup> Street, Orange, TX. [See policies BE and BED for more information.]

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

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

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



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

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

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

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

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

As a parent, if you choose that your child’s artwork, special projects, photographs, and the like not be displayed to the community on the district’s Web site, in printed material, by video, or by any other method of communication, you must notify the principal in writing. (See attached Promotional Internet Permission Form)

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

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
  - Attendance records,
  - Test scores,
  - Grades,
  - Disciplinary records,
  - Counseling records,
  - Psychological records,
  - Applications for admission,
  - Health and immunization information,
  - Other medical records,
  - Teacher and counselor evaluations,
  - Reports of behavioral patterns, and
  - State assessment instruments that have been administered to your child.

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

- To grant or deny any written request from the district to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - When it is to be used for school safety;
  - When it relates to classroom instruction or a cocurricular or extracurricular activity; or
  - When it relates to media coverage of the school.

- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 30 and policy EC.]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL), and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL)]
- To request the transfer of your child to another campus or 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. [See policy FDD(LOCAL)]

## **GRADING GUIDELINES**

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 follow:

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 – cheating or plagiarism – is not acceptable. Cheating includes the copying of another student's work – homework, classwork, test answers, etc. – as one's own. Plagiarism is the use of another person's original ideas or

writing without giving credit to the true author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

## REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

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

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. (Education Code 29.084)

### 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 daily.
- 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

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

- Mathematics, annually in grades 6 and 7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes algebra
- Reading, annually in grades 6-8
- Writing, including spelling and grammar, in grade 7
- Social studies in grade 8
- Science in grade 8
- Any other subject and grade required by federal law

[See policy EKB.]

## 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.

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

- Only authorized employees, in accordance with policy FFAC, may administer:
- Prescription medication, in the original, properly labeled container, brought to school by the parent, along with a written request.
- Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, brought to school 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 FFAC]

## **PSYCHOTROPIC DRUGS**

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

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

## **STEROIDS**

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

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 [http://www.uil.utexas.edu/athletics/health/steroid\\_information.htm](http://www.uil.utexas.edu/athletics/health/steroid_information.htm) !*

## STUDENT RECORDS

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

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

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.
- Federal law requires that, as soon as a student becomes 18 ~~or~~ is emancipated by a court, *or enrolls in a post secondary institution*, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes *and under limited circumstances when there is a threat to the health and safety of the student or other individuals.*
- District ~~staff members~~ *school officials* who have what federal law defines as a “legitimate educational interest” in a student’s records. ~~Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).~~ *School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties.* “Legitimate educational interest” in a student’s records includes working with the student, considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; *reviewing and educational record to fulfill the official’s professional responsibility;* or investigating or evaluating programs.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she *is already enrolled subsequently enrolls.*

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

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

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

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

The addresses of the principals’ offices are:

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

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

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

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

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

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

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

## **Directory Information**

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

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

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

The district often requires the use of student information for school-sponsored purposes. The district has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study, degrees, honors, and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. This information will not be released to the public without the consent of the parent or eligible student. (Consent form is attached)

## **Release of Student Information to Military Recruiters and Institutions of Higher Education**

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **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).

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

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

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

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

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

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

### **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.

### Enrollment Procedures Grades Pk-12

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

For students enrolling during the year:

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

The following items are necessary for enrollment:

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

## **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 9th grade and are a transfer student. 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 14
- Computer resources page 14
- Counseling: academic page 15
- Counseling: personal page 15
- Credit by exam page 16
- Extracurricular activities, clubs, and organizations page 16
- Promotion and retention page 17
- Special programs page 17
- Textbooks page 18

## **ACADEMIC PROGRAMS**

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. [For more information, see 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 or illegal. If you feel there is a problem or if you feel uncomfortable with the information someone is sending you via the Internet, tell the teacher or computer lab operator immediately. If a user asks that you no longer send them mail or in any other way contact them, you must stop all contact immediately. You may feel you have the right to freedom of expression, but please remember that others have the right to be free from harassment.
- The system may not be used for financial or commercial gain or business use.
- Posting personal communications without the original author's consent is prohibited.
- Posting anonymous messages is prohibited.
- Wasting school resources through improper use of the computer system.
  - Do not download large (over 1MB) files unless instructed to do so by your teacher.
  - Do not play games with others on the network or Internet.
  - Only download the information you need.
  - Use your access time efficiently. Remember, there are others who need to use the network.
- Gaining unauthorized access to restricted information or resources.
- 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 of various programs, 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 vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The 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 issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the guidance office.

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

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

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

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, 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. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. In all instances, the district will determine whether any opportunity for credit by exam will be offered.

[For further information, see the counselor and policy EEJA.]

## 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 for which the student has no prior instruction. The dates on which exams are scheduled ~~during the 2007–2008 school year include:~~ *can be found at the district web site [www.woccisd.net](http://www.woccisd.net).*

~~Fall 2008~~ ~~Spring 2009~~  
~~August 5, 2008~~ ~~January 20, 2009~~  
~~August 6, 2008~~ ~~June 2, 2009~~  
~~June 3, 2009~~

~~A student will earn credit with a passing score of at least 90 on the exam. Credit earned through credit by examination will not be included in computing class rank.~~

~~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. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]~~

## 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.

Eligibility for 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.

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 throughout the year in various competitions and performances.

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.

Robotics-Open to students in grades 6-8. Interested participants build and program robots for district and state competition. Passing grades are required.

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.
- 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.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

**Please note: 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 policy will apply in addition to any consequences specified by the organization’s standards of behavior.**

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

## PROMOTION AND RETENTION

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

In grades 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 Texas Assessment of Knowledge and Skills (TAKS).

- 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 ~~in the 2007–2008 school year~~ must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment in English.

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 programs designed to improve performance. *The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.* Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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 counselor, teacher, or other staff member designated by the principal. The plan will 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.]

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

## SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Executive Director of Educational Services at 882-5555.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the Director of Special Services at 882-5407.

## TEXTBOOKS

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

## SECTION III GENERAL INFORMATION AND REQUIREMENTS

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

### QUICK REFERENCE:

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

- Address/Telephone Changes for Students page 19
- Attendance page 19
- Makeup work page 22
- Communicable diseases/conditions page 22
- Health-related matters page 23
- Freedom from discrimination page 24
- Conduct page 25
- Law enforcement agencies page 27
- Distribution of published materials or documents page 28
- Dress and grooming page 28-29
- Student fees page 30
- Fund-raising page 30
- Immunization page 30
- Interviews and photographs page 30
- Pledges of allegiance and a minute of silence page 31
- Prayer page 31
- Safety page 31
- Emergency school-closings information page 32
- School facilities page 33
- Searches page 34
- Transportation page 35
- Visitors to the school page 36

## 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.

## ATTENDANCE

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

### Compulsory Attendance

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

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

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

#### Exemptions to Compulsory Attendance

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

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

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee and basic skills for ninth graders; or from required tutorials will be considered 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 a criminal 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, or
- Is absent on three or more days or parts of days within a four-week period.

### Attendance Regulations for Middle School

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

## **1. Absences**

### **Phone call**

The day a student is absent, a parent or guardian must call the attendance office, preferably before 10:30. a.m. The attendance office phone number is 882-5485.

### **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.

### **Admission slip**

The student will be issued an admission slip, which will be clearly marked excused or unexcused. It is the student's responsibility to present this admission slip to each teacher whose class he/she has missed. The admission slip must be left with the last teacher whose class he/she has missed.

## **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.

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 seven 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. Each teacher will handle the problem.

### **10. Late Work**

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

### **11. Withdrawals**

A parent wishing to withdraw a student from school must present a signed statement at the counselor's office, pending the principal's approval, explaining the reason for the withdrawal and the effective date of the withdrawal in order to prepare transfer records. The school office must be notified in writing at least one day prior to the withdrawal date.

## **Attendance for Credit**

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for *the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose. ~~religious holy days and health care appointments will be considered days of attendance for this purpose. [See policy FEB.]~~*
  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 will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

When a student must be absent from school, the student—upon 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.

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

## **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.

## **MAKEUP WORK**

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

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher.

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

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

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

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA.]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, 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, distance learning, or summer school. [See policy FEA.]

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

## **COMMUNICABLE DISEASES / CONDITIONS**

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

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



## **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **HEALTH-RELATED MATTERS**

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.

## **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.

## **Head Lice**

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

## **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 Educational Services at 882-5555. (See policies BDF and EHAA)

## **Vending Machines**

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

## **Other Health-Related Matters**

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

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

*DATE: January 07, 2009*

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

*FROM: Keith L. Rochau*

*SUBJECT: ASBESTOS NOTIFICATION*

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

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

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

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

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

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

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

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

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

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

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

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

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

*Sincerely,*

*Keith L. Rochau*

*Director of Maintenance*

~~**WOS MIDDLE SCHOOL** – Asbestos located in the 9” x 9” floor tile, linoleum floor covering, pipe insulation, and transit wall panels both Carr and Stark Building. 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 work to bring the District into compliance. The report of the investigation was delivered to the District on October 12, 1988. Please know that we have and will continue to provide appropriate precautions to assure no exposure to airborne asbestos fibers which may be harmful to human health or the environment.~~

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

## **Pest Management Plan**

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

## **FREEDOM FROM DISCRIMINATION**

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

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

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

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

### **Reporting Procedures**

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

### **CHILD SEXUAL ABUSE**

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

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

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

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

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

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

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

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

<http://www.oag.state.tx.us/AG Publications/yxts/childabuse1.shtml>

<http://www.oag.state.tx.us/AG Publications/yxts/childabuse2.shtml>

*Reports may be made to:*

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

## Investigation of Reported Harassment

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

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

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of *gender sex*: 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: See the Superintendent

### Accommodations for Children of Military Families

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

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

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

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: ~~Executive Director of Educational Services, 882-5555~~; *Executive Director of Federal Programs (882-5461)*.
- Parent Involvement ~~Coordinator, who Program~~ works with parents of students participating in Title I programs. ~~Director of Public Information, 882-5627~~. *For information concerning Title I services contact the Executive Director of Federal Programs (882-5461)*.

### Services for Students with Disabilities

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

## CONDUCT

### Applicability of School Rules

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

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the district is involved, on or off school grounds, in conjunction with classes and school-

sponsored activities. The district has disciplinary authority over a student in accordance with the Student Code of Conduct.

### **Corporal Punishment**

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

### **Disruptions**

As identified by law, disruptions include the following:

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

### **Assemblies**

Faculty and students should observe the following standards of good conduct during assemblies:

1. Enter and leave quietly and orderly.
2. Students are to sit in assigned areas.
3. Give courteous attention to the program.
4. Express approval by applauding. Whistles and other loud behavior are not appropriate.
5. Refrain from carrying on a conversation; it is very discourteous.
6. Any talking should cease as soon as the assembly conductor steps to the microphone to start.
7. Unnecessary applause is inappropriate.
8. Students must remain for the entire program.

## **OTHER ELECTRONICS DEVICES**

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

“Telecommunication device” is any device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including cell phones and pagers. The District prohibits the visible display of a telecommunication device during regular school hours while the student is on school property unless prior approval is obtained from the principal. No student shall possess or control a telecommunication device (pagers, cellular phones, laser pointers, CD players, radios, stun guns, ~~or~~ cameras, *or games* (etc.) that is turned on during regular school hours while the student is on school property. Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate any devices ~~found on school property. that is turned on during regular school hours.~~ Parents shall be notified after the device is confiscated. ~~that the~~ device may be released to the parent for a fee of \$15.00 or the device will remain in the possession of the ~~High -Middle school~~ for a period of 30 days, after which it may be released to the parent or disposed of. ~~without further notification.~~ [See policy FNCE]

- Electronic equipment is subject to search in the event school administrators believe suspicion exists to support the search.
- Cell phones are prohibited from testing areas.

- Cell phones or any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individuals being recorded is prohibited.

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

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

### **Detention**

Detention may be assigned by a teacher 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.

**An expellable offense occurring in the last six weeks of a semester may carry over into the following semester.**

### **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.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

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

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

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policy GRA.]

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

### **School Materials**

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

The school newspaper and the yearbook are 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 12]

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

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

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

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

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

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Superintendent for prior review. The Superintendent will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policy DGBA, FNG, or GF.]



Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD (LOCAL) or a 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 – Worn at waist with visible belt  Capris are allowed  Belt: No decorative belt buckles; no studded belts	Navy, Khaki	Cargo type pockets on pants or shorts, carpenter style pants or shorts or khaki colored jeans. Jeans are defined as pants with rivets and/or brads on the pockets.
	Shorts: Docker Style – Worn at waist with visible belt; must be finger tip length	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.	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.	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 designs cut into the hair or 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 No sweatshirt hoodies
Boys & Girls	Outerwear: Jackets & Coats*		
<p>All shirts, blouses, and turtlenecks must be tucked in at all times and must stay tucked in when arms are raised. Sleeveless shirts/blouses or shirts/blouses with cap sleeves are not allowed. Slacks and pants must be properly hemmed or cuffed and worn at the waist with a <del>black or brown</del> belt. Baggy-legged style slacks or pants are not allowed. No knee socks. 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. All backpacks must be kept in the student's locker.</p>			

\*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.

## STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards. Fee for replacing ID's will be \$5.00.
- 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.]

## 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.]

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can

provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

#### **Provisional Admittance:**

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

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

### **INTERVIEWS AND PHOTOGRAPHS**

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

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

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

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

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

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

#### **Still Photos**

Still photos are used:

- By newspapers for publication
- For inserts in special newspaper editions
- By the WOCCISD Communications Office, chambers of commerce, educational organizations and others for use in various publications (brochures, newsletters, booklets, etc.).
- Information pages about WOCCISD on the Internet World Wide Web

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

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

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

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

## **PRAYER**

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

## **SAFETY**

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal 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.

## **EMERGENCY OPERATION PLAN**

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

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

Your cooperation is necessary in an emergency.

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

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

The decision to keep students at school will be based upon whether or not streets in the area are open. If this occurs, radio stations will be notified. In the event that a natural disaster takes place during the time that students are being transported, students will be kept on the bus and the driver will ask for assistance through radio contact with the school and district personnel. Any child who is home waiting for the bus will not be picked up (if roads are impassable)

and remains the responsibility of the parent or guardian. In the event a natural disaster occurs in the afternoon, the driver will make every attempt to continue delivering the students to their homes. Should road conditions prevent the driver from delivering students to their home or to school in the morning, the students will be delivered to the nearest school site and that school will communicate with the home school to inform them of students' whereabouts.

In case of a hazardous release event (chemical spill) near the school area, Shelter-in-Place procedures will be implemented to provide in place protection. All students and staff will clear the field, report to their rooms and all efforts will be made to prevent outside air from entering classrooms during the emergency. "Shelter-in-place" signs will be placed in classroom windows or hung outside classroom doors during a drill or emergency. Students arriving at school during a Shelter-in-Place drill or event should report to the school office or to a previously designated area at the school because classrooms will be inaccessible. When the dangerous incident has subsided, an all-clear signal will be given.

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

### **IDENTIFICATION BADGES FOR STUDENTS**

To improve the safety and security of all students, faculty, and staff, a security badge system has been implemented. The identification badge will be used for the cafeteria, library, and other security identification purposes. The following guidelines have been implemented to ensure the success of the Student Badge Program.

Students will be issued a student identification badge during the first six weeks. Students will be required to have this identification badge at all times during the school day. The badge will be needed to attend all extracurricular activities (football games, school dances, etc.). Replacement charge for a lost or misplaced student ID badge will be \$5.

1. All students are required to have an ID badge at all times during the school day on campus, on buses and on all WOC CISD property.
2. A student must present the badge for identification upon request by any school district employee.
3. The badge will be required for all library transactions.
4. The badge will be needed to attend extracurricular activities (football games, etc.). Failure to present this identification when requested by school officials at any extracurricular activity may result in removal from the activity.
5. The badge will be used to purchase school lunches.
6. Lost or defaced badges must be replaced at the cost of \$5 (cash or money order) per badge.
7. Students are expected to maintain the student ID badge throughout the year. An initial ID badge will be issued free to students. Any replacement badges will be issued at the student/parent's expense (\$5).
8. Temporary badges will not be issued to students.
9. The loss of multiple badges or defacing a badge may result in disciplinary action (ex: scratching picture, chewing, stickers, marking, etc). Badge must remain clean.
10. Failure to comply with regulations may result in disciplinary action.

### **Drills: Fire, Severe Weather, Lock Down and Other Emergencies**

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

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

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

### **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**

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

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

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

## **SCHOOL FACILITIES**

### **Use by Students before and After School**

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

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

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

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

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

### **Use of Hallways during Class Time**

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

### **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches 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.]

There are two dining halls and a patio for the convenience of the student body and faculty. The senior dining hall and patio are exclusively for seniors and faculty members. The underclassmen dining hall may be used by any member of the student body and faculty. It is the belief of our school district that a well-nourished body improves the efficiency of the mind. Students must eat in the dining halls.

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

#### **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.

## **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.

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

### **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.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling ~~Laidlaw Transportation~~ **STS** at 886-1855.

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

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

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

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

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

### **Bicycles**

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

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

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

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



## **GLOSSARY**

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

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

**Alternative assessment instrument**, developed by the state, may be given to students in special education and students identified as limited English proficient.

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

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

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

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a 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 by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or district wide tests, etc.

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

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is required by state law for any student in middle school or higher who fails a section on a state-mandated 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 one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

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

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

**Student Code of Conduct** 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 classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a disciplinary alternative education program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

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

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

## **~~NOTICES REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION~~**

~~State law requires the district to give you the following information:~~

~~Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want West Orange Cove CISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within 10 school days of your child's first day of instruction for this school year.~~

~~This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the District in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues.~~

~~For school-sponsored purposes West Orange Cove CISD has designated the following information as directory information:~~

- ~~• **Student's name**~~
- ~~• **Address**~~
- ~~• **Telephone listing**~~
- ~~• **E-mail address**~~
- ~~• **Photograph**~~
- ~~• **Date and place of birth**~~
- ~~• **Major field of study**~~
- ~~• **Degrees, honors, and awards received**~~
- ~~• **Dates of attendance**~~
- ~~• **Grade level**~~
- ~~• **Most recent school previously attended**~~
- ~~• **Participation in officially recognized activities and sports**~~
- ~~• **Weight and height, if a member of an athletic team**~~

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

For all other purposes West Orange Cove CISD has designated the following information as directory information:

- ~~Student's name~~
- ~~Address~~
- ~~Telephone listing~~
- ~~E-mail address~~
- ~~Photograph~~
- ~~Date and place of birth~~
- ~~Major field of study~~
- ~~Degrees, honors, and awards received~~
- ~~Dates of attendance~~
- ~~Grade level~~
- ~~Most recent school previously attended~~
- ~~Participation in officially recognized activities and sports~~
- ~~Weight and height, if a member of an athletic team~~

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to release the information in this list in response to request unrelated to school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

**~~PARENT'S RESPONSE REGARDING RELEASE OF  
INFORMATION TO MILITARY RECRUITERS AND  
INSTITUTIONS OF HIGHER EDUCATION~~**

~~Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.~~

~~**Parent:** Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.~~

~~I, parent of \_\_\_\_\_ (*student's name*) requests that the District **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.~~

~~Parent Signature \_\_\_\_\_ Date \_\_\_\_\_~~

**~~ACKNOWLEDGMENT FORM~~**

~~My child and I have received a copy of the West Orange-Stark Middle School Student Handbook and Student Code of Conduct for the 2007-2008 school year. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.~~

~~Print name of student: \_\_\_\_\_~~

~~Signature of student: \_\_\_\_\_~~

~~Signature of parent: \_\_\_\_\_~~

~~Date: \_\_\_\_\_~~

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

*[Note to school administrators: In order to meet district (or campus) obligations under the NCLB Act (see page 6 of the **Model Student Handbook**) you must at least annually at the beginning of the school year notify parents of the specific or approximate dates when the following will occur or are expected to occur:*

- ~~A survey, analysis, or evaluation that concerns student protected information as described below in Section I. For those surveys that will be funded in whole or in part by U.S. Department of Education funds, the district **must receive a parent's consent**. For those surveys not funded by the USDE, the district **must allow a parent to opt-out**.~~*
- ~~Any planned nonemergency, invasive physical examinations or screenings 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, other than hearing, vision, scoliosis screenings or any physical exam or screening permitted or required under state law. See policies EF and FFAA. The district **must allow a parent to opt-out** of these examinations or screenings.~~*
- ~~School activities involving the collection, disclosure, or use of personal information collected from a student for the purpose of marketing or selling that information. Depending on what personal information is being collected, disclosed, or used, the district **must either receive consent or allow a parent to opt-out** of these activities.~~*

*Should any of the above surveys or activities arise during the school year as part of campus or classroom activities, these guidelines should again be used to determine appropriate notices and consent/opt-out forms to be sent to parents before the surveys or activities are conducted.]*

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

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

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

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

Following are activities requiring parental notice and consent or opt-out for the 2006–2007 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

*[Include modified text blocks below as appropriate.]*

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*[This sample text may be adapted for any survey concerning the private information listed above.]*

Date: On or about \_\_\_\_\_

Grades: 5 and 6

Activity: ABC Survey of At-Risk Behaviors

Summary: This is an anonymous survey that asks students questions about behaviors such as drug and alcohol use, sexual conduct, violence, and other at-risk behaviors. The survey also asks questions of a demographic nature concerning family makeup, the relationship between parents and children, and use of alcohol and drugs at home.

To consent *[include this paragraph for USDE funded, protected information surveys only]*: A parent must sign and return this consent form no later than [date] so that your child may participate in this survey.

To opt-out *[include this paragraph for any non-USDE funded, protected information survey]*: Contact [school official] at [telephone number, e-mail, address, etc.] no later than [date] if you do not want your child to participate in this activity.

---

*[This sample text may be adapted for school activities involving the collection, disclosure, or use of personal information collected from a student for the purpose of marketing or selling that information.]*

*For marketing activities limited to "directory information," the district's form for directory information in Appendix I satisfies the district's obligations.*

*Schools that permit marketing activities, such as the one in the sample below, that collect, use, or disclose both "directory information" and "non-directory information," may not use an opt-out procedure and must obtain prior written consent in accordance with Subsection 99.30 of the Family Educational Rights and Privacy Act (FERPA).]*

Date: 2006–2007 School Year

Grades: 9–12

Activity: Student-Based Commercial Services

Summary: [School] collects, or allows businesses to collect, use, and disclose personal information on students, including names, addresses, telephone listings, and Social Security numbers. These businesses provide student-based products and services, such as computer equipment, sports clothing, school jewelry, and entertainment products.

To consent: A parent must sign and return the consent form no later than [date] so that your child may participate in this activity.

---

*[This sample text may be adapted for 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. This is not required for hearing, vision, or scoliosis screenings, or any other screening/exams required by state law.]*

Date: \_\_\_\_\_

Grades: 1-6

Activity: Flu Shots

Summary: The County Department of Public Health Services will administer flu shots for influenza types A and B.

To opt out: Contact [school official] at [telephone number, e-mail, address, etc.] no later than [date] if you do not want your child to participate in this activity.

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If you wish to review any survey instrument or instructional material used in connection with any protected information or marketing survey, please submit a request to [school official, address]. [School official] will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

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I, \_\_\_\_\_ (parent's name), give my consent for \_\_\_\_\_ (child's name) to participate in the following surveys (check those for which you give consent):

- [name or description of survey and approximate date]
- [name or description of survey and approximate date]
- [name or description of survey and approximate date]

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Parent's signature

Please return this form no later than [date] to the following school official: [name and mailing address].