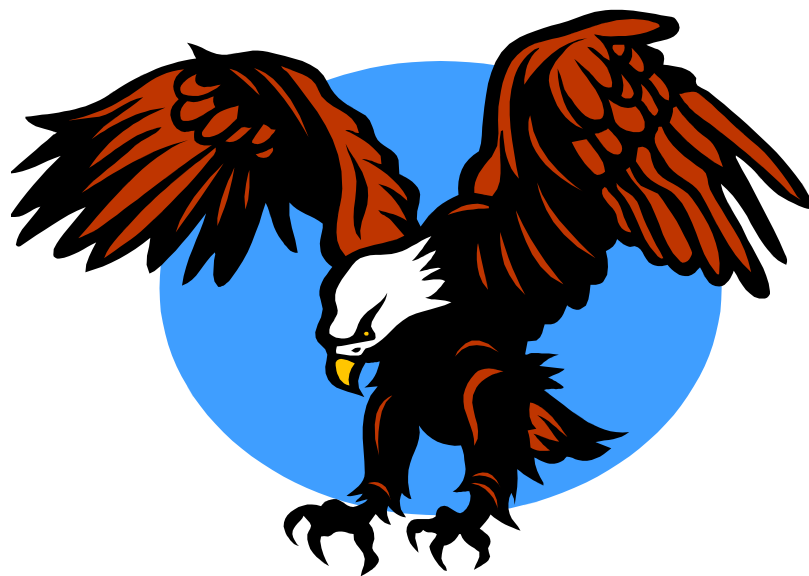


# **Valley View Middle School**



**2011-2012**

# **Student Handbook**

**VALLEY VIEW INDEPENDENT SCHOOL DISTRICT  
MISSION STATEMENT**

“Where Education is Taken Above and Beyond”

The District is committed to providing effective instruction to develop the potential of all our students using the latest techniques of teaching and contemporary technology. Our intention is that all students who graduate from our District will acquire a foundation for a productive life and will have the skills necessary for success in higher education and/or the workplace. We expect our students to develop a sense of self-worth and confidence that will allow them to cope with their ever-changing world environment.

**BOARD NOTICE POSTINGS**

Notices of Board meetings are posted at the Superintendent’s Office.

**ALMA MATER**

Here upon our hallowed plain stands our Valley View  
To her we are ever loyal; to her we’re ever true  
Lift our banners, speed them onward, may they ever fly  
Hail to thee our alma mater, hail to Valley View High

**SCHOOL COLORS AND MASCOT**

Kelly Green and White  
EAGLES

**SCHOOL BOARD MEMBERS**

Mr. Josh Brinkley	Board President
Mr. Ray Sappington	Vice - President
Mr. Clint Grant	Secretary
Mr. Rodney Ridge	Member
Mr. David Pembroke	Member
Mr. Karl Maughn	Member
Mr. Alan Kassen	Member

**SUPERINTENDENT**

William Stokes

**CAMPUS PRINCIPAL**

Matt Chalmers

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# PREFACE

To Students and Parents:

Welcome to school year 2011-2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Valley View Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II**—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

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 should become familiar with the Valley View Middle School *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 a separate document sent home to parents and available in the principal’s office.

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 or other rules 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 the student handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal.

Also, please complete and return to your child’s campus the following required forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Emergency/Registration Form
2. Consent/Opt-Out Forms
3. Parental Acknowledgement Form

[See **Obtaining Information and Protecting Student Rights** on page 10 and **Directory Information** on page 16 for more information.]

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

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

This section of the Valley View Middle School Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Valley View ISD 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 legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Monica Parkhill
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Monica Parkhill
- All other concerns regarding discrimination: Contact the superintendent

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page 17 and **Academic Programs** on page 14]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 726-3244 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 34.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the school secretary]
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 27.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]
- More information regarding parental involvement can be found on the district website ([www.vvisd.net](http://www.vvisd.net)) under the Educational and NCLB links.

## **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in title I programs is Monica Parkhill and may be reached at 726-3659.

## ***PARENTAL RIGHTS***

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

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.

- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

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

As a parent, you 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 non-emergency, 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.]

### **Limiting the Display of a Student's Artwork and Projects**

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

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Inspecting Surveys**

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

### **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Attendance records
- 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 7.]

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video 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 co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 32 and policy EC(LEGAL).]

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of

the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

## **Requesting Limited or No Contact with a Student through Electronic Media**

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

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

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this request.

## **Requesting Notices of Certain Student Misconduct**

A non-custodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

## **Requesting Transfers for Your Child**

As a parent, you have a right:

- 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, Kathy Garrison, 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 another district if your child has been the victim of a sexual assault by another student assigned to 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 policies FDD(LEGAL) and (LOCAL).]

## **Requesting Classroom Assignment for Multiple Birth Siblings**

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

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

VVISD offers parent information sessions throughout the school year. These meetings are held prior to the monthly board meetings. The tentative schedule for 2011-2012 is:

September---No Child Left Behind

October--- Student Success Initiative for Students in Grades 3, 5 and 8

November---Dyslexia Program

December---ARD Committee Training for Parents of Students in Special Education

January---STAAR Testing information

February---Gifted/Talented Program information

The subject, date and time of meetings are subject to change. Please check with Monica Parkhill at 726-3659 regarding any of these sessions.

### **Parents of 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, see **Special Programs** on page 38 and contact the principal at 726-3244.

### **Request for the Use of a Service Animal**

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

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other 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 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if the parents disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information, regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review and Dismissal Process*. The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

Texas Project First

## Partners Resource Network

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the principal at 726-3244.

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

## **Parents of Students Who speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

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

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 10 excused absences per year for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

## **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Monica Parkhill and may be contacted at 726-3659, Ext. 146. More information can be found on the district website under the Educational and NCLB links.

## **Student Records**

Both federal and state law safe guard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, 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.

- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “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; or investigating or evaluating programs. 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).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.
- More information regarding parental involvement can be found on the district website ([www.vvisd.net](http://www.vvisd.net)) under the Educational Links and NCLB links.

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. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested 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 200 Newton Street, Valley View, Texas 76272. The address of the principal office is: 200 Newton Street, Valley View, Texas 76272.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. 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 found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 34]

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.

## **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 your child’s first day of instruction for the school year 2011-2012. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” either in this handbook or in a separate forms packet.

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

The district often needs to use student information for the following school-sponsored purposes: extracurricular activities such as academic or athletic contests.

For these specific school-sponsored purposes, the district would like to use your child’s directory information. This information will not be released to the public without the consent of the parent or eligible student.

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

## **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. The district’s policy regarding student records is available from the principal’s or superintendent’s office.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. This section is conveniently organized in alphabetical order to serve as a quick-reference when there is a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Mr. Chalmers at 726-3244.

### **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a 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 below:

#### **Compulsory Attendance**

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

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day. 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 trespassing.

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

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 a grade placement committee and basic skills for ninth graders; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

#### **Exemptions to Compulsory Attendance**

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

- Religious holy days;

- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will 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.

### **Failure to Comply with Compulsory Attendance**

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

If the student is age 18 or older, the student's parents will not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See policy FEA(LEGAL).]

### **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 will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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 religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.

- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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.

### **Parent’s Note After An Absence**

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.

### **Doctor’s Note After An Absence for Illness**

Upon return to school, a student absent for more than three days consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC(LOCAL).]

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

[See **Academic Counseling** on page 17 and policies at EIF]

## **AWARDS AND HONORS**

At the end of each six weeks and the semester grading periods, students will be named to the “A” honor roll if they attain a 90 or above in each of their classes. They will be named to the “A-B” honor roll if they have attained no grade lower than an 80. Awards for the best student and the most improved student in each academic class, perfect attendance, participation in University Interscholastic League contests and year-long “A” and “A-B” Honor Roll will be given at an end of school awards assembly. [See **Academic Counseling** on page 17.]

## **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student’s property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

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

## **CHILD SEXUAL ABUSE**

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

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a 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](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/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/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

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

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **CLASS SCHEDULES**

A comprehensive list of classes is available in the principal's office.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A

copy of this policy may be obtained in the principal's or superintendent's office or on the district's web site at [www.vvisd.net](http://www.vvisd.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.

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and 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.

Students and their parents should be aware that an e-mail using district computer is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

## **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 these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

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, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **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 loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a 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.

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation.

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 5 through 8 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, 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 counselor.

## **Psychological Exams, Tests, or Treatment**

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

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

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

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the 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. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

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

The attendance review committee may also 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.

[For further information, see the counselor and policies 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 had no prior instruction. The dates on which exams are scheduled during the 2011-2012 school year include:

Dates Scheduled:

December 20, 2011

December 21, 2011

January 3, 2012

May 23, 2012

May 24, 2012

May 25, 2012

A student will earn credit with a passing score of at least 90 on the exam.

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 may honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. Attempting credit by exam must be approved prior to testing by the principal and Director of Instruction. For further information, see EEJB(LOCAL).

## **DATING VIOLENCE**

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

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

## **DISCRIMINATION**

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

### **Harassment**

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

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors;

physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

## **Reporting Procedures**

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

## **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.

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by 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 the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **Sexual Harassment**

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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Examples of prohibited sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

## **Retaliation**

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, 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.

Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

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

### **School Materials**

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

The school newspaper, *The Talon*, is available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 77.]

### **Non-school 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated hallway bulletin boards as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Non-school 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 policies at GKDA. To be considered for distribution, any non-school 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 principal for prior review. The principal 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 policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

The District's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. The Valley View Board of Trustees believes that there is a close relationship between the dress and grooming of students and their performance and/or social behavior at school. The board believes that extreme styles of dress, hair and grooming tend to draw negative attention to the student and detract from the educational atmosphere and therefore should be prohibited from the school campus and/or school activities. Therefore, students are expected to be dressed and groomed in a manner conducive to creating a proper educational atmosphere and appropriate for the particular activity in which the student is involved. Especially prohibited are items of apparel or methods of dress/grooming that could be considered obscene or a health hazard.

Students who represent the district by participating in athletics, music, dramatic, academic contests or similar activities are expected to exceed the minimum standards of dress and grooming in order to present a favorable image of the student body to the public.

The principal shall determine acceptable characteristics of neatness, cleanliness and grooming which are consistent with community standards. On special occasions the principal may suspend certain portions of the dress code to allow for "dress-up" day, etc. Students with inappropriate clothing or un-groomed appearance will not be allowed in any classes or exams or allowed to participate in school sponsored activities until proper attire and/or grooming is obtained. Those who then fail to comply, or who consistently violate this policy shall be subject to disciplinary action. Apparel suitable for school will be neat, clean and represent the customs, values and expectations of the school community. Items not approved for normal school wear include but are not limited to:

1. Clothing that is too tight, loose or revealing or intended for outer wear.  
Examples would be:

1.
  - a. Shorts or skorts shorter than 4 inches above the knee when kneeling or skirts and dresses shorter than 4 inches above the knee. Measurements will be taken in the principal's office when necessary.
  - b. Shorts should be hemmed and not cut or torn
  - c. Sleeveless tops, shirts with spaghetti straps, tube tops, tank tops, mesh or muscle shirts or shorts with large arm openings
  - d. Bare midriffs (tops should be long enough to cover the torso when a student is sitting down or with the arms extended upward)
  - e. Backless, strapless, low cut and/or see-through garments
  - f. Slits, splits, tears or holes in clothing
  - g. Spandex, tights or leggings, sports bras, boxer shorts, or nylon wind shorts
  - h. Clothes that are baggy and/or sagging or give the appearance of sagging and bagging
  - i. Long johns or thermal pants worn as outer wear
2. House-shoes or shoes designed as shower shoes (i.e. Flip flops)
3. Shoes with wheels or rollers on the soles
4. Clothing that has been worn to physical education class and/or does not meet standards of health or grooming
5. Pajama pants and athletic shorts
6. Clothing or jewelry that contains items that are derogatory, disrespectful, discriminatory, vulgar, satanic, skulls, violent and/or represent or advertise gangs, groups or school prohibited subjects or products such as drugs, alcohol or tobacco products
7. Specialty items of apparel (i.e. caps, do-rags and headbands, nose jewelry, jewelry for boys, tongue rings, large chains or beads, sunglasses or wallet chains)
8. Girls may not wear more than two earrings in the lobes of the ear. Earrings may not extend above the earlobes. Spacers may not be worn in ears where earrings cannot be worn.

The following must be adhered to at all times:

1. Tattoos must be covered
2. Appropriate shoes must be worn
3. Proper undergarments must be worn
4. Shirts which are designed to be worn inside the pants must be tucked in
5. Pants must be worn at the waist and if there are belt loops a belt must be worn
6. Overall straps must be hooked properly
7. No layering of clothing

Hair should be neat, clean and well groomed at all times, not disruptive to the learning environment and conform to community standards. Boy's hair length must not extend over the bottom of the ear,

over the eyebrows or lower than the top of a collared shirt. Boys may not wear their hair in a pony tail. Facial hair is not permitted. This includes mustaches, beards or sideburns lower than the bottom of the ear. Student hair and eye contact choices are restricted to natural colors. Make-up is to be of a nature as to not call attention or to be distracting (i.e. black lipstick, extended eye make-up). When a student's dress is objectionable under any of the above rules, appropriate disciplinary action will be taken. Students may be placed in ISDP on the day of the offense for dress code violations. The principal, in coordination with the sponsor, coach or other person in charge of an extracurricular activity may further regulate the dress and grooming of students who participate in the activity.

## ***ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES***

### **Possession and Use of Personal Telecommunications Devices, Including Cell Phones**

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

The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The use of a cell phone in locker rooms or restrooms, at any time, is strictly prohibited. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 39 and policy FNF.]

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

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission from the principal has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 39 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

## **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using such devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from sending, posting, accessing, or displaying 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, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## **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. 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.

- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of extracurricular activities 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 at FM and FO.]

## 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, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 40.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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 principal. [For further information, see policies at FP.]

## FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

## GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free

zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## GRADING GUIDELINES

In grades 5-8, achievement is reported to parents as a numerical grade on:

- a. Three week progress reports
- b. Six weeks grade reports
- c. Semester grade reports

In addition, teachers may contact parents at any time to discuss academic problems their child may be experiencing. This may be accomplished by telephone, email or through written reports sent home. At the end of the fall semester, the fourth and fifth six weeks, the office will contact parents whose students are in danger of failing for the year. This will be done by letters sent home and/or phone contacts.

**Six-week grades** in the secondary schools are based on the following formula. Major grades (tests, reports, projects, etc.) are 45% of the six-week grade. Minor grades (homework, daily assignments, pop quizzes, etc.) are 45% of the six-week grade. The six weeks test will be 10% of the six week grade.

**Six-week grades** in the 2<sup>nd</sup> -4<sup>th</sup> grades are based on the following formula. Daily assignments are 80% of the six-week grade. Tests are 20% of the six-week grade. Six-week tests are considered in the 20% calculation.

**Six-week assessments** will be given to all students in 2<sup>nd</sup> – 12<sup>th</sup> grade. These tests are mandatory as a formative assessment of students' progress. The subject areas tested at each level follow:

High School – all classes

Middle School – all core classes (English/Language Arts, Math, Science, and Social Studies)

Elementary (2<sup>nd</sup> – 4<sup>th</sup>) – Reading and Math

**Semester exams** are mandatory for all courses in the secondary schools. All semester exams are comprehensive and will include subjective questions (essay) as well as objective questions (multiple choice, matching, etc.).

**Semester grades** in the secondary schools are based on the following formula: the average of the three six week's grades are 80% and the semester exam will count 20%.

## Late Assignments

Late assignments will be accepted under the following policy:

1. Grade penalty of up to 30 points
2. No work will be accepted after two days.

An assignment, not needed for the current lesson, but not brought to class, will be accepted without penalty prior to the beginning of the next class period

## HAZING

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

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

[Also see **Bullying** on page 13 and policies FFI and FNCC.]

## HEALTH-RELATED MATTERS

### 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 a 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/>.

## **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, the district will ensure that students in elementary school engage in at least 30 minutes of physical activity per day or 135 minutes per week.

The district offers physical education to students in middle or junior high school to meet district physical education requirements for these grades. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

## **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from the school nurse. [See also policies at BDF and EHAA.]

## **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

## **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the school nurse. [See policies at 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 policies at FNCD and GKA.]

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the superintendent's office. If you have any questions, please contact the superintendent.

### **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 superintendent.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Monica Parkhill at 726-3659, Ext. 146.

## **HOMEWORK**

The assignment of homework is left to the discretion of the teacher. If there are questions concerning homework in a class, a conference with the teacher is encouraged.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, 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 established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's

family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been 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 for delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA(LEGAL).]

## **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program. The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

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

## **MAKEUP WORK**

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

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

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

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, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

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(LEGAL).]

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

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
  - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and 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 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 n or principal for information. [See policy FFAF(LEGAL).]

## **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.]

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

When the student's enrollment in the district is also the initial enrollment in any Texas school, the student shall be screened for possible vision and hearing problems. This screening shall occur prior to the completion of the first semester of enrollment or within 120 calendar days of enrollment whichever is longer. Students may meet this requirement by providing evidence of screening conducted one year prior to enrollment. 25 TAC 37.23(a)

The student's or minor student's parent, managing conservator or guardian may elect to substitute one or more professional examinations for the required screening tests. Health and Safety Code 36.005(a) Students in kindergarten and grades 1,3,5,7 and 9 shall be screened for vision and hearing tests annually at any time during the reporting year prior to May 31. 25 TAC 37.23 (c), (d)

Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year. This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. Students entering the 6 and 9 grades, not previously screened, shall be screened within 120 calendar days of enrollment. The district may implement a program for conducting spinal screening in grades 5 and 8. 25 TAC 37.148 (a), (c), (d) If the screening indicates the student may have an abnormal spinal curvature, the principal shall send the original of the screening report to the student's parent, managing conservator or guardian along with a letter advising of the parent's responsibility to select an appropriate health practitioner for an examination. 25 TAC 37.148 (e)

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is adherent of a member. The student or minor student's parent, managing conservator or guardian shall submit to the principal on or before the day of admission an affidavit stating the objections to screening. Health and Safety Code 36.005 (b)

Each school shall submit to the Texas Department of Health by June 30 of each year an annual report on the screening status of the individuals in attendance during the reporting year and shall include in the report any other information required by the Board of Health. The report shall be on s form prescribed by the Health Department and submitted according to Board of Health rules. Health and Safety Code 36.006; 25 TAC 37.148 (m)

A student desiring to participate in UIL athletic competition shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to

participate in the athletic program. Current UIL rules state that a student must have a physical prior to their 7<sup>th</sup>, 9<sup>th</sup> and 11<sup>th</sup> grade years.

The district may provide additional screening as district and community resources permit.

Parents of students identified through any screening program as needing of treatment or further examination shall be advised of the need and referred to appropriate health agencies.

## **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.

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

## **PRAYER**

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

## **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. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 5-8, promotion is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date the first administration of the STAAR.

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

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

\* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 or 8 STAARs for this one year only in order to be promoted to the next grade level.

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.

With the **exception** of the 2011–2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

## **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.

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

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child’s performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a

grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 for how to schedule a conference.]

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

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.

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

## **REQUESTING PROFESSIONAL QUALIFICATIONS OF TEACHERS AND STAFF**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction: whether the teacher has an emergency permit of other professional 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.

## **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.

## **Accident Insurance**

Soon after the school year begins, 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.

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

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

## **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

Due to inclement weather, road conditions or other emergency situations, school may begin late, dismissed early or canceled. The decision to close school or abbreviate the length of the school day will be made as early as possible. School closing information will be provided to the following media for broadcast:

Radio KGAF 1580 AM

Radio WBAP 820 AM

TV KXAS Channel 5

In addition, information will also be placed on the school website at [www.vvisd.net](http://www.vvisd.net) and posted on the electronic sign in front of the high school.

## **SCHOOL FACILITIES**

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

Students will not normally be under the supervision of school personnel before 7:30 in the morning or after 3:45 in the afternoon unless participating in a school activity. The district will not be responsible for accidents or injuries outside of these times. Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following areas are open to students before school, beginning at 7:30 a.m.

- The cafeteria

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 established by the sponsor for extracurricular participants.

## Use of Hallways During Class Time

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

## Cafeteria Services

The district participates in the 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. Contact Pam Collett at 726-3659, ext. 131 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(LEGAL).]

Lunch prices for the 2011-2012 school year are as follows:

Breakfast	Students	\$1.25	Reduced	\$0.30
	Adults	\$1.75		
Lunch	Students	\$2.50	Reduced	\$0.40
	Adults	\$3.25		

Only two charged meals will be allowed.

## Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use or with a teacher permit. All fines must be paid before releasing a student's report card.

## Meetings of Non-curriculum-Related Groups

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

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

## **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.

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 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.

### **Electronic Devices**

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

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

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

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around 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. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

### **Metal Detectors**

[For further information, see policy FNF(LOCAL).]

### **Drug-Testing**

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 38.]

## **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 Monica Parkhill at 726-3659, ext. 146.

## **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.

## **SUMMER SCHOOL**

Summer school will be offered for those students who need to remediate for STAAR exams (grades 5 and 8).

## **STAAR (STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as STAAR: the STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS) in the following subjects:

- Mathematics, annually in grades 5-8
- Reading, annually in grades 5-8
- Writing, including spelling and grammar, in grades 4 and 7
- Social studies in grades 8, 10, and 11
- Science in grades 5 and 8
- Any other subject and grade required by federal law

End of course assessments for high school students under STAAR include algebra I, Algebra II, Geometry, English I, English II, English III, World Geography, World History, Biology, Chemistry and Physics.

Information on testing dates can be found under the Assessments link on the district website ([www.vvisd.net](http://www.vvisd.net)). [See policy EKB(LEGAL).]

## **TARDINESS**

A student who is tardy to class more than three times will be considered for disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

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. A student who is issued a damaged book should report the damage to the teacher. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher.

Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

## **TRANSFERS**

[See **Parental Rights**, on page 2 and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 6, for other transfer options.]

## **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. Permission slips will be sent to parents before a student is allowed to participate in a school sponsored trip.

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

The district makes school bus transportation available to all students living two or more miles from school or in designated hazardous areas. This service is provided at no cost to students. Information regarding bus routes and any subsequent changes is available from Monica Parkhill at 726-3244, ext. 146 or can be found on the district website ([www.vvisd.net](http://www.vvisd.net)) under the Transportation link.

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

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, the **BUS RIDER'S SAFETY HANDBOOK FOR PARENTS AND STUDENTS** and the Student Code of Conduct. The General Bus Rules are:

- Be respectful and obey the instructions of the bus driver at all times.
- Board and leave the bus at designated stops only.
- Ride only the bus to which you are assigned unless you have a Bus Pass.
- Stay seated in your assigned seat at all times and keep the aisle clear of legs, feet, and objects.
- Keep hands, feet, head and objects to yourself and inside the bus.
- Do not use foul language.
- Follow school rules so that you do not disrupt the bus drive.
- No eating or drinking allowed on the bus at any time except for a water bottle.

Further information regarding student and parent expectations and transportation procedures are found in the **BUS RIDER'S SAFETY HANDBOOK FOR PARENTS AND STUDENTS** which is distributed to all bus riders.

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 and according to the following:

- 1<sup>st</sup> offense: The principal will warn the student and send a warning Discipline Notice to the student's parent.
- 2<sup>nd</sup> offense: The student may be removed from the bus for up to five days. The principal will notify the student's parent by letter.
- 3<sup>rd</sup> offense: The student will lose his/her riding privileges for up to ten days. The principal will notify the student's parent by letter or phone.
- 4<sup>th</sup> offense: The student will lose his/her riding privileges for the remainder of the semester or school year, depending on the offense. The principal will notify the student's parent by letter.
- Major offense: The principal has the authority to skip steps for serious violations. Any offense considered major by the principal will result in the immediate loss of bus privileges for up to the remainder of the semester or school year.

The principal may repeat steps as necessary.

Please note that they district may file a complaint with the justice or municipal court for any disruptive or disorderly bus rider.

NOTE: You must provide transportation to and from school for your child if he/she is suspended from riding the bus. It is a violation of compulsory attendance laws of the State of Texas for your child to fail to attend school.

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## **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*.

## **VIDEO CAMERAS**

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

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

## **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.

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.

### **Visitors Participating in Special Programs for Students**

On High School Career Day the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### ***WITHDRAWING FROM SCHOOL***

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

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

## 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.

**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.

**LAT** stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

**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.

**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 passing 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; 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 DAEP. 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.

**STAAR** is short for the STATE OF TEXAS ASSESSMENTS OF ACADEMIC READINESS, the state's system of standardized academic achievement assessments, effective beginning with certain students **STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

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

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners. for 2011-2012 school year.

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

## **APPENDIX I**

### **PEST CONTROL ADVISEMENT SHEET**

This school district does periodic pest control services with a licensed employee and governed by The Structural Pest Control Board of Texas. It consists of an I.P.M. (Integrated Pest Management) program. Before any insecticides are used, baiting monitors and pest exclusion methods are always utilized first.

Persistent problems that may present themselves are handled on school closing dates, school vacation closings, and or Saturdays. Any of these treatments are posted – 48 – hours in advance and always done when students and staff are not present for at least a minimum of - 12 hours.

If you would like a copy of any M.S.D.S. (Material Safety Data Sheet) or Product label, you may request one at the Valley View Administration Building – 200 Newton St. – Valley View, Texas 76272.

## APPENDIX II

### INTERNET ACCEPTABLE USE POLICY

Internet access is now available to students and teachers in the Valley View Independent School District (VVISD).

We are very pleased to bring this access to VVISD and believe that the Internet offers vast, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students and teachers have access to:

- 1) Electronic mail (e-mail) communication with people all over the world,
- 2) Information and news from NASA as well as the opportunity to correspond with the scientists at NASA and other research institutions,
- 3) Public domain software and graphics of all types for school use,
- 4) Discussion groups on topics ranging from Chinese culture to the environment to music to politics,
- 5) Access to many University Library Catalogs, the Library of Congress, and ERIC, a large collection of relevant information to educators and students, and
- 6) Graphical access to the World Wide Web (WWW), the newest and most exciting access tool on the Internet.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. VVISD has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information.

We (VVISD) firmly believe that the valuable information and interaction available on this world wide network far out weighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general this requires efficient ethical and legal utilization of the network resources.

If a VVISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand (s) their significance.

#### Internet -- Terms and Conditions of Use

**1) Acceptable Use** - The purpose of the backbone networks making up the Internet is to support

research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the VVISED. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyright material, threatening or obscene material, or material protected by trade secret.

**2) Privileges** - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a VVISED staff member pertaining to the proper use of the network.) The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of VVISED may request the system administrator to deny, revoke, or suspend specific user accounts.

**3) Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include but are not limited to the following:

- a) Be polite. Do not get abusive in your messages to others,
- b) Use appropriate language. Do not swear, use vulgarities or any other inappropriate language,
- c) Illegal activities are strictly forbidden,
- d) Do not reveal your personal address or phone number, nor that of other students or colleagues,
- e) Note that electronic mail (e-mail) is not guaranteed to be private. People who are operating the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities,
- f) Do not use the network in such a way that you would disrupt the use of the network by other users,
- g) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes but is not limited to the uploading or creation of computer viruses.

## APPENDIX III

### 2011-2012 Notice of Disclosure of Student Directory Information

Each year, Valley View ISD must notify parents and students concerning disclosure of student directory information under the Family Educational Rights and Privacy Act (FERPA). FERPA, which gives parents the right to privacy of student record information, is a federal law which applies to public schools and state or local education agencies that receive federal educational funds. Parents must make a decision and inform the District as to whether they consent or do not consent to the release of directory 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 Valley View ISD to disclose directory information from your child's education records without your prior written consent; you must notify the District in writing by the end of the first 10 days of instruction.

Valley View ISD has designated the following as directory information:

- **A student's name, address, telephone number, and date and place of birth**
- **The student's photograph**
- **The student's participation in officially recognized activities and sports**
- **The weight and height of members of athletic teams**
- **The student's dates of attendance, grade level, honors and awards received in school and most recent school the student attended previously**
- **The student's e-mail address**

A parent or eligible student may restrict the release of **all** directory information regarding a student; however, this restriction applies to **all** of the information designated by the District as "directory information." Please note this restriction also applies to use of the student's directory information in the school yearbook, school newspaper, and other school publications. If a parent fails to return the form or fails to restrict the release of his/her student's directory information, the District will consider all directory information to be public and available for release under FERPA.

CHECK THE BOXES THAT APPLY AND RETURN TO THE PRINCIPAL:

- No, I do not consent to the release of my student's directory information to anyone without my prior written consent, including military recruiters or institutions of higher education.
- Yes, I consent to the release of my student's directory information only for District publications and positive publicity (yearbook, newsletters, District website, awards, honors, PTA, booster clubs, local newspaper, etc.).
- Yes, I consent to the release of my student's directory information, as designated by the District under FERPA. (If you check this box, your student's directory information will be released to vendors or others who may be soliciting products and services.)

## APPENDIX IV

### BUS RIDER'S SAFETY HANDBOOK FOR PARENTS AND STUDENTS

Valley View ISD's primary goal is to transport students to and from school safely and efficiently by providing the best possible transportation services. To accomplish this goal, there are responsibilities and rules for each member involved in the transportation process—the staff, students, and parents. We ask parents to become familiar with the rules and procedures and to discuss them with their children. Your support as a parent will help make VVISD transportation the safest possible.

#### Parent Responsibilities:

- Read and become familiar with the rules and procedures stated in this handbook.
- Discuss the material with your child and encourage them to obey the rules and procedures.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Be courteous when talking with the driver or other school personnel.
- Support the driver and school by supporting disciplinary action.
- Contact the Transportation Director when you have questions or concerns regarding transportation. The Director can be reached at 726-3659, ext. 146.

#### Student Responsibilities:

- Become familiar with and faithfully follow the rules and procedures stated in this handbook. These rules and procedures are for your safety and well-being.
- Understand that riding a school bus is a privilege, not a right. Ignoring the rules and procedures will result in disciplinary action and/or suspension of bus-riding privileges.
- Obey the instructions of the bus driver at all times. Be respectful and you will be respected in turn.
- Be courteous to the driver and other bus riders.

#### Staff Responsibilities:

- Place safety as the number one priority.
- Conduct themselves as professionals, dedicated to caring for the people served.
- Be respectful, courteous, and polite.
- Be punctual and organized.
- Take pride in the work, including maintaining clean work areas and buses.
- Be a leader through individual actions and be accountable for those actions.
- Communicate with others and work as a team.
- Develop respect from the community and school for quality job performance.
- Read and become familiar with all transportation policies and procedures.
- Run the most efficient and effective transportation as possible.

#### Route Designations

Routes are numbered by the Transportation Director according to the route, NOT the bus number. Though all attempts are made to keep the same bus on a route, it will be necessary at times to have different numbered buses on a route. Therefore, students should not depend on knowing the bus

number of the bus. Instead, he/she should become familiar with the driver and with the animal sign posted in the window next to the door of the bus. This animal sign will allow the student to be assured that he/she is getting on the right bus.

Routes are also subject to change during the school year. Bus drivers will notify students of any changes in routes.

Routes are designed with student safety and conservation of district resources in mind. Stops will be as far apart as possible in order to decrease the number of stops each bus will make on its route thus minimizing the overall riding time for students. Students may be asked to walk up to ½ mile. Stops are subject to change during the school year. Bus drivers will notify students of any changes in routes.

If a parent has a concern regarding the safety of a stop, please contact the Transportation Director at 726-3659.

#### Pick-up time Criteria

Bus drivers will attempt to arrive at every bus stop on time. Due to variances between individual clocks, students should arrive at the bus stop 5 minutes prior to the scheduled arrival time. Buses will load students and depart the stop. Buses do not wait for late students under most circumstances.

#### Daily Service Criteria

Regular transportation is scheduled to provide service to student riders. Bus stops that do not have riders for 3 days may be suspended temporarily for lack of ridership in order to conserve district resources. Infrequent riders should contact the Transportation Department stating their wish to ride when service is needed if their bus stop has historically low ridership in order to verify stop time and location.

#### Substitute Bus Drivers

There are times that substitute bus drivers will take the place of the regular driver. When a substitute driver is employed, he/she is expected to fulfill all the obligations and requirements of the regular driver. Substitute drivers must meet all the requirements of regular route drivers. Students are expected to be on their best behavior for substitute drivers. Students may offer their assistance to substitute drivers in order to help the driver make accurate turns and stops. Substitute bus drivers will submit Discipline Notices just as regular drivers do for improper behavior.

#### Student Transportation Registration Form

In the spring of each school year, a Student Transportation Registration form will be sent home with each bus rider. This form must be completed by the parent/guardian and returned to school before the end of the school year. These forms will be used to design routes for the upcoming school year and will serve as a contact information form in case of any emergency. A Registration form will be required of any student wishing to ride the bus.

#### Student Bus Passes

The Student Bus Pass is required for a change in destination on the same bus route, for those times when a student must ride a different route, or for non-riding students to temporarily ride a bus. Parents must submit a note or call the campus secretary requesting that a student be allowed to change destination, ride a different route, or ride a bus temporarily. The campus secretary will complete the Bus Pass and keep a copy on file. The original pass will be given to the student to show the driver

when the student boards the bus. If a student does not have a pass, the student will NOT be allowed to board the bus. Passes may be temporary or permanent and may be revoked at any time for poor conduct while on the bus or at a bus stop.

### Inclement Weather Conditions

When inclement weather and poor road conditions are present or expected, the driver will plan to run the route unless notified by the Transportation Director. However, the driver may begin the route a few minutes earlier than usual. Parents and students may find that the bus is a little earlier or later than normal. Please work with the driver as he/she wishes to make the trip to school as safe as possible.

The district will post any closings or delays of schools on the school website at <http://www.vvisd.net/> and will also notify the following radio and television stations:

TV Channels 5 and 8  
KGAF Radio 1580 AM

### Student Conduct

Rules defining student conduct are designed to protect the passengers and shall be observed at all times. Thus, all rules apply not only to regular routes but also field and extracurricular trips.

The General Bus Rules are:

- Be respectful and obey the instructions of the bus driver at all times.
- Board and leave the bus at designated stops only.
- Ride only the bus to which you are assigned unless you have a Bus Pass.
- Stay seated in your assigned seat at all times and keep the aisle clear of legs, feet, and objects.
- Keep hands, feet, head and objects to yourself and inside the bus.
- Do not use foul language.
- Follow school rules so that you do not disrupt the bus driver.
- No eating or drinking allowed on the bus at any time except for a water bottle.

However, more specific expectations for following those rules shall include, but not be limited to the following:

- Address the bus driver by his/her proper name, for example, Mr. Brown.
- Scuffling, shoving, or fighting is prohibited on the bus.
- Littering or throwing items inside or from the bus is prohibited.
- Students may not use tobacco products on the bus or while at a bus stop.
- Students shall not deface or vandalize the bus or related equipment. Students that violate this rule will be required to pay for damages.
- Students are not to talk loudly, yell, or use profanity or other inappropriate language or gestures on the bus or bus stop.
- Students are not to engage in any other conduct that disrupts the safe operation of the bus.
- When necessary, students will sit three to a seat.
- Students may use the emergency door only during an emergency or when loading/unloading large equipment.

### Procedures for Waiting on the Bus

- Be at the bus stop at least 5 minutes prior to the pick-up time. The driver will not wait or honk the horn. Wait at least 10 minutes after regular pick-up time before reporting a late bus.

- Stand on the sidewalk or back from the roadway while waiting for the school bus and maintain proper behavior (no pushing, fighting, inappropriate language, etc.).
- When the bus approaches, form a line and be prepared to load immediately.
- Stand clear of the bus until it comes to a complete stop.
- If you miss the bus, go home immediately.
- Parents should instruct their child on what to do if they miss the bus.
- Parents are responsible for transporting a child to school if the student misses the bus.

#### Loading the Bus

- Do not push or shove.
- Use the handrail and steps.
- Go to your assigned seat.

NOTE: One of the most serious problems associated with loading and unloading students is the school bus being passed by other motorists. Often a motorist will pass while the overhead red flashers are operating. The driver's responsibility for the safety of the students is his/her main concern at such a time. However, if it is possible, drivers are instructed to take down the license number of the vehicle and report this to the Transportation Director. The license number will be reported to legal authorities.

**Please do not endanger our district's students by passing a school bus loading or unloading. No amount of time you may save is worth a student's life.**

#### Getting Off the Bus

- Stay seated until the bus is completely stopped.
- Use the handrail and take one step at a time when leaving the bus.
- Wait for your turn to leave the bus.
- Stay clear of the bus when the engine is started. Do not chase or hang onto the bus.
- Ask for help if needed.
- Go immediately to your school or home.

#### Crossing a Street or Highway

- Walk in front of the bus and wait for the driver to signal that it is safe to cross.
- Students crossing to the left side of the road should make eye contact with the driver and wait for his/her signal before crossing the street.
- Check in both directions and walk directly across the road as a group.
- Never turn back or re-cross the street for any reason.
- Never cross the road behind the bus.
- CAUTION: Be alert for vehicles that do not stop when the bus is loading or unloading.

#### Prohibited Items

- All kinds of tobacco
- Live animals or insects
- Glass containers
- Alcoholic beverages
- Weapons, explosive devices, fireworks, harmful drugs or chemicals
- Open flames of any kind (matches, lighters, etc.)

- Any object that cannot be carried by the student.
- Open food and/or drinks (except water).
- Helium filled/floating balloons
- Items not allowed at school

### Discipline Notices

When a discipline issue arises that cannot be handled on the bus, the bus driver may complete an Incident Report. This report will be given to the campus principal who will complete the Disciplinary Action section. The principal will distribute the copies: one to the parent, one to the bus driver, one to the transportation director, and one to remain in the principal's files.

Misconduct will be punished in accordance with the Student Code of Conduct and the following:

- 1<sup>st</sup> offense: The principal will warn the student and send a warning Discipline Notice to the student's parent.
- 2<sup>nd</sup> offense: The student may be removed from the bus for up to five days. The principal will notify the student's parent by letter.
- 3<sup>rd</sup> offense: The student will lose his/her riding privileges for up to ten days. The principal will notify the student's parent by letter or phone.
- 4<sup>th</sup> offense: The student will lose his/her riding privileges for the remainder of the semester or school year, depending on the offense. The principal will notify the student's parent by letter.
- Major offense: The principal has the authority to skip steps for serious violations. Any offense considered major by the principal will result in the immediate loss of bus privileges for up to the remainder of the semester or school year.

The principal may repeat steps as necessary.

Please note that the district may file a complaint with the justice or municipal court for any disruptive or disorderly bus rider.

NOTE: You must provide transportation to and from school for your child if he/she is suspended from riding the bus. It is a violation of compulsory attendance laws of the State of Texas for your child to fail to attend school.

## APPENDIX V

### Valley View Independent School District Parent Involvement Policy

Valley View Independent School District agrees to implement the following statutory requirements:

- The school district will put into operation programs, activities, and procedures for the involvement of parents in all of its schools with Title I, Part A programs, consistent with section 1118 of the Elementary and Secondary Education Act (ESEA). Those programs, activities, and procedures will be planned and operated with meaningful consultation with parents of participating children.
- Consistent with section 1118, the school district will work with its schools to ensure that the required school-level parental involvement policies meet the requirements of section 1118(B) of the ESEA, and each include, as a component, a school-parent compact consistent with section 1118(d) of the ESEA.
- The school district will incorporate this district-wide parental involvement policy into its LEA plan developed under section 1112 of ESEA.
- In carrying out the Title I, Part A parental involvement requirements, to the extent practicable, the school district and its schools will provide full opportunities for the participation of parents with limited English proficiency, parents with disabilities, and parents of migratory children, including providing information and school reports required under section 1111 of the ESEA in an understandable and uniform format and, including alternative formats upon request, and to the extent practicable, in a language parents understand.
- If the LEA plan for Title I, Part A, developed under section 1112 of the ESEA, is not satisfactory to the parents of participating children, the school district will submit any parent comments with the plan when the school district submits the plan to the Texas Education Agency.
- The school district will involve the parents of children served in Title I, Part A schools in decisions about how the 1 percent (if required) of Title I, Part A funds reserved for parental involvement is spent, and will ensure that not less than 95 percent of the one percent reserved goes directly to the schools.
- The school district will be governed by the following statutory definition of parental involvement, and expects that its Title I schools will carry out programs, activities, and procedures in accordance with this definition:

*Parental involvement means the participation of parents in regular, two-way, and meaningful communication involving student academic learning and other school activities, including ensuring-*

- (A) that parents play an integral role in assisting their child's learning;*
- (B) that parents are encouraged to be actively involved in their child's education at school;*
- (C) that parents are full partners in their child's education and are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child;*
- (D) the carrying out of other activities, such as those described in Section 1118 of the ESEA.*

#### **DEVELOPMENT OF THE DISTRICT PARENTAL INVOLVEMENT PLAN**

The Valley View Independent School District will take the following actions to involve parents in the joint development of its district wide parental involvement plan under section 1112 of the ESEA:

- **Parents of students involved with the program will be invited to attend a meeting regarding the development of the plan; and**
- **Parents of students involved with the program will be asked to complete surveys in the spring evaluating the program. Results will be incorporated into the next year's plan.**

#### **INVOLVEMENT OF PARENTS IN THE PLANNING, REVIEW, AND EVALUATION OF PROGRAM AND PLAN**

The Valley View Independent School District will take the following actions to involve parents in the process of school review and improvement under section 1116 of the ESEA:

- **Parents of students involved with the program will be invited to attend a spring meeting to review the results (STAAR, SDAA II, TPRI, etc.) of the program, conduct a needs assessment, identify barriers to parental involvement, and help plan the activities and budget of the program for the next school year; and**
- **Parents of students involved with the program will be encouraged to attend campus site-base meetings held throughout the year.**

#### **DISTRICT COORDINATION, TECHNICAL ASSISTANCE, AND SUPPORT**

The Valley View Independent School district will provide the following necessary coordination, technical assistance, and other support to assist Title I, Part A schools in planning and implementing effective parental involvement activities to improve student academic achievement and school performance:

- **The district will annually train staff members regarding parental involvement activities;**
- **The Director of Instruction and Student Services will assist campuses with coordination of services and funding for projects including the coordination and integration of Part A parental involvement strategies with parental involvement strategies under any other program the district may implement; and**
- **The Director of Instruction and Student Services will assist campuses by providing student testing information for the committee's review.**

## PARENTAL INVOLVEMENT ACTIVITIES

The Valley View Independent School District will build the schools' and parent's capacity for strong parental involvement, in order to ensure effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, through the following activities specifically described below:

- The school district will, with assistance of its Title I, Part A schools, provide assistance to parents of children served by the school district or school, as appropriate, in understanding such topics as:
  - ✓ the State's academic content standards,
  - ✓ the State's student academic achievement standards,
  - ✓ the State and local academic assessments including alternate assessments,
  - ✓ the requirements of Part A,
  - ✓ how to monitor their child's progress, and
  - ✓ how to work with educators.
  
  - ✓ **by providing parent information workshops during the school year and providing additional information in newsletters and/or on the school district website; and**
  - ✓ **by communicating with parents through the use of e-mail, family access, and telephone.**
  
- The school district will, with the assistance of its schools, provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training, and using technology, as appropriate, to foster parental involvement, by:
  - ✓ **providing parent-teacher conferences at the end of the first six-weeks for all parents of students performing below expectations; and**
  - ✓ **providing paper resources and links on the school district website that would assist parents in working with their children and understanding educational topics.**
  
- The school district will, to the extent feasible and appropriate, coordinate and integrate parental involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs, and conduct other activities, such as parent resource centers, which encourage and support parents in more fully participating in the education of their children, by:
  - ✓ **providing an opportunity for parents to enroll students in kindergarten in the spring prior to the school year; and**
  - ✓ **providing an opportunity for students to meet the classroom teacher prior to the beginning of the school year.**

- The school district will take the following actions to ensure that information related to the school and parent-programs, meetings, and other activities, is sent to the parents of participating children in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand:
  - ✓ **provide information to parents using newsletters and/or the school district website; and**
  - ✓ **maintain parental information at the school campus offices.**

This District wide Parental Involvement Policy has been developed jointly with, and agreed on with, parents of children participating in Title I, Part A Programs, as evidenced by the agenda and sign-in sheet of the Title I, Part Parent Meeting held on June 1, 2011.

This policy was adopted by the Valley View Independent School District on June 18<sup>th</sup>, 2011 and will be in effect for the period of one year. The school district will distribute this policy to all parents of participating Title I, Part A children on or before September 24, 2011.

## APPENDIX VI

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. These rights are:

(1) The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

[Optional] Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School District* to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## APPENDIX VII

Dear Parents:

Valley View ISD is once again implementing the OFYP **calendar system for the 2011-2012 school year**. This system is a state-approved waiver process called the Optional Flexible Year Program or OFYP.

Under OFYP, two district calendars are going at the same time. The regular school calendar has 180 days and ends on June 1<sup>st</sup>, 2012. The OFYP calendar has only 172 days and ends on May 21<sup>st</sup>, 2012. All other school dates and holidays are the same throughout the school year. Graduation will also remain on June 1<sup>st</sup> or 2<sup>nd</sup>, 2012 under both calendars depending on which day facilities are available.

To be eligible to follow the **OFYP calendar** of 172 days and be released for summer 8 days early on May 21<sup>st</sup>, students **MUST**:

- pass all of their district courses,
- pass the state and/or local assessments, and
- have acceptable discipline and attendance during the school year,

Students who

- do **not pass** all of their district courses,
- do **not pass** state or locally administered assessments,
- or who have **discipline or attendance issues** during the school year

will follow the **regular 180 day calendar**. These students will follow the regular school calendar and be released for summer on Friday, June 1<sup>st</sup>.

VVISD is trying this system in hopes that the incentive of early release from school will motivate students to improve

- their regular class grades throughout the school year,
- their performance on the state-administered TAKS and TPRI tests, and
- their discipline and attendance throughout the school year.

VVISD suggests that you plan for your child to follow the regular school calendar of 180 days. Please do not schedule vacations or trips during any part of those 180 days including the last 8 of the school year. Though it is likely your child will be eligible for OFYP and be able to be released for summer 8 days early, it is also a possibility that your child could have attendance or other issues due to unforeseen circumstances. Thus, please make sure your child will be able to attend during those final 8 days.

A black and white copy of the calendar is attached. You may also print colored copies from the school district website: [www.vvisd.net](http://www.vvisd.net). If you have questions regarding the calendar, please contact your campus principal; the Superintendent, William Stokes; or the Director of Instruction and Student Services, Monica Parkhill.

## CONSENT/OPT-OUT FORM

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To the Parents:

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."

2. Political affiliations or beliefs of the student or student's parent;
3. Mental or psychological problems of the student or student's family;
4. Sex behavior or attitudes;
5. Illegal, antisocial, self-incriminating, or demeaning behavior;
6. Critical appraisals of others with whom respondents have close family relationships;
7. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
8. Religious practices, affiliations, or beliefs of the student or parents; or
9. 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 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.

I, parent of \_\_\_\_\_ (student's name), choose to have my child opt-out of the Aim for Success program

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

Registration Form  
School Year: 2011-2012

**Current Grade** \_\_\_\_\_  
Name **Last** \_\_\_\_\_ **First** \_\_\_\_\_ **Middle** \_\_\_\_\_  
Date of Birth \_\_\_\_\_ Social Security # \_\_\_\_\_ Sex \_\_\_\_\_ Ethnic Group \_\_\_\_\_  
Home Phone \_\_\_\_\_ Student's e-mail \_\_\_\_\_  
Physical Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_

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**PARENT/GUARDIAN INFORMATION**

**1. Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Other \_\_\_\_\_ E-Mail \_\_\_\_\_  
Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

**2. Name** \_\_\_\_\_ **Relationship** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Other \_\_\_\_\_ E-Mail \_\_\_\_\_  
Employer \_\_\_\_\_ Work Phone \_\_\_\_\_

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**EMERGENCY CONTACT INFORMATION**

_____	_____	_____	_____	_____
Name	Relationship	Home Phone	Cell	Work
_____	_____	_____	_____	_____
Name	Relationship	Home Phone	Cell	Work
Doctor Preference: _____		Phone: _____		
Hospital Preference: _____			Phone: _____	
Dentist: _____			Phone: _____	
List any Allergies: _____				

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**Is your child in any special program? No Yes (If, yes, please circle below)**

ESL/Bilingual    Special Education    Dyslexia    Section 504    Gifted/Talented    Homeless  
Migrant    Other: \_\_\_\_\_

**SIBLING INFORMATION**

Brothers/Sisters	Grade	School
_____	_____	_____
_____	_____	_____
_____	_____	_____

---

The above information is required for a permanent school record of your child and will be used by school personnel. Presenting false documents, records or information is a violation of state law and may subject you to tuition cost for your child. I certify that the information given above is correct. I authorize the school to contact the person named on this form and the above named physician to render such treatment as may be necessary in an emergency of said child. In the event parents, physician, or other persons named cannot be contacted, school officials are hereby authorized to take whatever action is necessary in their judgment for the health of the above child. I will not hold the school district financially responsible for emergency care and/or transportation.

**Parent/Guardian Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## 2011-2012 ACKNOWLEDGMENT FORM

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### STUDENT HANDBOOK AND STUDENT CODE OF CONDUCT

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My child and I have been offered the option to receive a paper copy or to electronically access at [www.vvisd.net](http://www.vvisd.net) the *2010-2011 Valley View High School Student Handbook and Student Code of Conduct*.

- I have chosen to receive a paper copy of the *Student Handbook and Student Code of Conduct*
- I accept the responsibility for accessing the *Student Handbook and Student Code of Conduct* by visiting the Web address listed above.

We understand that the handbook and agreements contain information that my child and I may need during the school year. All students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

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### STUDENT WORK IN DISTRICT PUBLICATIONS

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I do give  I do not give... the District permission to use my child's artwork or special project on the District's web site, in District publications, or in school displays on or off District property.

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### CORPORAL PUNISHMENT

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District personnel, under Board Policy FO(LOCAL), may use corporal punishment in accordance with the Student Code of Conduct, unless a student's parent, guardian, or other person having lawful control over the student, has previously provided to the District's Board of Trustees a written, signed statement this school year prohibiting its use as a method of student discipline.

**Parent Conference Week: Nov. 14th -18th**

**SIGNATURE OF PARENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

