

Valley View High School



2010 - 2011

Student Handbook

Table of Contents

| | |
|---|----|
| PREFACE..... | 1 |
| SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS..... | 4 |
| STATEMENT OF NONDISCRIMINATION..... | 1 |
| PARENTAL INVOLVEMENT..... | 1 |
| Working Together..... | 1 |
| PARENTAL RIGHTS | 6 |
| Obtaining Information and Protecting Student Rights..... | 6 |
| “Opting Out” of Surveys and Activities | 11 |
| Displaying a Student’s Artwork and Projects..... | 11 |
| Requesting Professional Qualifications of Teachers and Staff..... | 11 |
| Reviewing Instructional Materials..... | 11 |
| Inspecting Surveys..... | 11 |
| Accessing Student Records..... | 11 |
| Granting Permission to Video or Audio Record a Student..... | 12 |
| Removing a Student Temporarily from the Classroom | 12 |
| Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags..... | 12 |
| Excusing a Student from Reciting a Portion of the Declaration of Independence ... | 13 |
| Requesting Notices of Certain Student Misconduct | 13 |
| Requesting Transfers for Your Child..... | 13 |
| Requesting Classroom Assignment for Multiple Birth Siblings..... | 13 |
| OTHER IMPORTANT INFORMATION FOR PARENTS | 14 |
| Parents of Students with Disabilities | 14 |
| Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education | 14 |
| Services for Title I Participants..... | 14 |
| Student Records | 15 |
| Directory Information | 17 |
| Directory Information for School-Sponsored Purposes..... | 17 |
| Release of Student Information to Military Recruiters and Institutions of Higher Education | 17 |
| Bacterial Meningitis..... | 18 |

| | |
|--|----|
| SECTION II: INFORMATION FOR STUDENTS AND PARENTS | 20 |
| ABSENCES/ATTENDANCE | 20 |
| Compulsory Attendance..... | 20 |
| Attendance for Credit..... | 21 |
| Parent’s Note After An Absence..... | 22 |
| Doctor’s Note After An Absence for Illness..... | 22 |
| Driver License Attendance Verification | 22 |
| ACADEMIC PROGRAMS | 22 |
| AWARDS AND HONORS | 22 |
| BULLYING | 23 |
| CAREER AND TECHNOLOGY PROGRAMS..... | 23 |
| CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT..... | 24 |
| CLASS SCHEDULES | 24 |
| COLLEGE CREDIT COURSES..... | 24 |
| COMPLAINTS AND CONCERNS..... | 24 |
| COMPUTER RESOURCES..... | 25 |
| CONDUCT | 26 |
| Applicability of School Rules..... | 26 |
| Corporal Punishment | 26 |
| Disruptions..... | 26 |
| Radios, CD Players, Other Electronic Devices and Games, and Cell Phones..... | 27 |
| Social Events..... | 27 |
| CONTAGIOUS DISEASES / CONDITIONS | 27 |
| CORRESPONDENCE COURSES..... | 28 |
| COUNSELING..... | 28 |
| Academic Counseling..... | 28 |
| Personal Counseling..... | 28 |
| Psychological Exams, Tests, or Treatment..... | 28 |
| CREDIT BY EXAM—If a Student Has Taken the Course..... | 28 |
| CREDIT BY EXAM—If a Student Has Not Taken the Course..... | 29 |
| DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION | 29 |
| Dating Violence | 30 |

| | |
|--|----|
| Discrimination..... | 30 |
| Harassment..... | 30 |
| Sexual Harassment..... | 30 |
| Retaliation..... | 31 |
| Reporting Procedures..... | 31 |
| Investigation of Report | 31 |
| DISCRIMINATION | 31 |
| DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS | 32 |
| School Materials | 32 |
| Nonschool Materials...from students | 32 |
| Nonschool Materials...from others..... | 32 |
| DRESS AND GROOMING | 33 |
| EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS | 34 |
| Offices and Elections | 36 |
| FEES | 37 |
| FUND-RAISING | 38 |
| GRADE CLASSIFICATION | 38 |
| GRADUATION..... | 40 |
| Requirements for a Diploma..... | 40 |
| Graduation Programs | 40 |
| Certificates of Coursework Completion | 43 |
| Students with Disabilities | 44 |
| Graduation Activities..... | 44 |
| Graduation Speakers..... | 44 |
| Graduation Expenses | 45 |
| State Scholarships and Grants..... | 45 |
| HARASSMENT | 45 |
| HEALTH-RELATED MATTERS | 45 |
| School Health Advisory Council | 45 |
| Physical Fitness Assessment..... | 45 |
| Vending Machines | 46 |
| Other Health-Related Matters | 46 |
| Tobacco Prohibited | 46 |

| | |
|---|----|
| Asbestos Management Plan | 46 |
| Pest Management Plan | 46 |
| HOMELESS STUDENTS | 46 |
| HOMEWORK..... | 46 |
| IMMUNIZATION | 46 |
| LAW ENFORCEMENT AGENCIES | 47 |
| Questioning of Students | 47 |
| Students Taken Into Custody | 47 |
| Notification of Law Violations | 48 |
| MAKEUP WORK | 48 |
| Routine and In-depth Makeup Work Assignments..... | 48 |
| DAEP or In-school Suspension Makeup Work | 49 |
| MEDICINE AT SCHOOL..... | 49 |
| Psychotropic Drugs..... | 50 |
| NONTRADITIONAL ACADEMIC PROGRAMS | 50 |
| PHYSICAL EXAMINATIONS / HEALTH SCREENINGS..... | 50 |
| PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE..... | 51 |
| PRAYER..... | 51 |
| PROMOTION AND RETENTION..... | 51 |
| RELEASE OF STUDENTS FROM SCHOOL | 52 |
| REPORT CARDS / PROGRESS REPORTS AND CONFERENCES | 53 |
| RETALIATION | 53 |
| SAFETY | 53 |
| Accident Insurance..... | 54 |
| Drills: Fire, Tornado, and Other Emergencies..... | 54 |
| Fire Drill Bells | 54 |
| Tornado Drill Bells | 54 |
| Emergency Medical Treatment and Information | 54 |
| Emergency School-Closing Information | 54 |
| SAT, ACT, AND OTHER STANDARDIZED TESTS | 55 |
| SCHOOL FACILITIES | 55 |
| Use By Students Before and After School..... | 55 |
| Conduct Before and After School..... | 55 |

| | |
|---|----|
| Use of Hallways During Class Time | 55 |
| Cafeteria Services | 55 |
| Library..... | 56 |
| Meetings of Noncurriculum-Related Groups..... | 56 |
| SEARCHES | 56 |
| Students’ Desks and Lockers | 57 |
| Vehicles on Campus | 57 |
| Trained Dogs..... | 58 |
| Metal Detectors..... | 58 |
| Drug-Testing..... | 58 |
| SPECIAL PROGRAMS | 58 |
| STEROIDS | 58 |
| STUDENT SPEAKERS | 59 |
| SUMMER SCHOOL | 59 |
| TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS) | 59 |
| TARDINESS..... | 60 |
| TEXTBOOKS..... | 60 |
| TRANSFERS..... | 60 |
| TRANSPORTATION..... | 60 |
| School-Sponsored Trips..... | 60 |
| Buses and Other School Vehicles | 60 |
| VANDALISM..... | 66 |
| VIDEO CAMERAS..... | 66 |
| VISITORS TO THE SCHOOL | 66 |
| General Visitors | 66 |
| Visitors Participating in Special Programs for Students..... | 66 |
| WITHDRAWING FROM SCHOOL | 66 |
| GLOSSARY | 68 |
| APPENDIX I: Acknowledgment Form—Amendment | 70 |
| APPENDIX II: Use of Student Work in District Publications | 71 |

PREFACE

To Students and Parents:

Welcome to school year 2008–2009! 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 High 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 ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and available in the Principals 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 Valley View High School Principal, Chris Heskett at (940) 726-3522.

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. Parental Acknowledgment Form;
2. Student Directory Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Learning Forms; and
4. Consent/Opt-Out Forms.

[See **Obtaining Information and Protecting Student Rights** on page 9 and **Directory Information** on page iii 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.

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. Alan Kassen | Vice - President |
| Mr. Ray Sappington | Secretary |
| Mrs. Clint Grant | Member |
| Mr. Karl Maughan | Member |
| Mr. David Pembroke | Member |
| Mr. Rodney Ridge | Member |

SUPERINTENDENT

Mr. William Stokes

CAMPUS PRINCIPAL

Mr. Chris Heskett

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the **Valley View High 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 (940) 726-3659
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Monica Parkhill (940) 726-3659
- All other concerns regarding discrimination: See the superintendent Kathy Garrison (940)726-3659

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 27 and **Academic Programs** on page 22.]
- 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 (940) 726-3522 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 49.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact (940)726-3522.
- Participating in campus parent organizations. Parent organizations include: Friends of Valley View, FFA, FCCLA, and Athletic Booster Club.
- 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 Superintendent Kathy Garrison, (940) 726-3522
- 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 41.]
- 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 [.vvisd.net](http://vvisd.net) under education links and NCLB links.

The 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 (TAKS, 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 second 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.**

More information regarding parental involvement can be found on the district website (www.vvisd.net) under the Educational Links and NCLB links.

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 May 29, 2008.

This policy was adopted by the Valley View Independent School District on June 16th, 2008 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 22, 2008.

Signature of Authorized Official

Date

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).]

Notification of Rights under FERPA for Elementary and Secondary Schools

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 20202-555

[NOTE: In addition, a school may want to include its directory information public notice, as required by § 99.37 of the regulations, with its annual notification of rights under FERPA.]

“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 nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Displaying a Student’s Artwork and Projects

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, and the like 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,
- 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 15.]

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 cocurricular or extracurricular activity;
or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance** and **A Minute of Silence** on page 47 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 Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to 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 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. Contact the High School Principal, Chris Heskett at (940) 726-3522 for information. [See policy FDB.]

[See **Bullying** on page 16, and policy FFI(LOCAL).]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student 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

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 54 and contact Monica Parkhill at (940) 726-3659.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Monica Parkhill at (940) 726-3659

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).]

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 (940) 726-3659.

More information regarding Parental Involvement can be found on the district website (.vvisd.net) under the Educational and BCLB Links.

You may also contact Monica Parkhill at (940) 726-3659

Student Records

Both federal and state laws safeguard 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 or the right to access a student’s education records. 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, administrators, and principals); school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- 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.

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 principal 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(es) of the principals' offices are: 700 Frontage Road, 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. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 42 and **Student or Parent Complaints and Concerns** on page 49 for an overview of the process.]

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

The district's policy regarding student records found at FL(LOCAL) is available from the principal's or superintendent's office or on the districts website at www.vvisd.net

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

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

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.

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 this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook.

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes: Any extracurricular sponsored events and programs in accordance with FL(Local).

For these specific school-sponsored purposes, the district would like to use your child's: student name, address, telephone listings, electronic mail address, photograph, date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be released to the public without the consent of the parent or eligible student.

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

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.

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, [://www.cdc.gov](http://www.cdc.gov), and the Department of State Health Services, [://www.dshs.state.tx.us/](http://www.dshs.state.tx.us/).

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. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Chris Heskett, High School Principal at (940) 726-3522

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 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

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.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See 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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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 3 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 within 5 school days. [See FEC(LOCAL).]

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the High School office.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see page 20 of this handbook and policies at EIF.]

[See **Academic Counseling** on page 27.]

AWARDS AND HONORS

It is the policy of Valley View ISD to recognize academic achievement. At the end of each six weeks grading and semester grading period, students will be named to the various honor rolls. The A Honor Roll will include all students who attained no grades lower than 90 in all subjects. The A-B Honor Roll will include students with no grades below 80. The student must have satisfactory grade in citizenship for all classes in order to be eligible for the Honor Roll.

Honor graduates will be designated from the graduating class. Honor graduates must have remained on the Distinguished High School Program or the Recommended High School Program during high school and have a minimum grade point average of 90 for course work in addition to having satisfactory citizenship. A valedictorian and a salutatorian will be designated from the Honor Graduates who have attended Valley View High School for a minimum of the last three semesters before graduation. The student must be enrolled from the beginning of the spring semester of their junior year continuously to the completion of their spring semester of their senior year.

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).]

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in Agriculture Science, Technology, Family Consumer Science and Business Education.

Valley View ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Texas Education Agency

Division of Career and Technical Education

Valley View High School offers career and technical education programs. Admission to these programs is based on Interest and aptitude

It is the policy of Valley View High School not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

It is the policy of Valley View High School not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Valley View High School will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact Monica Parkhill at 940-726-3659 or mjparkhill@vvisd.net

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

A weighted system is used to determine class rank. Some academic courses are weighted higher than others. Using the weighted grade point average, excluding physical education, driver education and local credit, each student is ranked with his/her class. The Valedictorian and Salutatorian are the students on the Distinguished Academic Program or the Recommended High School Program with the highest rank determined by the weighted GPA. This system applies only to ranking and does not change the actual grade appearing on the report card or transcript.

Weighted Courses include advanced placement and Pre-AP Courses, Dual Credit Courses that replace High School Equivalent Courses, Spanish III and Spanish IV, PRE-AP Biology and Pre-AP English.

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

Students and parents should contact the counselor for further information about the application process and deadlines.

[For further information, see policies at EIC.]

CLASS SCHEDULES

Student Schedules will be determined based upon request, recommendations and requirements for graduation. An attempt will be made to schedule all courses necessary for each student. Courses with less than 5 students may not be scheduled. Schedule changes should take place prior to the ending of the first week of each semester. Schedule changes will only be made for academic reasons. **All schedule changes must be approved by the principal.** Parental approval may be required for some schedule changes.

COLLEGE CREDIT COURSES

DUAL CREDIT / COLLEGE CREDIT COURSES

Students who have completed their sophomore year and will be enrolled as a junior have the opportunity to enroll in dual credit courses through NCTC. These courses are considered advanced courses and will satisfy the advance measure requirement for the Distinguished Degree Plan. Therefore to enroll in these classes a student must:

1. Have maintained a B average in the prior year's classes.
2. Passed all TAKS tests in the prior year related to the course.
3. Enroll at NCTC and take appropriate entrance exams—THEA or be TAKS exempt. The TAKS exemption only applies to student that took the EXIT level TAKS.
4. Approval by principal with recommendation from counselor and teacher.
5. Must be responsible for all textbooks, tuition and fees. All fees must be paid according to the college's payment schedule and/or arrangements.

These courses will be made available on campus of Valley View High School, but a senior student may wish to take the course for high school credit with the approval of the principal, at the college after school hours.

Dual/Credit grades awarded by the college or university will not be the exclusive grade used on a student's high school transcript. High School teachers facilitating Dual/Credit courses on the high school campus may have other assignments, daily grades and projects, participation grades, or awards that may make up the remainder of a class's grading system and assessment of mastery. Grade equivalents will be established by agreement between high school and college departments. Students Must Earn an unweighted "C" in order to continue the following Semester. All approved Dual/Credit courses offered by Valley View High school will be considered an advance course and will count as a weighted course in calculating a student's grade point average. It is the goal of Valley View High School to encourage all students who qualify, to take advantage of the higher education opportunities and select an academic pathway of rigor and relevance.

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 .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 e-mail using district computers 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. Corporal punishment will be governed by the following conditions:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment will be administered by a school administrator including the principal, athletic director, or superintendent.
3. Corporal Punishment will be administered in the principal’s office or athletic director’s office in the presence of one other district professional employee and out of the view of other students.
4. The instrument used will be approved by the school board.
5. A record will be maintained of each use of corporal punishment.

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. 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.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. Cell phones or text devices will be turned in to the principal and an administrative fee of \$15.00 will be charged to return to the student or parent.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

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. A maximum of two credits may be earned through correspondence courses

[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 8 through 11 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 school counselor at (940) 726-3522.

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, homeschooling, 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 2008–2009 school year include:

Dates Scheduled:

November 11, 2009

December 17, 2009

December 18, 2009

January 4, 2010

June 7, 2010

August 12, 2010

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. [For further information, see EEJB(LOCAL).]

Attempting Credit by Exam must be approved prior to testing by the Principal and Director of Instruction.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, , gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. 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

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 or on the districts website at www.vvisd.net.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating 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.

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.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

DISCRIMINATION

[See Dating Violence, Discrimination, Harassment, and Retaliation on page 29.]

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 and the yearbook are available to students.

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

[See **Directory Information for School-Sponsored Purposes** in appendix.]

Nonschool Materials...from students

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

The principal has designated a location for approved nonschool 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 nonschool 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.

Nonschool Materials...from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the 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 noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).

- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

The district expects students to come to school in clothes that are clean and neat, and we expect students to exhibit basic cleanliness and grooming that will not be a health or safety threat to themselves or to other students or staff. While we understand students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school.

Students who represent the district by participating in athletic, music, dramatic, literary 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 can suspend certain portions of the dress code to allow for "dress-up day", etc. Students with inappropriate clothing or an ungroomed 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:

- Items that shall lead school officials to believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities.
- Items that create a health or safety hazard to students or others.
- Items that shall be identifiable with known or suspected gang dress or grooming. Whether or not the student has a relationship with a gang or gangs.
- Items that conflict with the following guidelines are also not acceptable:
 1. Clothing and accessories with vulgar, obscene, indecent, or derogatory slogans including skulls and/or pictures are prohibited.
 2. Clothing and accessories that promote weapons, drugs, alcohol, or tobacco products are prohibited.
 3. Hats, caps, and forehead bands are prohibited inside the building. **Hats may not be carried into the building.**

4. Tank tops or muscle shirts, (basketball style jerseys) are not acceptable as an outer garment in the classroom unless they are worn over a shirt that has sleeves.
5. Sleeveless shirts will be permitted as long as they pass the Three-Finger Rule and tightly encircle the upper arm or if they are worn over a T-shirt.
6. See through, off the shoulder, or low cut dresses, as well as bare midriff clothing are not permitted.
7. Cut-offs are not permitted.
8. Strapless dresses without a covering jacket or top are prohibited unless authorized for a special school event.
9. **Shorts, Skorts, Skirts, and Dresses must be no shorter than 4 inches above the knee when kneeling. (All measurements will be taken in the office.**
10. Tights, leotards, stirrup pants, or body suits may not be worn as a justification for a short dress or skirt length or worn as a stand alone clothing item.
11. Pants and shorts will not be allowed to have holes or frayed areas six inches above the bottom of the knee.
12. The length of a male student's hair will not extend below the top of a collared shirt, or past the eyebrows at any given time.
13. Male students will be clean shaven, sideburns will be trimmed and not extend past the bottom of the earlobe.
14. Sunglasses are not permitted to be worn inside the buildings except for those specifically prescribed for light sensitive conditions by medical authority. Authorization from a medical professional must be on file in the office.
15. Nose studs, tongue studs, and body piercings will be prohibited.
16. Male students will not wear earrings.
17. Students will not wear pants that sag excessively or give an excessive sagging appearance. Undergarments should not be seen at any time.
18. Students shall not wear clothing items, pants, shorts, shirts etc. that are too tight and form fitting.
19. **Food and drinks will NOT be allowed in the classrooms**
20. Pajama pants, slippers, house shoes and shower shoes are prohibited.

The following are guidelines that apply to students at all times.

1. All tattoos must be covered.
2. Appropriate footwear must be worn.
3. Proper undergarments must be worn and concealed.
4. Pants must be worn at the waist and not sagging.

Hair should be neat, clean, and well groomed at all time and not disruptive to the learning environment and conform to community standards. Boys' hair length must not extend over the bottom of the earlobe, over the eyebrow, or lower than the top of a collared shirt at any time. Boys may not wear their hair in a ponytail. Facial hair is not permitted. This includes beards, mustaches, and/or sideburns below the bottom of the earlobes. **Student hair and eye contact choices are restricted to natural human colors.** Make-up is to be of such nature as not to call attention or be distracting (i.e. black lipstick, extended eye make-up).

When a students dress does not meet these standards or any of the above rules, appropriate disciplinary action will be taken. Students may be placed in ISS on the day of the offense for dress code violations or suspended until the violations have been corrected.

The principal, in coordination with the sponsor, coach, or other persons in charge of an extracurricular activity , may further regulate the dress and grooming of students who participate in the activity.

Any dress code decision not addressed above will be made at the discretion of the principal or any school administrator.

Dress code for Valley View Jr. and Sr. Prom

- There are to be no two-piece dresses worn to the Prom. This includes see-through or cut out middles and sides.
- Dresses with extremely cut backs or sides are prohibited.
- No deep cut fronts revealing cleavage.
- Boys are required to wear proper formal attire.

Final approval of appropriate attire will be made at the discretion of the principal.

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 an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

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

LETTER JACKET POLICY

*See Athletic Handbook for Athletic Letter Jacket Policy

For a UIL participant to receive a letter jacket a student must meet one of the following criteria:

1. Qualify for the State Meet
2. Place 1-6 at the regional meet
3. Place 1-6 for two years at the district meet.
4. A jacket may be awarded for special circumstances determined by the UIL coordinator and principal.

For One-Act Play, students must be a member of the cast or crew of an advancing play.

Offices and Elections

Periodically the student body participates in electing students to special position and recognition. The school will ensure that those elections are held in the most democratic manner possible and that tabulations of those results will be unbiased and confidential. In order to achieve these standards, all student votes be handled in the following manner:

1. The activity sponsor will collect all ballots and immediately place them in the principal’s office.
2. The ballots will be counted by school personnel only. The principal will be present when ballots are counted.

3. Results will be announced in a prompt manner within the structure of the school schedule.

To be eligible for election to any office or position at Valley View High School, the student must be passing all course work and have an acceptable discipline record.

CLASS DUES

Each Student shall be required to pay class dues in the amount of \$30.00 per year.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- 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 56.]

- 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.]

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

| Credits Earned | Classification |
|----------------|----------------------|
| 6 | Grade 10 (Sophomore) |
| 12 | Grade 11 (Junior) |
| 18 | Grade 12 (Senior) |

GRADING POLICY

In secondary grades, achievement is reported to parents as a numerical grade on:

- Three week progress reports
- Six weeks grade reports
- 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 2nd -4th 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 2nd – 12th 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 (2nd – 4th) – 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

Credit Recovery

When a student does not receive credit for a course, they will be required to be in a credit recovery class the next semester.

This class is a web-based class which uses the computer program *OdysseyWare*. The students must remain enrolled in the class the entire semester to regain the lost credit

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2005–2006 school year must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits

Students who entered the ninth grade during the 2006–2007 school year must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the

following year either by teleconference or at the school from which the transfers were

| | | |
|--|-----------------------|---------------------------------|
| | Previous Requirements | Current HB3 Requirements |
|--|-----------------------|---------------------------------|

requested.

Graduation Requirements

Recommended High School Program
for students who entered Grade 9 **before** 2007-08

| | | |
|---|---|---|
| English Language Arts (4) | English I | English I |
| | English II | English II |
| | English III | English III |
| | English IV | English IV |
| | | |
| Social Studies (4) | World Geography | World Geography |
| | World History | World History |
| | US History | US History |
| | US Government / Economics | US Government / Economics |
| | | |
| Mathematics (3) | Algebra I | Algebra I |
| | Geometry | Geometry |
| | Algebra II | Algebra II |
| | | |
| Science (3) | Biology, AP Biology, or IB Biology | Biology, AP Biology, or IB Biology |
| | Two credits from two of the following: (A) IPC (B) Chemistry, AP Chemistry, or IB Chemistry (C) Physics, Principles of Technology I, AP Physics, or IB Physics | Two credits from two of the following: (A) IPC (B) Chemistry, AP Chemistry, or IB Chemistry (C) Physics, Principles of Technology I, AP Physics, or IB Physics |
| | | |
| Languages other than English (2) | Any two levels in the same language | Any two levels in the same language |
| | | |
| Fine Arts (1) | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential Knowledge and Skills for Fine Arts | May be satisfied by any course in TAC Chapter 117, Subchapter C, relating to Texas Essential Knowledge and Skills for Fine Arts |
| | | |
| Physical Education | 1½ required | 1 required |
| | | |
| Speech | ½ required | ½ required per current SBOE rule, may count as an elective |

| | | |
|--------------------------------|---|---|
| | | |
| Technology Applications | 1 required | Not required |
| | | |
| Health | ½ required | Not required |
| | | |
| Electives | 3 ½ - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements | * 6 - May be selected from the list of courses specified in TAC §74.51(g) relating to High School Graduation Requirements |

Students entering grade 9 after 2007-2008 must meet the above requirements as well as the following requirements in Math and Science:

4th SBOE approved Math and Science Course (See TAC 74.63 for possible courses)

EARLY GRADUATION

A student wishing to graduate in less than four years shall make a written declaration to the counselor. The written declaration shall include a statement that the student understands all requirements for early graduation and a plan outlining how the student will complete the required credits and courses for early graduation. The reason for requesting early graduation shall also be included. The request must be signed by the student and his/her parent(s) or guardian acknowledging the intent. To be eligible to graduate in three years, the student shall complete all course work and exit level testing. All graduation requirements must be completed prior to the date of the graduation ceremony for the early graduate to participate in the ceremony.

The student shall be ranked with the graduating class based on his/her grade point average. Three year graduates shall not be eligible for the honors position of Valedictorian or Salutatorian, but shall be eligible to apply for all other scholarships. Students graduating ahead of their respective classes are eligible to be included in the list of honor graduates when applicable.

A student graduating at any other time other than the end of a school year shall be given a diploma at the time all graduation requirements are met. Rank in class shall be computed with the regular graduating class.

Certificates of Coursework Completion

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

Students with Disabilities

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See FMH(LEGAL)]

Graduation Activities

Graduation activities will include:

- Class Night
- Commencement

All graduates are expected to fully participate in preparing for these activities. These are school sponsored events and are under the direction and control of the class sponsors and principal. A participation agreement signed by both the student and parent, must be on file prior to the commencement. This agreement pertains to proper dress and proper behavior. **Students owing any fees or dues to school organizations (i.e. library books, FFA, cafeteria etc.) will not be allowed to participate in graduation activities and ceremonies.**

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who **[include here those student positions listed in FNA(LOCAL) at OPENING AND CLOSING REMARKS]** will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the **[include here those students who have attained special positions of honor based on neutral criteria]** may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see STUDENT SPEAKERS on page 54.]

[See FNA(LOCAL).]

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 36.]

State Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ(LEGAL).]

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 29.]

HEALTH-RELATED MATTERS

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held 2 meetings. Additional information regarding the district's School Health Advisory Council is available from the Superintendent, at (940)726-3659. [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 principal. [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, is available in the Superintendent's office. If you have any questions, please contact at (940) 726-3659.

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 at (940) 726-3659.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Monica Parkhill, at (940)726-3659

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. Students not turning in work may be placed in lunch or after school detention and also assigned to morning tutorials for students to complete the homework.

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 (DSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347,

Austin, Texas 78714-9347; or online at <://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), 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: <://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).]

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.

Suspended students or parents may request assignments during suspension. The assignments are due the day the student returns to school. Each assignment will receive a grade reduction of 30 points.

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 nurse 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.]

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma** on page 37.]

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

When a student's initial enrollment in the district is also the student's initial enrollment in any Texas school, the student shall be screened for possible vision and hearing problems. This screening shall occur prior to 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 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 problems 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 sixth and ninth grades not previously screened shall be screened within 120 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.

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 a 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 the 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 7th, 9th, and 11th grade years.

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

Parents of students identified through any screening programs as needing 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 addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

Parents of a student in grade 3, 5, or 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. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See 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 or superintendent 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 6 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 OR in English language arts, mathematics, science, or social studies 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 4 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 2 days.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 29.]

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.

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Due to inclement weather, road conditions or other emergency conditions, a school day may be delayed, dismissed early or canceled. The decision to close school or abbreviate the length of a school day will be made as early as possible. Information will be provided to the following news media for broadcast: KGAF 1580 AM, KDNT 1440, WBAP 820, and KXAS Channel 5.

SAT, ACT, AND OTHER STANDARDIZED TESTS

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]). Information on local tests can be found under the Assessments link on the district website www.vvisd.net

SCHOOL FACILITIES

CLOSED CAMPUS DISTRICT

Valley View maintains a closed campus policy. Students are not allowed to leave campus during the school day once they arrive on campus. Only authorized persons will be allowed to check out a student through the school office during the school day. When a student returns to campus, they must sign back in through the office and obtain the proper form prior to entering the classroom.

Use By Students Before and After School

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

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

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

Conduct Before and After School

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

Students will eat in the cafeteria unless there is a special occasion approved by the principal. The cafeteria will provide the secondary students with a "Class A" lunch. Any students may bring their lunch to school but no student will be allowed to order lunch from any outside source as it is disruptive to the educational process.

Students will not be allowed more than 2 charges.

Students must remain in the cafeteria unless they are dismissed from lunch or have permission to leave from the lunchroom monitor. Disruptive behavior will be subject to disciplinary action.

Meal Prices:

Regular Meal Program

Breakfast \$1.00

Lunch \$ 2.25

Reduced Price Meal Program

Reduced Breakfast-----\$.30

Reduced Lunch----\$.40

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).]

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 librarian will post times that the library is open.

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by 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.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the *Student Code of Conduct*.]

All students who drive to school are subject to the following regulations:

- Students must obtain a parking tag at the beginning of the year and show proof of a valid drivers license and insurance.
- Parking tags will cost \$2.00
- Students guilty of poor driving habits will be punished as deemed appropriate by the high school principal.
- Students must park in the designated parking area.
- Once a student has parked their vehicle, they are not to move it until school dismisses in the afternoon, unless the student is granted permission by the office or the student is leaving for the day.
- Students may not remain in their vehicle after arriving on campus.
- Students are not allowed to leave the campus for lunch.
- Students will be held responsible for any prohibited objects or substances in their vehicles.
- A student must have a valid drivers license

Any violations of the above regulations could result in the following:

First offense-----Verbal warning

Second offense----A One week of suspended driving and parking privileges

Third Offense-----Loss of driving privileges for the remainder of the semester or year.

A student's refusal to allow his/her vehicle to be searched will result in the loss of driving privileges on any school property for the remainder of the school year and may result in disciplinary action as well.

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

The Valley View Board of Education board policy (FNF) LOCAL requires random drug testing for all participants in extracurricular activities. Parents and students must complete the required forms (given to the student by the sponsor) before the student can participate in the activity. The District shall perform biological testing for students in the following situations:

1. All students suspected of using illegal drugs shall be required to be tested, i.e., drug dog search, report by police, school official, or coach search or request.
2. All students participating in extracurricular activities shall be subject to random testing for illegal drugs. Random testing shall be conducted monthly. Students shall be selected for testing by computer generated random selection. Selection shall be conducted by an outside third party. Parental consent for a student to submit to biological testing is required as a condition of participation in any extracurricular activity. A refusal to consent shall result in the denial of the right to participate.

[For further information, see policy FNF(LOCAL). Also, see **Steroids**, on page 54.]

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 (940) 726-3522.

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [://www.uil.utexas.edu/athletics/health/steroid_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: **[include here those events listed in FNA(LOCAL) at INTRODUCTORY SPEAKERS]**. Students are eligible to introduce these events if they **[include from FNA(LOCAL) the district's ELIGIBILITY criteria]**.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

SUMMER SCHOOL

Valley View High School does not provide summer school for class credit recovery, but this may be available at other districts in the area. Valley View High School will accept, with the approval of the principal, courses completed for class credit recovery.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law
- Information on local tests dates can be found under the Assessments link on the district website (www.vvisd.net)

[See policy EKB(LEGAL).]

TARDINESS

A student who is tardy to class by more than 15 minutes will be assigned to detention hall before or after school. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS

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

TRANSFERS

[See **Other Parental Rights**, on page 14, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 14, 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.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school or in a designated hazardous area.. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Jay Prescher at (940) 726-3659 or can be found on the district website at www.vvvisd.net

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 and the *Student Code of Conduct*.

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 [://www.vvisd.net/](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 according to the following:

- 1st offense: The principal will warn the student and send a warning Discipline Notice to the student's parent.
- 2nd offense: The student may be removed from the bus for up to five days. The principal will notify the student's parent by letter.
- 3rd offense: The student will lose his/her riding privileges for the remainder of the 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.

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 and must comply with all applicable district policies and procedures.

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 clinic 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.

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

GLOSSARY

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

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

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

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

Attendance Review Committee is sometimes 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 districtwide tests, etc.

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

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

Personal Graduation Plan (PGP) is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and 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.

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

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

**APPENDIX I:
Acknowledgment Form—Amendment**

My child and I have received a copy of the [school name] *Student Handbook* Amendment # [redacted] dated [redacted].

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

**APPENDIX II:
Use of Student Work in District Publications**

Occasionally, the [name of district] wishes to display or publish student artwork or special projects on the district's Web site and in district publications. The district agrees to only use these student projects in this manner.

Parent: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give)**
(do not give) the district permission to use my child's artwork or special project on the district's Web site and in district publications.

Parent signature: _____

Date: _____

Required Forms

Note to school administrator: This section has been provided to include some important notices for parents as well as forms that should be signed by parents and returned to the district. You may wish to include any locally developed forms at the end of this section and either include these forms as part of the Student Handbook or provide them as a separate packet distributed to students and parents. Don't forget to remove the boxes containing notes to administrators before copying and distributing these forms to parents and students.

Acknowledgment Form

My child and I have received a copy of the Valley View ISD Student Handbook [and the *Student Code of Conduct*] for 2008–2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the *Student Code of Conduct*.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

If this form is included in the handbook, rather than as part of a separate packet, we suggest adding the following statement to the end of the form: ***“Please sign and date this page, remove it from the handbook, and return it to the student’s school.”***

**Acknowledgment of Electronic Distribution of
Student Handbook**

My child and I have been offered the option to receive a paper copy or to electronically access at WWW.VVISD.NET the Valley View ISD Student Handbook [and the *Student Code of Conduct*] for 2008–2009.

I have chosen to:

- Receive a paper copy of the Student Handbook [and the *Student Code of Conduct*].
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook [or the Code], I should direct those questions to the principal at 940-726-3522.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want 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 **within ten school days of child's first day of instruction for this school year**.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page **74** for more information.]

For the following school-sponsored purposes: Valley View ISD has designated the following information as directory information:

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

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

For all other purposes Valley View ISD has designated the following information as directory information:

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

Parent: Please circle one of the choices below:

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

Note to school administrator: If the district has only one directory information list at FL(LOCAL), revise the above statement to read: "*I, parent of _____ (student's name), (**do give**) (**do not give**) the district permission to release the information in this list in response to a request.*"

Parent signature _____ Date _____

**Parent's Response Regarding Release of Student Information to
Military Recruiters and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page for more information.]

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

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

Parent signature _____ Date _____

Consent/Opt-Out Form

***Note to school administrator:** This form is only necessary if your district anticipates conducting surveys as outlined below. If not, this form should not be included in the handbook or packet of forms provided to parents. If the district does have such surveys scheduled, in order to meet district (or campus) obligations under the NCLB Act, you must at least annually at the beginning of the school year notify parents of the specific or approximate dates when the following will occur or are expected to occur [See EF(LEGAL) and FFAA(LEGAL) and (LOCAL)]:*

- *Any survey, analysis, or evaluation that concerns student-protected information as described in the **Model Student Handbook** at “**Opting Out**” of Surveys and Activities on page 5. For those surveys that will be funded in whole or in part by U.S. Department of Education (USDE) funds, the district **must receive** a parent’s **consent**. For those surveys not funded by the USDE, the district **must allow** a parent to **opt out**. [See Sample Text Block 1]*
- *School activities involving the collection, disclosure, or use of personal information collected from a student for the purpose of marketing or selling that information. Depending on what personal information is being collected, disclosed, or used, the district **must either receive consent or allow a parent to opt out** of these activities. [See Sample Text Block 2]*
- *Any planned nonemergency, invasive physical examinations or screenings required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student, other than hearing, vision or scoliosis screenings or any of the physical exams or screenings permitted or required under state law. See policies EF and FFAA. The district **must allow** a parent to **opt out** of these examinations or screenings.*

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

Dear Parent:

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

5. Political affiliations or beliefs of the student or student’s parent;
6. Mental or psychological problems of the student or student’s family;
7. Sexual behavior or attitudes;
8. Illegal, antisocial, self-incriminating, or demeaning behavior;
9. Critical appraisals of others with whom the student has a close family relationship;

10. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
11. Religious practices, affiliations, or beliefs of the student or parents; or
12. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes (“marketing surveys”), and to certain physical exams and screenings.

Following are activities requiring parental notice and consent or opt-out for the 2008–2009 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

Note: There are no scheduled surveys at this time. Should the need arise, an opt out form will be sent home first.

Note to school administrator: Include modified text blocks below as appropriate.

SAMPLE TEXT BLOCK 1: Surveys concerning private information

Date: On or about [redacted]

Grades: [redacted]

Activity: (name of survey) [redacted]

Summary: This is an anonymous survey that asks students questions
[redacted]
[redacted]

Note to school administrator: Include this paragraph for USDE funded, protected information surveys only:

“A parent must sign and return this consent form no later than [date] if you would permit your child to participate in this survey.”

Parent’s signature

Note to school administrator: Include this paragraph for any non-USDE funded, protected information survey:

“Contact [school official] at [telephone number, e-mail, address, etc.] no later than [date]

if you do not want your child to participate in this activity.”

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

SAMPLE TEXT BLOCK 2: Marketing activities

Note to school administrator: For marketing activities limited to “directory information,” the district’s form for directory information satisfies the district’s obligations.

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

Date: 2008–2009 School Year

Grades: [redacted]

Activity: Student-Based Commercial Services

Summary: [School] collects, or allows businesses to collect, use, and disclose personal information on students, including

_____ . These businesses provide student-based products and services _____ .

To consent: A parent must sign and return the consent form no later than [date] if you would permit your child to participate in this activity.

Parent’s signature

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

SAMPLE BLOCK TEXT 3: Opt-out for nonemergency physical exam or screening

Note to school administrator: This sample text may be adapted for any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. This is not required for hearing, vision, or scoliosis screenings, or any other screenings/exams required by state law.

Date: _____

Grades: _____

Activity: _____

Summary: _____.

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

NOTICES TO PARENTS

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: Director of Curriculum and Instruction
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Curriculum and Instruction.
- All other concerns regarding discrimination: See the superintendent
- **Asbestos Management Plan**

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

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 Phil Howard..

Additional Notices

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

| |
|---------------------------------------|
| IMPORTANT CALENDAR INFORMATION |
|---------------------------------------|

Dear Parents:

Valley View ISD is trying a **new calendar system for the 2008-2009 school year**. The new 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 5th, 2009. The OFYP calendar has only 171 days and ends on May 21st, 2009. All other school dates and holidays are the same throughout the school year. Graduation will also remain on June 6th, 2009 under both calendars.

To be eligible to follow the **OFYP calendar** of 171 days and be released for summer 9 days early on May 21st, students **MUST**:

- pass all of their district courses,
- pass the state-administered TAKS or TPRI tests, and
- have acceptable discipline and attendance during the school year,

Students who

- do **not pass** all of their district courses,
 - do **not pass** the state-administered TAKS or TPRI tests,
 - 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 5th.

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 9 of the school year. Though it is likely your child will be eligible for OFYP and be able to be released for summer 9 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 9 days.

Please also notice that May 22, 2009 is a bad weather day. If two bad weather days are taken prior to this date, ALL students will be expected to attend on this date.

Black and white copies of both calendars are attached. You may also print colored copies from the school district website: www.vvisd.net. If you have questions regarding the two calendars, please contact your campus principal; the Superintendent, Kathy Garrison; or the Director of Instruction and Student Services, Monica Parkhill.

