

Vidor Junior High School Student Handbook

2010-2011



Anchored in Success

TEA EXEMPLARY CAMPUS

Welcome to Vidor Junior High

2010-2011

The purpose of the student handbook is to inform students and parents of campus policies and practices in order to facilitate student success. It contains rules, regulations, procedures, and general information to serve as a guide throughout the school year. We strongly encourage our students and parents to read this handbook carefully.

Student achievement and test scores are always a priority at VJHS, and we are proud of our exemplary rating. However, VISD district goals and the VJHS campus goals focus on student success in many areas—academics, social skills, extra-curricular activities, and community service. Our mission is to create a learning community where all students learn to think, to make good decisions, and to serve their community.

In order to attain our mission, we need the cooperative efforts of all involved—students, school personnel, parents, and community members. We encourage parents to be active participants in their child’s education and we welcome your input. Please do not hesitate to participate in campus activities, ask questions, or communicate with us about your child.

This handbook and student code of conduct is reviewed by the Board of Education and is under constant review by the campus site-based committee. It is subject to change during the school year. Students are notified of any changes when they occur.

VJHS, Anchored in Success

www.vidorisd.org/vjhs

VISD Central Administration

Dr. Joe Burns Superintendent
Nancy Smith Executive Director of Personnel
D'Lana Barbay Executive Director of Elementary Education
Linda Adams Executive Director of Secondary Education
Johnny Ross Executive Director of Alternative Education
Deborah Gier Coordinator of Assessment, Gifted/Talented, & Dyslexia
Suzanne Wojtowich Coordinator of Federal Programs
Barbara Smith Coordinator of Special Education
James Gordon Coordinator of Technology

Board of Education

Mike Kilmer President
Rollie Burr Vice President
Sheila Sarver Secretary
David Camp Member Tim E. Harland Member
Mike Quinn Member Wayne Sonnier Member

Vidor Junior High School Staff

Dr. Debra Mahfouz Jordan Principal
Vanessa Bennett 8th Grade Assistant Principal
James McDowell 7th Grade Assistant Principal
Diane Dotson 7th Grade Counselor
Diane Silver 8th Grade Counselor
Deidre Powell Educational Diagnostician
Connie Burney Librarian
Valerie Conerly Nurse
Wendy Frederick Principal's Secretary
Melody Randle Attendance/Bookkeeper
Mary Schmidt Assistant Principals' Secretary
Judy Howard Registrar/Counselor's Secretary
Sylvia Smith Cafeteria Supervisor
Mary Brown Head Custodian

VJHS

School Song

Hail, Vidor Junior High.

Hail to the school we love.

Spirit we have for you, loyal and true.

Hail, Vidor Junior High.

Long may it proudly stand.

Valiant and brave we'll be,

For

VIDOR JUNIOR HIGH!

Fight Song

Come on Pirates; win this one.

We'll block and kick and run.

We'll score again and win again.

So push them to the end.

Fight, Fight, FIGHT with all your might;

We'll win this game tonight.

We'll score again and win again

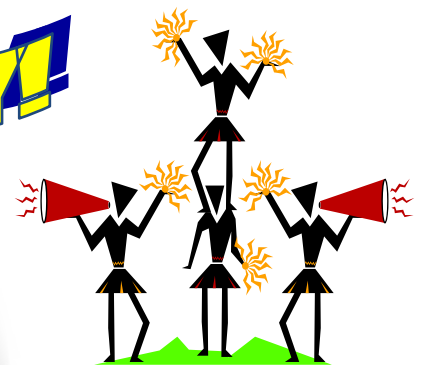
For VIDOR JUNIOR HIGH!

VJHS 2010 BELL SCHEDULE

Time	Monday/Wednesday A Days	Tuesday/Thursday B Days	Friday C Days	Time
8:15 – 8:20	Transition	Transition	Transition	8:15—8:20
8:20 – 9:55	First Period	Fifth Period	First	8:20—9:05
			Second	9:11— 9:55
10:01 – 11:36	Second Period	Sixth Period	Third	10:01--10:45
			Fourth	10:51--11:36
11:42-1:49	Third Period	Seventh Period	Fifth	11: 42--12:59
11:42-12:12	A-Lunch	A-Lunch	A-Lunch	11:42-12:12
12:30-1:00	B-Lunch	B-Lunch	B-Lunch	12:05-12:35
1:19-1:49	C-Lunch	C-Lunch	C-Lunch	12:29-12:59
1:55 – 3:30	Fourth Period	Eighth Period	Sixth	1:05--1:49
			Seventh	1:55—2:39
			Eighth	2:45—3:30



EXEMPLARY!



VJHS
Anchored in Success

Table of Contents

PREFACE.....	1
SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES	2
PARENTAL INVOLVEMENT	2
Working Together	2
Parent Involvement Coordinator.....	3
PARENTAL RIGHTS	3
Obtaining Information and Protecting Student Rights.....	3
“Opting Out” of Surveys and Activities	3
Inspecting Surveys	4
Requesting Professional Qualifications of Teachers and Staff.....	4
Reviewing Instructional Materials	4
Displaying a Student’s Artwork and Projects	4
Accessing Student Records.....	4
Granting Permission to Video or Audio Record a Student.....	5
Granting Permission to Receive Parenting and Paternity Awareness Instruction	5
Removing a Student Temporarily from the Classroom	5
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags	5
Excusing a Student from Reciting a Portion of the Declaration of Independence	5
Requesting Notices of Certain Student Misconduct	5
School Safety Transfers	6
Requesting Classroom Assignment for Multiple Birth Siblings.....	6
Parents of Students with Disabilities	6
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education.....	6
Accommodations for Children of Military Families	7
Student Records	7
Directory Information	9
Directory Information for School-Sponsored Purposes.....	9
Release of Student Information to Military Recruiters and Institutions of Higher Education	10
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS..	10
ABSENCES/ATTENDANCE	10

Compulsory Attendance.....	10
Exemptions to Compulsory Attendance	10
Failure to Comply with Compulsory Attendance	11
Attendance for Credit.....	11
Parent's Note after an Absence	12
Doctor's Note after an Absence for Illness.....	12
Attendance/Absentee Permits	12
Appealing an Unexcused Absence.....	13
Attendance for Credit/Denial of Credit.....	13
Attendance/Parent Notification.....	13
VISD Attendance Policy.....	14
ACADEMIC PROGRAMS	14
AWARDS AND HONORS	14
Citizenship	14
Honor Roll	15
Perfect Attendance	15
National Honor Society.....	15
BULLYING	16
CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS.....	16
CELEBRATE FREEDOM WEEK.....	16
CHILD SEXUAL ABUSE	16
CLASS SCHEDULES	17
VJHS Courses	17
VJHS Elective Courses	18
COMPLAINTS AND CONCERNS.....	19
COMMUNICATION BETWEEN HOME AND SCHOOL	19
Address, Telephone, and Email Changes	20
Conferences.....	20
COMPUTER RESOURCES.....	20
CONDUCT	21
Applicability of School Rules.....	21
Assault.....	21
Cell Phone.....	21

Cheating, Plagiarism, or Academic Dishonesty	22
Corporal Punishment	22
Dangerous Drug, Narcotic Drug, or Alcoholic Beverage.....	22
Detention Hall.....	23
Disruptions	23
Fighting.....	23
Fireworks, Firearms, Weapons	24
Hazing.....	24
Inappropriate Use of Technology	24
Other Electronic Devices	24
Public Displays of Affection/Romantic Relationships	25
Social Events.....	25
Eighth Grade Banquet/Spring Celebration-Attendance /Discipline Requirements.....	25
White Out, Laser Pointers and Markers.....	25
CONTAGIOUS DISEASES / CONDITIONS	25
COUNSELING.....	26
Academic Counseling.....	26
Personal Counseling.....	26
Psychological Exams, Tests, or Treatment.....	26
CREDIT BY EXAM—If a Student Has Taken the Course.....	26
CREDIT BY EXAM—If a Student Has Not Taken the Course.....	27
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION	27
Dating Violence	27
Discrimination.....	28
Harassment.....	28
Sexual Harassment.....	28
Retaliation	28
Reporting Procedures	29
Investigation of Report	29
DISCRIMINATION	29
DISTANCE LEARNING	29
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	29
School Materials	29
Nonschool Materials...from students	30

Nonschool Materials...from others.....	30
DRESS AND GROOMING	30
Dress Code for students assigned to DAEP (SWIS).....	32
Dress Code for Eighth Grade Banquet/Spring Celebration	32
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	33
Extracurricular Activities-Extension of School Day	33
Extracurricular Activities- Grade Requirements	34
Extracurricular Activities- Eligibility Calendars	34
Extracurricular Activities- VJHS Clubs and Organizations	35
Brigettes and Cheerleaders	35
Future Teachers of America: Barbara Hagler Chapter	35
Standards of Behavior.....	36
Offices and Elections	36
FEES	36
FUND-RAISING	37
GANG-FREE ZONES	37
GRADE GUIDELINES	37
Grading Guidelines	37
Grading Scale.....	37
Grading Guidelines-Reteach and Retest	37
Grading Guidelines- Credit Waivers for Eligibility.....	38
GRADUATION.....	38
HARASSMENT	39
HEALTH-RELATED MATTERS	39
Health Service.....	39
Health Evaluation.....	39
Emergency Medical Treatment and Information.....	39
Emergency Procedure Cards.....	39
Illness/Accident Criteria	39
Bacterial Meningitis.....	40
Physical Activity for Students in Junior High School	41
School Health Advisory Council (SHAC).....	41
Other Health-Related Matters	41

Physical Fitness Assessment.....	41
Vending Machines	41
Tobacco Prohibited	41
Asbestos Management Plan	42
Pest Management Plan	42
HOMELESS STUDENTS	42
IMMUNIZATION	42
LAW ENFORCEMENT AGENCIES	43
Questioning of Students	43
Students Taken Into Custody	43
Notification of Law Violations	43
LOCKS AND LOCKERS.....	44
MAKEUP WORK	44
Makeup Work Because of Absence	44
DAEP Makeup Work	44
In-school Suspension (ISS) Makeup Work.....	45
MEDICINE AT SCHOOL.....	45
Psychotropic Drugs	46
VISD Medication Procedures	46
NONDISCRIMINATION STATEMENT.....	47
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	47
PRAYER.....	47
PROMOTION AND RETENTION.....	47
Personal Graduation Plan.....	48
RELEASE OF STUDENTS FROM SCHOOL	48
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES	48
Report Card and Progress Report Dates	49
RETALIATION	50
SAFETY	50
Accident Insurance.....	51
Drills: Fire, Tornado, and Other Emergencies	51
Fire Drill.....	51
Tornado Drill	51
Emergency Medical Treatment and Information	51

Emergency School-Closing Information	51
SCHOOL FACILITIES	52
Use by Students Before and After School	52
Conduct Before and After School.....	52
Use of Hallways during Class Time	52
Cafeteria Services	52
Library.....	53
Library Computer-Aided Research.....	53
Meetings of Non-curriculum-Related Groups	53
SEARCHES	53
Students’ Desks and Lockers	53
Trained Dogs.....	54
Drug-Testing	54
SPECIAL PROGRAMS	54
STEROIDS	54
STUDENT IDs.....	55
TAKS	55
TARDINESS	55
TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT .	55
TRANSFERS.....	56
TRANSPORTATION.....	56
School -Sponsored Trips.....	56
Buses and Other Vehicles	57
School Bus Discipline.....	57
Parent Pick-up.....	58
VANDALISM	58
VIDEO CAMERAS.....	58
VISITORS TO THE SCHOOL	58
General Visitors	58
Raptor Identification System	59
WITHDRAWING FROM SCHOOL	59
Glossary	60
APPENDIX I: Acknowledgment Form—Amendment	63
APPENDIX II: Acknowledgemt Form-Electronic Distribution....	Error! Bookmark not defined.

APPENDIX III: Notice Regarding Directory Information 65
APPENDIX IV: Release of Student Information to Military/Higher Education..... 67
APPENDIX V: Use of Student Work in District Publications 68

PREFACE

To Students and Parents:

Welcome to school year 2010–2011! 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 Vidor Junior 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—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II—OTHER IMPORTANT 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 *Vidor Junior High Student Code of Conduct*, which is a document, adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted online at <http://www.vidorisd.org> or available in the principal’s office.

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

In case of conflict between board policy (including the *Student Code of Conduct*) and any provisions of the Student Handbook, the current provisions of board policy and the *Student Code of Conduct* 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 your child’s assistant principal, counselor, or the principal.

Also, please complete and return to your child’s campus the following required forms [included in the appendix of this handbook:]

1. Parental Acknowledgment Form;
2. Parental Acknowledgment of Electronic Distribution of Student Handbook;
3. Notice Regarding Directory Information and Release of Student Information;
4. Parent’s Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education; and
5. Use of Student Work in District Publications.

[See **Obtaining Information and Protecting Student Rights** on page 3 and **Directory Information** on page 9 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 <http://www.vidorisd.org>.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Vidor Junior High School Student Handbook includes information on topics of particular interest to you as a parent.

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 26 and **Academic Programs** on page 14.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (409) 951-8970 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 48.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Ms. Holli Bertrand, Parent Involvement Coordinator.]
- Participating in campus parent organizations. Parent organizations include: VJHS Parent Teacher Organization (PTO), VJHS Volunteers.
- 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 your child’s counselor or the principal.

- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 41.]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator/Center

The Parent Involvement Coordinator who works with parents of students participating in Title I programs is Ms. Holli Bertrand. The VJHS Parent Center is located in the 100 building and Ms. Bertrand may be contacted at (409) 951-8983. She has many resources available for parent use to aid your child academically.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether 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.

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

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 7.]

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

Granting Permission to Receive Parenting and Paternity Awareness Instruction

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

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 his or her 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*.]

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee 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 FDE (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 policy FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade 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 policy FDB (LEGAL).]

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 your child's counselor or Mrs. Deidre Powell, educational diagnostician at (409) 951-8970.

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 your child's counselor 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 your child’s grade-level counselor at (409) 951-8977.

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).]

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

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

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax

purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- 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 is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the principal’s office is as follows: Dr. Debra Jordan, 945 N. Tram Vidor, TX. 77662.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal, Dr. Debra Jordan, 945 N. Tram, Vidor, TX. 77662. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can

be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [FNG (LEGAL), **Report Cards/Progress Reports and Conferences** on page 48 and **Student or Parent Complaints and Concerns** on page 19 for an overview of the process.]

The district's policy regarding student records found at FL (LEGAL) and (LOCAL) is available from the principal's or superintendent's office or online at <http://www.vidorisd.org>.

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

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: student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media.

For these specific school-sponsored purposes, the district would like to use your child's name; address; telephone listing; electronic mail address; photograph; date and place of birth; major field or 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 used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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.

SECTION II: OTHER IMPORTANT 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 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 your child’s counselor, assistant principal, or principal at (409) 951-8970.

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 6 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.]

Exemptions to Compulsory Attendance

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

- Religious holy days;

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

Failure to Comply with Compulsory Attendance

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

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

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

If the student is over age 18, the student’s parents will 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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- 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 is dependent 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.

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

[See policy FEC (LOCAL).]

Attendance/Absentee Permits

It is the parent's and student's responsibility to provide the required documentation in order to get absences excused. Permits should be turned in to Ms. Randel in the attendance office located in the 100 building. If Ms. Randel is not in her office, there is a drop box located outside the attendance office for students to turn in attendance excuses. The attendance notes can also be faxed to Ms. Randel at (409) 769-6754. The attendance office will adhere to the following procedures when collecting the absence notes and marking them excused or unexcused.

1. After a student has accrued six absences (both excused and unexcused), all future absences must be accompanied by written documentation from a doctor or other health care official (the parent/guardian of a student cannot serve as both parent and health care official).

2. Documentation to excuse an absence must be provided within three (3) school days from the last consecutive absence.
3. All absences are coded unexcused until acceptable documentation is provided that meets VISD guidelines.
4. Support personnel shall use the VISD policy as a guideline to determine if an absence is excused or unexcused.
5. All permits and admits that do not have accompanying documentation shall be considered unexcused.
6. All permits, admits, and absence notes shall be submitted to the attendance office on a daily basis.
7. All excused absence reasons shall be keyed in by attendance personnel on the day they are submitted.

Appealing an Unexcused Absence

Parents and/or students may appeal any unexcused absence to the campus or grade level administrator in charge of attendance within five school days from the date of the absence. The parent, guardian, or student is responsible for providing documentation to support the appeal. Documentation should include permits, notes, etc. The assistant principal will evaluate the absence reason and determine if it should be excused even though the reason is outside the district's excused guidelines. The principal must approve the assistant principal's decision.

Attendance for Credit/Denial of Credit

The Vidor Independent School District is committed to the education of all school age students residing within its boundaries. This commitment cannot be fulfilled if students are not in attendance to receive classroom instruction.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Parents will receive a letter at fifteen absences notifying them that at eighteen (18) days of absences a student is in jeopardy of losing credit. By the first of May, an attendance committee will be scheduled, and all students meeting the 10% absence criteria will be candidates.

Attendance/Parent Notification

According to district policy, parents will receive the following attendance notifications:

1. A letter mailed to the parents when a student accrues 3 unexcused absences.
2. A letter mailed to the parent or guardians when the student has accrued six total absences notifying the parent that all future absences will require a note from a doctor or other health care official.
3. Report cards denoting the number of excused and unexcused absences.
4. One (1) documented conference or attempt to conference by the campus administrator responsible for attendance.

VISD Attendance Policy

The definitions of excused/unexcused absences are as follows:

Excused- a student who has been absent from school and provides written documentation that meets the VISD attendance policy shall receive an excused absence.

Unexcused-a student who has been absent from school and does not provide written documentation or if the document reason does not meet the VISD attendance policy shall receive an unexcused absence.

Absences that shall be considered excused shall be as follows:

1. A personal illness with documentation provided by a parent or guardian (up to and including the sixth absence), school nurse, doctor or health care official when the student is absent for the entire day (the parent of the student cannot serve as both parent and health care official).
2. Death in the immediate family. Immediate family shall include parents, grandparents, and siblings (both natural and step). A three-day absence shall be allowed.
3. Visitation to a college will be an excused absence if prior approval was obtained and the documentation is completed and signed in accordance with policy.
4. Court proceedings (other than for truancy filings) with supporting documentation signed by the court.
5. Inclement weather conditions that can be validated by the District officials.
6. All student suspensions.
7. All absences covered under the Texas Education Code.

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 **Academic Counseling** on page 26 of this handbook and policies at EIF.]

AWARDS AND HONORS

Students at VJHS have the opportunity to earn recognition for academic excellence, attendance, and outstanding citizenship. Our clubs and organizations also recognize members for individual and group accomplishments and service.

Citizenship

Citizenship awards are based on community service and student conduct. Students receive recognition for participating in community service projects and demonstrating personal discipline and responsibility. Community service projects, punctuality, wearing student IDs, completing assignments, having books and supplies in class, and positive interactions with teachers and peers are considerations for these awards. The students are selected by the VJHS Discipline Committee based on student and teacher nominations.

Honor Roll

The academic awards are based on averages in all subjects at the six-weeks, semester, and end of year. The awards for academics are as follows:

1. Students with a ninety-five (95) or above average in all subjects will receive academic excellence awards.
2. Students with a ninety (90) to ninety-four (94) in all subjects will receive academic achievement awards.
3. Students with no grade below an eighty-five (85) average in all subjects will receive extraordinary effort awards.

Perfect Attendance

For a student to be eligible for a perfect attendance award and the perfect attendance scholarship, he/she must be in attendance every day, every class period.

National Junior Honor Society

Criteria for Membership

Eighth (8th) graders are selected for membership in the National Junior Honor Society. Students desiring to be considered for membership must meet the following criteria:

1. Scholarship

At the end of the seventh (7th) grade year, students must have an average of ninety (90) or above in every individual subject. The average will be an average of the first and second semester grades.

Or

At the end of the seventh (7th) grade year, year, the students must have an overall average of the academic classes of 92 with no grade lower than 85. The grade will be an average of first and second semester.

And

Students must have mastered all sections of the state mandated seventh (7th) grade Test of Academic Knowledge and Skills (TAKS).

2. Leadership

Students must have been involved in at least one extra-curricular activity as a seventh grader.

3. Citizenship

Students must not have more than two (2) discipline referrals and no referrals that result in ISS/SAC, corporal punishment, suspension, or a SWIS placement.

- A. Students cannot have been disciplined by any local authorities for an incident off-campus.
- B. Students must comply with the state compulsory attendance law of 90% attendance the year of consideration.
- C. Students should have no more than three (3) unsatisfactory conduct reports of (N) or (U) on report cards.

4. *Character*

Students will obtain two (2) character references.

5. *Service*

Students will provide documentation of fifteen (15) service hours performed from September - August of their seventh grade year. This may include service performed at school, church, or in the community.

The National Junior Honor Society sponsor is Ms. Carol Worthy. The induction ceremony is scheduled for the fall of the 2010.

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 physical harm or of damage to the student's property, or is so severe, persistent, or pervasive 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 **School Safety Transfers** on page 6 and policy FFI (LOCAL).]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in Welding, Building Trades, Marketing Education, Health Occupations, Criminal Justice, Family Consumer Sciences, Computer Maintenance, Agriculture, Auto Mechanics, Cosmetology, Life Management Skills, and Horticulture. The VJHS career and technical courses are Life Management Skills (Home Economics) and Horticulture. The Vidor Independent School District will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs.

CELEBRATE FREEDOM WEEK

Celebrate Freedom Week has been changed to the week in which November 11 falls, although the local board has the authority to designate another week. The State Board of Education has rulemaking authority to provide for students in social studies in grades 3-12 to study the Declaration of Independence and the U.S. Constitution, the ideas expressed therein, and later developments in early American history. The rules must require students to recite a quoted portion of the Declaration, but they must also excuse a student from recitation if parents submit a written request that their child be excused, the District determines that the student has a conscientious objection, or the parent is a representative of a foreign government to whom the U.S. extends diplomatic immunity.

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed by contacting your child's counselor. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the

Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

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

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

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

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

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS SCHEDULES

Students are given the opportunity to select courses in the spring. Parents and students are sent a copy of the course requests and changes are made throughout the summer. Every effort is made to honor student requests. Please note the examples of the student schedules in the table below:

7 th Grade Schedules	8 th Grade Schedules
English Language Arts/Reading (ELAR)	English Language Arts/Reading (ELAR)

Mathematics (Double-Blocked)	Mathematics (Double-Blocked) or **Algebra I (Double-Blocked)
Social Studies: Texas History	Social Studies: United States History
Health,/Physical Education	Health /Physical Education
Science	Science
Electives (2)	Electives (2)
Total 8 Classes	Total 8 Classes

VJHS Elective Courses

Elective courses provide students with an opportunity to explore their interests and to develop their talents. The selection for electives at VJHS is varied in design and purpose. We have courses designed for career exploration, enrichment, and intervention with accelerated learning; specifically it is our goal to help our students prepare for the future academically and vocationally.

Seventh Grade Electives	Length	Eighth Grade Electives	Length
*Spanish I	Full Year	*Spanish I or II	Full Year
Band	Full Year	Band	Full Year
Choir	Full Year	Choir	Full Year
*Art I-Crafts	1 Semester	*Art I-Crafts	1 Semester
*Art I-Drawing	1 Semester	*Art I-Drawing	1 Semester
Technology Applications	1 Semester	Technology Applications	1 Semester
		*Health	
*Speech I	1 Semester	*Speech I	1 Semester
Performance Speech I, II		Performance Speech I, II, Adv.	
Life Management Skills	1 Semester	Life Management Skills	1 Semester
Agri-Science/Horticulture	1 Semester	Agri-Science/Horticulture	1 Semester
**Reading/Math Intensive Study Period	Varies	**Reading/ Math Intensive Study Period	Varies

* High School Credit Classes

**Intervention and Accelerated Instruction

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher, assistant principal, counselor or principal.

For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. In general, a parent or student should first discuss the complaint with the teacher, counselor, or assistant principal. If the assistant principal or counselor cannot help resolve the matter, a conference may be scheduled with the principal. If unresolved, a written complaint and 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, who are members of the community elected to set policy and priorities for the District.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific complaint processes for the following:

- Sexual abuse or sexual harassment of a student.
- Loss of credit on the basis of attendance.
- Teacher removal of a student for disciplinary reasons.
- Removal of a student to a disciplinary alternative education program.
- Expulsion of a student.
- Identification, evaluation, or educational placement of a student with a disability.
- Instructional materials.
- On-campus distribution of non-school materials to students.
- Complaints against District peace officers.
- Discrimination on the basis of gender.

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

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.

COMMUNICATION BETWEEN HOME AND SCHOOL

Good communication between home and school regarding a student's education is more than a "plus"; it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as the handbook, progress reports and

report cards, student work for parents to review and sign, and it continues into interactions such as messages and phone calls from teachers, and school open houses or back-to-school nights.

Communication might also include school or parent initiated conferences to discuss student progress, to find out more about the curriculum and how the parent can support learning, or to head off or resolve problems. A parent or guardian may schedule a phone or in-person conference with a teacher, counselor, assistant principal, or principal by calling the office at (409) 951-8970 for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

Skylert is a program to assist in school communication needs with the parents. **Skylert** helps schools deliver important or time sensitive information to any telephone device or pager. Please keep school informed of any phone number changes throughout the school year.

Address, Telephone, Parent Contact Changes

It is important that we maintain communication with parents. In the event that a student's address, telephone number, or parent contact changes, please notify the registrar, Ms. Judy Howard by note, email (jhoward@vidorisd.org) or phone (409) 951-8977 in order to update information.

Conferences

Students and parents may expect teachers to request a conference if the student is not maintaining passing grades, achieving the expected level of performance, or if the student presents any other academic or behavioral concerns to the teacher.

A student or parent who wants information or wants to discuss a question or concern is encouraged to confer with the appropriate teacher. A parent who wishes to arrange a conference with a teacher may call the VJHS Guidance and Counseling Department at (409) 951-8977 in order to schedule an appointment during the teacher's conference period or request that the teacher call the parent during a conference period or at another mutually convenient time.

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 only students who have been authorized by the District, who are working under a designated District employee's supervision and for approved purposes only. Prior to authorization, students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources. Violations of this *Acceptable Use Agreement* will result in disciplinary consequences and may result in withdrawal of computer privileges. Students and their parents should be aware that e-mail using district computers are 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.

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the *Student Code of Conduct*.

Assault

Assault is a criminal act and is considered a serious offense in our discipline management policy. Assault is defined as a violent attack, either physical or verbal.

If a student is guilty of assault toward another student or school personnel, the police are called. The student may be suspended until a discipline hearing can be scheduled. Depending on the severity of the incident, the recommendation can range from in school suspension, placement in a discipline alternative education setting, or expulsion.

Cell Phone

Students should not turn on, or use a cellular telephone or other telecommunication device on school property during regular school hours.

If a student is in violation of this policy the device will be confiscated, and will be held at the principal's office. The student/ parent may pick up the confiscated telecommunication device from the principal's office for a fee of \$15. There will be a 5-day waiting period before the device may be retrieved from the principal's office.

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

Cheating, Plagiarism, or Academic Dishonesty

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism is considered academic dishonesty or cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who discover that a student has intentionally engaged in plagiarism, cheating on assignments or tests, or any form of academic dishonesty will determine the academic penalty to be assessed. Students, who intentionally engage in academic dishonesty, are subject to disciplinary consequences, as well as academic penalties.

Corporal Punishment Student Code of Conduct

In accordance with the *VISD Student Code of Conduct* and policy FO (LOCAL) in the district's policy manual, corporal punishment—spanking or paddling the student—may be used as a discipline management technique. Corporal punishment is limited to paddling the student. It is governed by the following guidelines:

- The student is told the reason for the corporal punishment.
- Only the principal or the assistant principal may administer corporal punishment.
- The instrument to be used will be approved by the principal.
- Corporal punishment will be administered in the presence of one other district professional employee and out of view of other students.
- A record will be maintained of each instance of corporal punishment.
- Parental request not to use corporal punishment will be honored.
- Corporal punishment will not be administered in lieu of in school suspension (ISS) more than one time.
- Corporal punishment will not be administered in lieu of in school suspension (ISS) assigned for fighting.

Dangerous Drug, Narcotic Drug, or Alcoholic Beverage

Any student found in possession of, having used, or under the influence of marijuana, any narcotic, hallucinatory, hypnotic, or sedative drug or any chemical, alcohol, or stimulant not prescribed by a licensed physician may be disciplined accordingly.

Any student moving into the Vidor Independent School District who is under suspension from another school system shall not be admitted until his suspension term has ended in the suspending district. A report of any disciplinary action taken by the school district shall be attached to the transcript of credits sent to any other school to which a student under discipline may transfer. Any student who voluntarily seeks help and assistance from school personnel or medical assistance in dealing with a personal drug problem prior to being reported by any school official or law enforcement officer shall not be considered in violation of the Resolution on Drug Abuse and shall be entitled to anonymity in order that he/she may be referred to proper medical and/or psychological counseling. No drugs must be in the student's possession at the time he seeks help, because this is in violation of federal law.

Detention Hall

Students who violate the school's code of conduct may be assigned detention for (30) thirty-minutes during lunchtime or outside of school hours. The following rules apply to detention hall:

- Attendance is taken in detention; students are to be in detention hall on time.
- Students who are tardy or absent will have additional days assigned in detention.
- If a student does not follow the rules in detention, he/she is assigned to in school suspension (ISS.).
- Student may bring his/her own lunch from home or the cafeteria will prepare a standard lunch.

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.

Fighting

Fighting is prohibited on the campus and at all school-related activities. A fight is defined as two or more students physically attacking one another as witnessed by an adult employee, other students, and/or admitted to by the participants of the fight.

There are always teachers and administrators on duty before school, after school, during lunch and between classes on the Vidor Junior High campus. It is the responsibility of the students to seek an adult if someone is creating a serious conflict.

Fighting will not be tolerated on any VISD property or at any school-related event. This includes, but is not limited to, all extracurricular activities at the junior high and high school. If a

student engages in fighting, disorderly conduct charges will be filed against the student and a discipline hearing may be scheduled to consider alternative placement.

When a student is involved in a fight on the junior high campus or at a school-related event, the student may be suspended for the remainder of the day and given a 5-day assignment to ISS/SAC. Corporal punishment may not be substituted for an ISS/SAC assignment. Disorderly conduct charges will be filed on students who fight on the VJHS campus or at any school related event

Fireworks, Firearms, Weapons

Students are prohibited from bringing to school or school-related activities firearms or any kind of weapons. Weapons shall include, but not be limited to knives of any size (including pocketknives), explosives (including fireworks of any kind), clubs, and razors. This prohibition shall not normally apply to school supplies such as pencils, compasses, and the like, unless those instruments are used in a menacing manner. School personnel may inspect lockers and students found to be in violation of this policy will be subject to appropriate disciplinary action.

Hazing

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace. No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing. Students, who engage in hazing, either individually or in concert with other students, shall be subject to disciplinary action, including suspension if the circumstances warrant.

Any teacher, administrator, or other person employed by the district, or any student who observes any other student engaged in any form of hazing or has reason to know or suspect that a student or students intend to engage in hazing, shall report that fact or suspicion to the appropriate assistant principal or principal.

Inappropriate Use of Technology

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

Other Electronic Devices

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices 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.

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

Public Displays of Affection/Romantic Relationships

Vidor Junior High School faculty and staff recognize that romantic relationships are a natural and normal part of growing up. However, it should be remembered that school is not the time or the place for these relationships. While at school, students should observe a “hands off” policy. It is improper to kiss or snuggle close to one another in bodily contact at school. Students will also refrain from putting their arms around one another in a romantic relationship while at school.

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.

Eighth Grade Banquet/Spring Celebration—Attendance and Discipline Requirements

Discipline Requirements: Students are not eligible to attend the Eighth Grade Banquet/Spring Celebration for the following reasons:

They were assigned to a SWIS/DAEP (Discipline Alternative Educational Placement).

They were assigned to ISS/SAC three (3) separate times or served a total of ten 10 or more days for any reason. [If a parent or student chooses for the student to have corporal punishment in lieu of ISS/SAC, each incident counts the same as one five-day discipline assignment to SAC.]

If the student was suspended for 1 day or more.

If the student has 10 unexcused absences, and the District filed compulsory attendance charges.

White Out, Laser Pointers and Markers

Students are not allowed to have laser pointers or laser lights, permanent markers (ex. sharpie markers), or White out in any form at VJHS or any school-related event. If a student has a laser pointer or light, it will be confiscated and the student will be assigned a discipline consequence.

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.

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 6-8 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE 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 come in before or after school to schedule a time to meet with the counselor or ask a teacher to write him/her a pass to the counselor's office. Students and/or parents requesting personal counseling should be assured of confidentiality.

Everything discussed in the counselor's office is confidential unless the counselor has reason to believe one or more of the following:

- Someone is going to hurt the student.
- The student is going to hurt someone else.
- The student is going to hurt him/her self.
- In that case, the counselor will report the information needed to keep the student and/or others safe.

Psychological Exams, Tests, or Treatment

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

For more information, refer to policies EHBBA(LEGAL), FFE (LEGAL), and FFG (EXHIBIT).

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the 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 policy EEJA (LOCAL).]

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will 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).]

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 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 at <http://www.vidorisd.org>.

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, volunteer, or another student is prohibited.

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

Retaliation against a student might occur 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.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. 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 involving 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 27.]

DISTANCE LEARNING

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 33.]

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** on page 9.]

Nonschool Materials...from students

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

The principal has designated a bulletin board in the cafeteria as the 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 policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to Mrs. Nancy Smith, Executive Director of Human Resource for prior review. Mrs. Smith will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

All 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 approved VISD dress code.

There is an expectation and a requirement for students to dress in a neat and orderly fashion. While dress code regulations apply to the regular school day only, school personnel have an

obligation to address and correct dress and personal appearance that cause distraction, confusion, and/or possibly harm to the individual when the student is in regular attendance or at a school-sponsored function.

When extremes in dress and/or personal appearance cause any of the aforementioned, the school will ask that the individual change into more appropriate attire and/or conform to acceptable personal grooming standards for the normal functioning of the school. The final decision regarding school attire and proper school grooming standards is left to the discretion of the school personnel. The following guidelines are offered and are subject to revision throughout the school year:

- Sleeveless shirts/blouses, tank tops, halters, see-through blouses, or tops with low-neck lines are not permitted. All shirts/blouses must have sleeves, short or long. Cap sleeves are not permitted.
- Midriffs and backs must not be exposed; tops must be long enough to tuck into pants when arms are raised.
- Jeans or other apparel should not be deliberately mutilated. Any holes should be patched and pants should be properly hemmed.
- Jeans or pants should fit and should be worn at the waist, with no undergarments showing. They should not be wider than the foot at the cuff and should not be longer than the bottom of the heel.
- Inappropriate patches, pictures, symbols, writing, slogans, or quotes - either attached to or painted on clothing - are not to be worn.
- Pants should not have excessive pockets, buckles, zippers or straps down the pant-leg. (Carpenter style is acceptable.) Capri pants are not knee length shorts; they must reach below the kneecap.
- Shorts and skorts will not be permitted during the school day. Exceptions will be made for physical education classes and extra-curricular practices and activities.
- Dresses and skirts should be at or below the kneecap. Exceptions will be made for extra-curricular activities.
- Hair shall be neat, clean, and well groomed. It shall not cover the eyes or be colored or styled in any way that attracts undue attention.
- Extremes in make-up and face paint are not permitted. Black fingernail polish and black lipstick will not be allowed.
- Shirts shall be neat, clean, and buttoned except for the top button.

- Boys should be clean-shaven. Beards are not permitted, and mustaches and sideburns must be clean and well groomed.
- Sideburns should be no longer than the bottom of the ear.
- Young men are not permitted to wear earrings. No other visible body piercing will be permitted for any student, including tongue rings and spacers.
- Tattoos should be covered at school.
- Clothing which desecrates the flag; advertises narcotic, alcoholic, or tobacco products; or contains sexual references or innuendos is prohibited.
- Caps or hats are not allowed in the buildings. Caps should be worn in an appropriate manner. Caps should not be worn sideways and backwards.
- Billfold chains are prohibited.
- No excessive makeup, jewelry, or accessories is allowed.
- Shoes must be worn at all times—no slippers.
- No pajamas or “pajama-like” pants and sleepwear are allowed.

DRESS CODE FOR STUDENTS ASSIGNED TO DAEP (SWIS)

When students are assigned to SWIS, they are required to follow the school dress code with the following additional requirements:

- All students wear blue jeans or slacks with a belt and enclosed shoes.
- All students wear white collared shirts tucked in so that the belt is visible.
- No coats, jackets, sweaters, or sweatshirts may be worn over clothing in the classroom. Students will be required to remove them when they enter the room.

Eighth Grade Banquet/ Spring Dance

The Vidor Junior High School Student Council hosts the 8th Grade Spring Celebration during the spring semester. Please understand that this is a school function for VJH eighth grade students, and therefore, students will be required to follow standard regulations and rules for student behavior. The dress code is as follows:

Girls

- Dresses or dressy pants outfits are required. After five formal wear is not required.
- Dresses should have some kind of shoulder strap (clear and spaghetti straps are fine).

- No plunging necklines or backs, bare midriffs, or bare backs.

Boys

- Boys should wear dress clothes—dress shirt, slacks, and tie.
- Blue jeans are not allowed.
- Tuxedos and suit jackets are not required.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

The following requirements apply to all extracurricular activities:

- A student who receives a grade below 70 at the end of a grading period 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 language other than English—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, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Extracurricular Activities—Extension of School Day

Extra-curricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extracurricular activities held on any campus within the school district; violations of these rules will be handled accordingly. Students assigned to any of

the district’s alternative education programs and/or expelled from school will not be allowed to participate in extracurricular activities.

Extracurricular Activities—Grade Requirements

In order to be eligible to participate in extracurricular activities for the first six-weeks of the school year, the student must have been promoted to the next grade.

- Beginning of the 7th grade year-must have been promoted from 6th to the 7th grade
- Beginning of the 8th grade year-must have been promoted from 7th to the 8th grade

A student participating in University Interscholastic League (UIL) & extra-curricular activities will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student’s grades are equal to or greater than the equivalent of 70 in all classes.

Extracurricular Activities --Eligibility Calendars

<i>Grading Period</i>	<i>Last Day of Grading Period</i>	<i>End of Grace Period</i>
First Six Weeks	10/1/10	*10/8/10
Second Six Weeks	11/12/10	*11/19/10
Third Six Weeks	1/14/11	*1/21/11
Fourth Six Weeks	2/25/11	*3/4/11
Fifth Six Weeks	4/15/11	*4/22/11
Sixth Six Weeks	5/26/11	

**Students with failing grades become ineligible to participate at the end of the school day on the last day of the grace period.*

Grade Checks	First	Second	Third	Fourth	Fifth
3-Weeks	10/22/10	12/16/10	2/04/11	3/25/11	5/06/11
Regain Eligibility	10/29/10	1/07/11	2/11/11	4/1/11	5/13/11

Extracurricular Activities—VJHS Clubs and Organizations

Stricter codes of conduct and consequences may be established for members of student clubs and performing groups such as the band, choir, drill team, cheerleaders, and athletic teams. Sponsors of these clubs and organizations 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 *VISD 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. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups** on page 53.]

Brigettes and Cheerleaders

Try-outs for VJHS Brigettes and Cheerleaders will be held during the second semester for participation during the 2011-2012 school year. In order to be eligible to try out for Brigettes and Cheerleaders, the student must be enrolled in VISD and will be promoted to seventh or eighth grade at Vidor Junior High School. Current year report cards will be checked, and candidates must have an overall average of at least 75 in all classes with no more than two grades below 69. [The first, second, and third six weeks will be averaged to determine eligibility.]

Any student who has been assigned ISS/SAC, administered corporal punishment in lieu of ISS/SAC, suspended or expelled, filed on for attendance or has been assigned to a discipline alternative educational placement (DAEP) will be automatically eliminated from the try-out auditions. Additional information concerning continuance and discipline can be found in the group’s constitutions and will be distributed by the sponsors. Parents are required to read the group’s constitution and sign an audition and entry agreement before a student is permitted to participate in the try-out process.

Future Teachers of America: Barbara Hagler Chapter

The FTA at Vidor Junior High was chartered in the fall of 1996 with the help and continued support of the Vidor Junior High School Chapter. The purpose of this club is to give students insights into the career of an educator. This organization offers the student a chance to learn and practice leadership skills, organizational skills, and cooperative learning skills. The club participates in a variety of activities including an opportunity to attend the district convention. Any student who maintains a passing average in every class and meets attendance requirements for school may choose to be a member of this club. However, the membership door is only opened once a year for a period of about three weeks. Students must also pay a \$10 membership fee, which covers state and district dues since our club is affiliated with both district and state FTA.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local 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. For student-organized, student-led groups, see **Meetings of Non-curriculum-Related Groups** on page 53.]

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers. These groups include: Vidor Junior High Student Council, Junior FFA Officers, Junior Honor Society Officers, Class Favorites, Mr. and Miss VJHS and Sweethearts and Beaus.

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 become 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 requires 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 57.]

- 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 campus principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GRADE GUIDELINES

Grading Guidelines

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

Also see **Report Cards/Progress Reports and Conferences** on page 49 for additional information.

Grading Scale

The grading scale that will be used on student report cards at Vidor Junior High School is as follows: A—90 to 100; B—80 to 89; C—75 to 79; D—70 to 74; and F—69 and below.

Grading Guidelines—Reteach and Retest

Non-mastery of objectives as indicated by a test grade of less than 70 demonstrates that a student must receive additional instructional input in the form of individual instruction, additional assignments, peer tutoring, homework, tutorial or practice, etc. An opportunity to retest must be given to any student who fails to demonstrate the necessary 70% mastery on tests, excluding the semester test.

The time of retest will be at time mutually determined by the teacher and the student. The average of the failing grade and the retest grade will become the new grade but not to exceed 70. For example, if the failing grade is 60 and the retest grade is 90, the average of the two is 75, but a 70 is the recorded score.

The student should schedule a retest with the teacher no later than three weeks after the original test was administered. If additional tutorial time is needed, the teacher has the discretion to re-schedule the retest at a later time.

Grading Guidelines—Honors/Pre-AP/Concurrent Credit Waivers for Eligibility

Any student in a class designated Honors, Pre-AP, AP, or a concurrent credit college class who fails the class with a grade no lower than 60 may be eligible for a waiver for participation in extracurricular activities. This waiver will be for a three-week period under the following conditions:

Waiver request must be made and submitted to the principal before the end of the grace period. A student has a seven-day grace period after the end of a grading period before they become ineligible.

- Daily tutorials must be attended in the class the student is failing.
- At the end of the waiver period the student must be passing all classes to remain eligible.
- A student may get only one waiver per school year.

VJHS classes that meet the criteria for a waiver are as follows: Algebra, Spanish I, Spanish II, Pre-AP ELAR, Honors Math-7th, Honors Social Studies, Honors Science, and Speech for high school credit, Art I Crafts, Art II Painting, & Speech (H.S. Credit).

GRADUATION

All students entering grade 9 are required to enroll in the Recommended Program or the Advanced /Distinguished Achievement Program. The high school counselor will meet with eighth graders in the spring in order to register students for high school.

State Scholarships and Grants

- Under the Texas Early High School Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement 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 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 27.]

HEALTH-RELATED MATTERS

Health Services

The school nurse's office is located in the 500-wing. Students leaving school because of illness should have permission from the nurse. After the nurse has contacted the student's parents or guardian that the student is being sent home, the student should officially sign out in the front office. A student wishing to go to the nurse should go only during class time and with a permit from the teacher. Students should not go between classes, except in an emergency.

Health Evaluation

The main purpose of the health services program is to correct any health problems that interfere with learning. Screening programs to detect certain problems are conducted at predetermined intervals in the students' school progress. These include vision, hearing, and spinal screening. Parents will be notified if problems are discovered.

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 Procedure Cards

This is the most important record parents will be asked to complete; it is the link between home, parents, and school. The school makes no provision to take students home or care for them in the health office all day, nor will school personnel transport students home. It is very important that parents help us by planning for as many eventualities as possible and by providing a way to contact parents or the persons they designate to assume responsibility for their child.

Parents should please complete all blanks requested on the card and discuss with their friends and relatives the fact they have listed their numbers and that they may be called. All information listed as confidential will be protected. Remember to notify the school health office if telephone numbers or other information on the card changes during the year

Illness/Accident Criteria

Parents or guardians will be contacted and students will be sent home under the following circumstances: (1) suspected contagious disease, (2) fever of 100 degrees or greater, (3) persistent vomiting and/or diarrhea, or (4) an injury that requires the attention of a physician.

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side

effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

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

Physical Activity for Students in Junior High School

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will engage in 30 minutes of moderate or vigorous physical activity per day for at least four semesters or at least 335 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters.

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

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

Other Health-Related Matters

Physical Fitness Assessment

Annually, the district will conduct a physical fitness assessment of students in grades 3–12. At the end of the school year, a parent may submit a written request to your child's counselor 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 campus principal. [See policies at CO and FFA.]

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available from Robert Godeaux at 505 Orange Street, Vidor, TX 77662. If you have any questions, please call (409)951-8770.

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 Mr. David Baker, 180 University, Vidor, TX or call (409) 951-8923.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Ms. Suzanne Wojtowich, Coordinator of Federal Programs, at 120 E. Bolivar or call (409) 951-8707.

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 <https://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, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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 a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB (LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By 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 is required to register as a sex offender or 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 policies FL (LEGAL) and GRA (LEGAL).]

LOCKS AND LOCKERS

Locks and lockers are assigned at the beginning of the school year. All efforts should be made to take care of the lockers. Writing, marking, or placing decals on a locker is prohibited. Students must use only the locker assigned to them and must not change lockers unless permission is granted from the assistant principal. Lockers are subject to inspection at any time and should be kept clean. Students are furnished locks for their lockers. If the lock is lost or damaged, the student will be required to pay for the lock. The cost of a replacement is \$5.00. The following rules should be followed:

Students are not allowed to share lockers.

The lock must be on the locker and locked appropriately at all times.

Students should not share their combination with anyone. The student is responsible if the lock is lost or stolen.

MAKEUP WORK

Makeup Work Because of Absence

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 missing (msg) for the assignment. If the work is turned in after the due date, the teacher may assign a late penalty.

A general guideline for time to turn in missed assignment is the student gets 1-one extra day for every day missed after the student returns to school. For example, if a student misses 1-one day, he/she needs to get the make-up work at the next class and turn it in at the following class; if the student misses five days of school, he/she has five class days to make up and turn in the work. Additional time can be given to the student by the teacher if necessary.

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

DAEP 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, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course 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).]

In-school Suspension (ISS) Makeup Work

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. The district will not charge the student for any method of completion provided by the district. [See policy FO (LEGAL).]

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.]

VISD Medication Procedures

State law requires school personnel to adhere to very strict guidelines when giving medication at school. The guidelines for administering medication at school are as follows:

1. Medication cannot be given without written permission of parents.
2. There is a required form that must be completed and signed by the parent or guardian; it can be obtained from the health office at the school.
3. Prescription medication cannot be given unless it is in the original container with the prescription number, name of the physician, name of student and directions for giving it.
4. If there is an order from a physician, over the counter medication can be administered for specific reasons and for a limited amount of time, provided it is in the original container and has an age-appropriate dose on its label.
5. No medication can be administered by the nurse unless it is properly marked and can be identified.
6. VJH students may transport medication to school to the nurse. Students are required to bring the medication to the health office immediately upon arriving to school.
7. The parental request to administer medication at school form should be sent with all medication.
8. Students are not allowed to have medication in their purses, lunches, lockers or on his/her person. The only exception to this rule is prescribed asthma or anaphylaxis medication with written authorization from the doctor and parent. The documentation must be given to the school nurse prior to the student having the medication.

Parents will need to pick up medication left at the end of the school year, prior to the last school day. Medication will not be sent home with the students. All medication not picked up will be destroyed.

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, Vidor ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 5.]

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.]

PRAAYER

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 seventh grade, promotion to the next grade 8 is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas and a grade of 70 or above in language arts, mathematics, and either science or social studies. Students in grade 8 must earn an overall average of 70 on a scale of 100 based on course-level, grade-level standards (Texas Essential Knowledge and Skills) for all subject areas and a grade of 70 or above in language arts, mathematics, and either science or social studies. In addition, eighth graders—with limited exceptions—will be required to pass the (Texas Assessment of Knowledge and Skills).

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.

Personal Graduation Plan

A Personal Graduation Plan (PGP) will be prepared for any student in the junior high 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 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 campus principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the fourth week of a six-week grading period, parents will be given a written progress report if their child's 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 2 for how to schedule a conference.]

Teachers follow the VISD grading guidelines that 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 or counselor; 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.

REPORT CARD AND PROGRESS REPORT DATES

FIRST SEMESTER PROGRESS & REPORT CARD DATES					
First Six Weeks	Date	Second Six Weeks	Date	Third Six Weeks	Date
1 st Progress Report	9/ 14/10	2nd Progress Report	10/26/10	3rd Progress Report	12/14/10
Last Day of Grading Period	10/1/10	Last Day of Grading Period	11/12/10	Last Day of Grading Period	1/14/11
1 st Six-Weeks Report Card	10/8/10	2nd Six-Weeks Report Card	11/18/12	3rd Six-Weeks Report Card	1/21/11
SECOND SEMESTER PROGRESS & REPORT CARD DATES					
Fourth Six Weeks	Date	Fifth Six Weeks	Date	Sixth Six Weeks	Date
4th Progress Report	2/08/11	5th Progress Report	3/29/11	6th Progress Report	05/10/11
Last Day of Grading Period	2/25/11	Last Day of Grading Period	4/15/11	Last Day of Grading Period	5/26/11

4th Six-Weeks Report Card	3/04/11	5th Six-Weeks Report Card	4/21/11	6th Six-Weeks Report Card	6/02/11
---------------------------------	---------	------------------------------	---------	------------------------------	---------

Progress Reports & Report Card Averages

The grade on the progress reports and six weeks report cards consists of the following: 50% daily grade average and the 50 % test grade average. A minimum of 6 daily grades & 4major grades are required for the six weeks. Semester grades consist of a weighted average of the six weeks plus the semester exam.

First Semester			Second Semester		
First Six Weeks	2/7	90	Fourth Six Weeks	2/7	92
Second Six Weeks	2/7	82	Fifth Six Weeks	2/7	90
Third Six Weeks	2/7	88	Sixth Six Weeks	2/7	88
First Semester Exam	1/7	80	Second Semester Exam	1/7	95
Semester Average		86	Semester Average		91

The final grade is an average of the two semesters. In the example above, the final grade is 88.5 or 89.

RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 27.]

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 others at risk.
- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. Premiums will be paid to and all claims will be submitted through the principal’s office, but the District shall not be responsible for cost of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must purchase the accident insurance or show proof of insurance or sign a form rejecting the insurance offer and waiving any claim against the District for any injury which may result.

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

Fire Alarm	Leave the building
All clear announcement	Return to building

Tornado Drill

Tornado Alarm	Move quietly but quickly to the designated locations
All clear announcement	Return to 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 may have to rely on 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

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SCHOOL FACILITIES

Use by Students Before and After School

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

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

- Library
- Cafeteria
- 100, 200, 300 Buildings
- Commons Area

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 *VISD 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 *VISD Student Code of Conduct*.

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Ms. Sylvia Smith, VJHS cafeteria manager to apply.

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

The cafeteria has a hot lunch line and a snack/salad bar, which operates during each of the three lunch periods. The lines move quickly, allowing students sufficient time to eat. A menu is posted weekly. Meals in the cafeteria may be purchased daily or paid for in advance. (Type "A" lunches are \$1.40). Each student should know his/her identification number used for purchasing food. Identification numbers should not be shared. Students may add money to their accounts, but they must have written permission from their parents to give to the cashier in order to

withdraw money. Students will be allowed to charge only two times. Prior charges must be paid before they will be allowed to charge again. All returned checks will have a \$15.00 service charge, plus the amount of the check.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the school day and at the following times with a teacher's permit.

- Before school
- During lunch
- After school.

The library has a varied collection of books and other materials on many subjects and offers many opportunities for research and study. The library is open for teachers' and students' use each day from 7:30 a.m. to 4:00 p.m.

Students are limited to two (2) books at a time. There is a five-cent per day charge for overdue books. Students are not allowed to check out books until the books are turned in and arrangements are made to clear the fine record. Overdue book reminders are sent out each six weeks.

Food, candy, gum, soft drinks, etc. are not permitted in the library. Any student who persists in talking or creating a disturbance in any way will be asked to leave the library and may lose his or her library privileges.

Library Computer - Aided Research

We have computers which allow students, parent, and teachers to research newspaper articles and magazine articles. Our Pro-Quest Magazine Express system indexes 140 magazines with abstracts and provides full text for 102 of these titles. The NewsBank system indexes over 400 of the nation's major newspapers and provides newspaper articles on microfiche. Please ask for a demonstration of these products.

Meetings of Non-curriculum-Related Groups

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

SEARCHES

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

Students' Desks and Lockers

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

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

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.

Drug-Testing

Random drug testing is a requirement in VISD for students in grades 7-12 who wish to participate in extracurricular activities and/or drive any motorized vehicle on campus. Please see VISD policy (LOCAL) FNF online at <http://www.vidorisd.org> or contact the campus principal for additional information.

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 Ms. Suzanne Wojtowich, Coordinator of Federal Programs, at 120 E. Bolivar, (409) 951-8707 or Mrs. Deborah Gier, Coordinator of Assessment, Gifted and Talented Program, and Dyslexia at (409) 951-8952.

STEROIDS

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

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

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

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, is also administered to eligible students.

STUDENT IDs

Student IDs must be worn around neck on the outside of clothing. There will be a \$4.00 replacement fee for ID made after the original ID has been issued. Defacing or tampering with ID will require a new ID & a replacement fee of \$4.00. Any student wearing an ID other than their own will have to relinquish said ID to their Assistant Principal.

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 assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 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
- End of Course Test in Algebra I

[See policy EKB (LEGAL).]

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically Accommodated Testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, is also administered to eligible students.

TARDINESS

A student who is late to class will be counted tardy. VJHS will be implementing the “S.T.A.R.T. on Time” Program for the 2010-2011 school year. The objective will be to reduce the frequency of tardies while increasing instructional time. Disciplinary actions for tardiness will include parent notification, detention, and ISS/SAC for severe instances.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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.

The following are facts each student needs to know about his/her textbooks.

- The textbooks are issued to each student according to the Vidor Junior High School number on the barcode in the front of the book.
- Students should put their name in their books upon receiving them. However, we do not check books in by anything but the number on the book.
- Students are responsible for all textbooks issued to them.
- Lost or stolen books must be paid for.
- Damaged books will be charged for at the full price of the book.
- Damage Fines:
 - Cover (Front/Back \$5.00), (Torn Off \$10.00), Page damage (\$2.00 p/pg)
- Textbooks should be covered at all times.
- Do not share a locker.
- Do not loan someone your books.
- Do not leave your books in the classrooms.
- You are not allowed to register unless textbook charges are cleared.
- Payment arrangements for lost books can be made with the assistant principal and the campus bookkeeper.
- Any student failing to return a book issued by the school shall lose the right to free textbooks until the book is returned or paid for by the student, parent, or guardian. However, a student will be provided textbooks for use at school during the class period.

Transfers

See **School Safety Transfers**, on page 6, and **Options and Requirements for providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page 6, for other transfer options.

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent

makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students. 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 the Transportation Department, (409) 951-8760.

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 *VISD Student Code of Conduct*. Students must:

- Follow the driver's directions at all times;
- Enter and leave the bus or van in an orderly manner at the designated stop;
- Keep feet, books, instrument cases, and other objects out of the aisle;
- Not deface the bus, van, or its equipment;
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van;
- Not possess or use any form of tobacco on school buses;
- Observe all usual classroom rules;
- Be seated while the vehicle is moving;
- Fasten their seat belts, if available; and
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

School Bus Discipline

Junior High Students are old enough to understand and follow the bus rules. Failure to follow these rules can interfere with the safe operation of the school bus. The consequences for misbehavior on the school bus are as follows:

1st referral	Conference with the assistant principal/ detention;
2nd referral	3 - days suspension of bus riding privileges;
3 rd referral	3 – days suspension of bus riding privileges;
4 th referral	1- month suspension of bus riding privileges; and
5 th referral	1- semester suspension of bus riding privileges.

Parent Pick Up

Students who do not ride the bus, and are transported to and from school in private vehicles, should arrive at school no earlier than 7:30 a.m., and they should be picked up no later than 4:00 p.m. Students arriving at school or taken home in private vehicles must be picked up or dropped off in the designated parent pick up area. This area is located on the north side of the campus by the football field. Students are not allowed to be picked up in any other area.

The long covered walk parallel to North Tram is for school buses pick up and drop off before the first bell in the morning and after the dismissal bell in the afternoon. The driveway entrances and bus lanes are to be clear for bus traffic; parents cannot park and wait for their child.

Students are not allowed to cross the bus lanes before or after school. All parent pick up should take place in the parking lot beside the football field. Students are not allowed to meet parents on the frontage road side of the campus or on Tram Road. Students who do not follow these guidelines will be subject to the following discipline consequences: detention hall and/or ISS/SAC.

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, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/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.

Raptor Identification System

As part of Vidor ISD's initiative to increase safety and security, we have installed a "RAPTOR" system on our campus. The online Raptor system screens all visitors to determine if they are included in a data base listing sex offenders from 48 states. All campus visitors will be required to swipe their driver's license to receive a visitor's pass. If cleared by the system, their name and picture will be printed on an adhesive badge for wearing while on campus.

How will this affect you? You will be asked to swipe your driver's license. Once cleared by the system you will be provided a visitor's pass.

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

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

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

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; accommodations for state or district wide tests; etc.

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

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

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

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

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

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

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

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

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

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services and who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

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

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

UIL refers to the University Interscholastic League, the statewide voluntary 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 **Vidor Junior High Student Handbook** dated _____.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Appendix II:

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 <http://www.vidorisd.org> the Vidor Junior High School Student Handbook [and the *Student Code of Conduct*] for 2010–2011.

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 [and the *Student Code of Conduct*] 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 *Student Code of Conduct*, I should direct those questions to the principal at (409) 951-8970.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Appendix III:

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 Vidor ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing [by August 24, 2010/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 9 for more information.]

For the following school-sponsored purposes: [list the uses that have been identified in FL (LOCAL)], Vidor 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
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

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 _____

Appendix IV:

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 10 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 _____

Appendix V:

Consent/Opt-Out Form

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) 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:

6. Political affiliations or beliefs of the student or student’s parent;
7. Mental or psychological problems of the student or student’s family;
8. Sexual behavior or attitudes;
9. Illegal, antisocial, self-incriminating, or demeaning behavior;
10. Critical appraisals of others with whom the student has a close family relationship;
11. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
12. Religious practices, affiliations, or beliefs of the student or parents; or
13. 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.

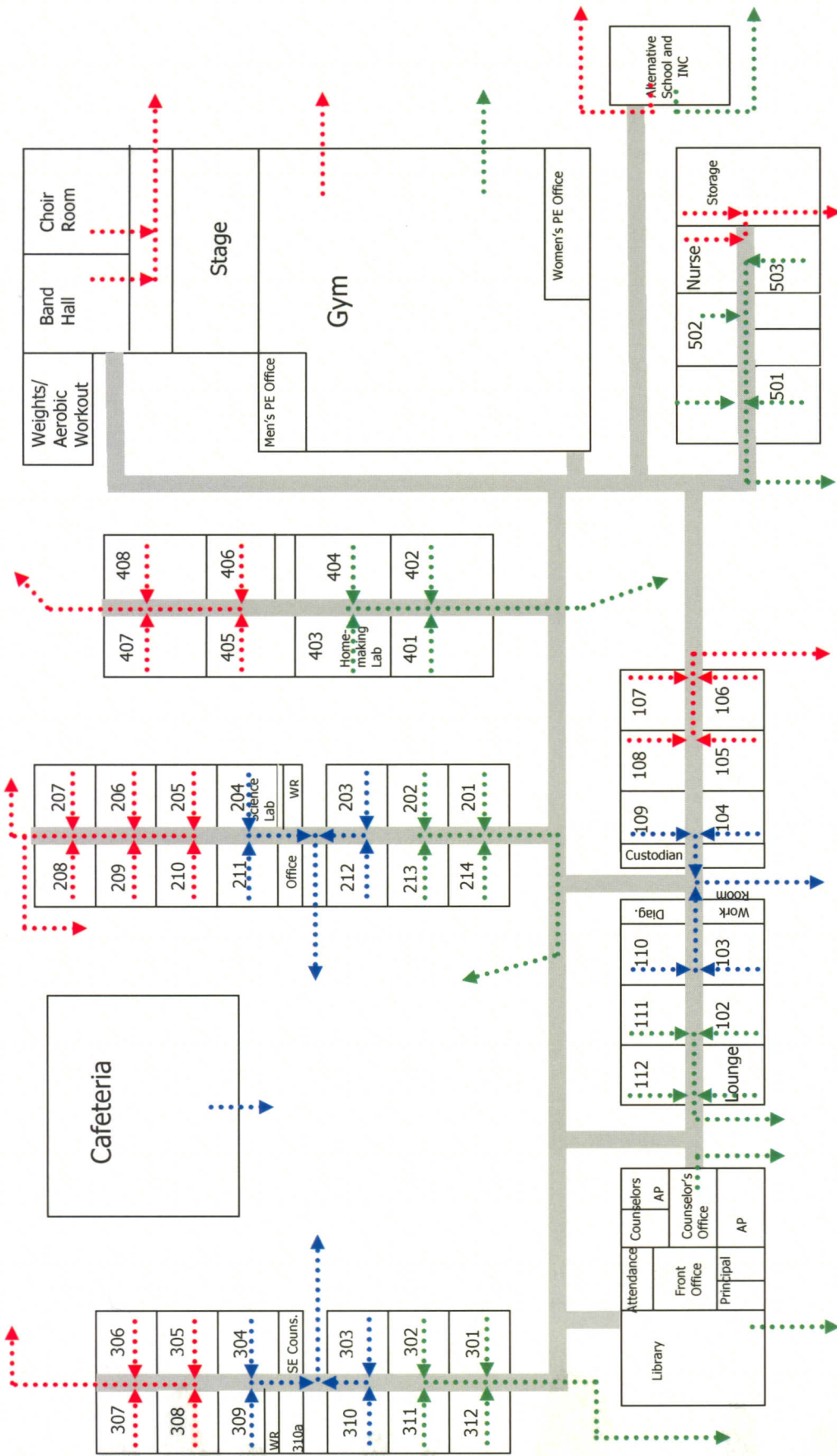
Following are activities requiring parental notice and consent or opt-out for the 2010–2011 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

Date: On or about _____

Grades: _____

Activity: (name of survey) _____

Summary: This is an anonymous survey that asks students questions about



Vidor Jr. High Fire Escape Routes

Vidor ISD 2010-2011 Calendar

August

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	(24	25	26	27	28
29	30	31				

September

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	Th	F	S
					1)	2
3	(4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12)	13
14	(15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14)	15
16	17	(18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Important Dates Key:

() – Beginning/End of Six Weeks

Teacher Work Day (No Students)

Staff Development (No Students)

Waiver Day (No Students)

Early Dismissal:

Elementary 12:30; Secondary 1:15

Staff | Student Holidays:

Sep.6 – Labor Day

Nov. 22-26 - Thanksgiving

Dec. 20-31 - Christmas

Mar. 7-11 – Spring Break

Apr. 22 – Good Friday

Make-Up Days:

Jan. 17 and/or May 27

Homecoming: Oct. 29

Graduation: May 28

February

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25)	26
27	(28					

March

S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15)	16
17	(18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Reports

Progress	Report Cards	
	Elem.	Sec.
Sep. 14	Oct. 07	Oct. 08
Oct. 26	Nov. 18	Nov. 19
Dec. 14	Jan. 20	Jan. 21
Feb. 08	Mar. 03	Mar. 04
Mar. 29	Apr. 21	Apr. 21
May 10	May 26	Jun. 02

TAKS Test Schedule

Revised August 2010

October 19-22 - Exit Level Retests

March 1

Grade 9 – Reading

Grades 4, 7 – Writing

Grades 10 & Exit Level – ELA

March 1-4 - Exit Level Retests

April 4 – Grades 5, 8 – Mathematics

April 5 – Grades 5, 8 - Reading

April 26

Grades 3-4, 6, 7, 10 – Mathematics

Exit Level – ELA Retest

April 27

Grades 3, 4, 6, 7 – Reading

Exit Level – Math | Mathematics Retest

April 28

Grades 5, 8, 10, Exit Level – Science

Grade 9 – Mathematics

Exit Level – Science Retest

April 29

Grades 8,10,Exit Level–Social Studies

Exit Level – Social Studies Retest

May 17 – Grades 5, 8 – Mathematics Retest

May 18 – Grades 5, 8 – Reading Retest

June 28

Grades 5, 8 – Mathematics Retest

June 29

Grades 5, 8 – Reading Retest

July 11 - 14

Exit Level Retests:

ELA – Mathematics –

Science – Social Studies