

La Vega I.S.D.

La Vega High School



2011-2012 Student and Parent Handbook

La Vega High School
555 North Loop 340
Waco, Texas 76705
(254) 799-4951

La Vega I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs.

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PREFACE

This handbook contains information students and parents are likely to need to ensure a successful school year. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

Students and parents also need to be familiar with the La Vega I.S.D. Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found on the gold pages of this handbook and posted at each campus.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the administration building (or on-line at www.tasb.org/policy/pol/private/161906/).

STATEMENT OF NON-DISCRIMINATION

La Vega I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational and Career Technology Education programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

La Vega I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs. Board policy or the Student Code of Conduct.

The following person has been designated to coordinate compliance with these requirements:

Director of Personnel and Administrative Services
La Vega I.S.D. Administration
3100 Bellmead Drive
Waco, Texas 76705
(254) 799-4963

MISSION STATEMENT

The mission of La Vega Independent School District is to provide a need satisfying environment where everyone can produce successfully, with the understanding that learning adds quality to life. Preparing each student to contribute to an ever-changing interdependent society is our commitment.

PHILOSOPHY

We believe:

- *schools control the educational setting that enables success and quality work.*
- *meeting needs in a non-coercive, “need satisfying” environment is essential for quality learning to occur.*
- *failure is not acceptable because quality work and successful learning are within the ability of everyone if given adequate time and appropriate instruction.*
- *success builds success.*
- *mastery of content, concepts, and competencies is the essence of schooling.*
- *respectful treatment of all people and cultures can strengthen the links between learning, self-esteem, and behavior.*

STUDENT EXIT LEVEL COMPETENCIES

We will know we have achieved our mission when all students are:

Collaborative Workers:

exercising the confidence, compassion, and skills necessary to work with others
designing solutions to a variety of academic and social problems

Life-Long Learners:

recognizing that they can acquire skills and knowledge in diverse ways and in diverse conditions
demonstrating the self-directed skills necessary to function in a rapidly changing, technology rich, global market place

Self-Directed Individuals:

exercising personal, social, and moral responsibility
participating in the maintenance of their own mental and physical health/wellness
conveying an appreciation and understanding for the fine arts and the role it may play in balancing an individual’s personal and professional life
acquiring and demonstrating the skills necessary to become a responsible, self-directed person, capable of setting and attaining personal goals

Communicators:

expressing themselves fluently through both oral and written communication in English
communicating effectively in Spanish
demonstrating literacy in the use of technology as a tool and source for continued learning

Problem Solvers:

applying the inquiry, problem-solving, conflict-resolution, and evaluation skills necessary for the accomplishment of both personal and organizational goals
demonstrating competency in the application of mathematical, scientific, and technological concepts applicable to their lifestyle and/or vocation

Responsible Citizens:

exercising personal, social, and moral responsibility as they address political, social, health, and environmental issues in a multi-cultural, global society
demonstrating knowledge of the geographic, political, and historical relationships of countries and political coalitions throughout the global community
formulating strategies to achieve and sustain a high level of self-worth and a positive work ethic, while responding effectively to factors and/or changes within the environment that challenge personal growth and creativity
modeling the interpersonal and intrapersonal skills necessary to become an active contributor in a democratic society

State of Texas Student Success Initiative

A PARENT GUIDE TO TESTING REQUIREMENTS

In the 76th session, the Texas Legislature made changes to state law to help all children in Texas learn to read. The new requirements apply to children who entered kindergarten in the 1999-2000 school year and to all students who enter kindergarten thereafter.

THE GOAL OF THE TEXAS READING INITIATIVE

All students will read on grade level or above by the end of Grade 3 and continue to read on grade level or above throughout their schooling.

FREQUENTLY ASKED QUESTIONS

What will happen if a student doesn't pass the reading and/or mathematics assessment?

Extra instruction to help strengthen the skills needed to be a successful reader will be provided through the child's school. A student will have two more opportunities to take and pass the reading test before the next school year begins. A committee may be formed to ensure the best placement of your child.

Do these same promotion requirements apply to students who are Limited English Proficient (LEP) or in Special Education?

If not exempt, this law applies to these students as well.

Who can families contact if they have questions?

Families should contact the child's teacher, principal, school district office, or the regional education service center in their area. Families may also contact the Texas Education Agency through any of the phone numbers or web sites listed in this brochure. Your child's success is priority for all of us.

HOW CAN FAMILIES HELP?

- Talk, ask questions, and keep in touch with your child's teacher and school.
- Spend as much time as possible reading a wide variety of books and other kinds of text with your child.
- Ask questions about what they have read, discussing the meanings of new words and comparing one story with another.
- Reduce television time. Plan family learning activities that will support your child's learning.
- Discuss with your child's teacher the results of the reading inventory that each student takes in kindergarten, 1st grade, and 2nd grade. The reading inventory is required under Texas Education Code §28.006. This is an additional tool to monitor progress and to support the overall quality of reading instruction that your child is receiving.

To learn more about helping your child begin to read, you may order the booklet *Beginning Reading Instruction: Practical Ideas for Parents* by calling the Texas Education Agency Publications Distribution Office at (512) 463-9744.

To best serve the needs of Texas public school children, parents, teachers, administrators, business leaders, and community members, all need to be involved in improving the reading skills of our children.

TEXAS EDUCATION AGENCY

1701 North Congress Avenue
Austin, Texas 78701-1494

Division of Curriculum, Assessment, and Technology

www.tea.state.tx.us

For more information, call
(512) 463-9581 Curriculum
(512) 463-9536 Student Assessment
(800) 819-5713 Reading Hotline

GENERAL INFORMATION

Admission

A student's parent(s) is **required** to live within the defined boundaries of the La Vega Independent School District if the student is to attend school within this district. Students will not be permitted to enroll at La Vega ISD until proof of residency can be established. **Falsification of enrollment records is an offense under §37.10, Penal Code, and enrollment of a student under false records subjects the parent to liability for tuition or costs under TEC §25.001(h).** La Vega ISD policy does not allow for the transfer of any student from outside of La Vega ISD boundaries with the exception of full-time school district employees.

Registration for all students is conducted prior to the opening of school each year.

Parents of students must bring the following documents for registration:

- Proof of residence within the school district (such as a current utility bill)
- Proof of student's identity (birth certificate)
- Student's social security card
- Student's immunization record
- Student's transcript or report card from previous school year
- Guardianship papers (if applicable)

Parents are cautioned that late entry to school may jeopardize a student's capability to earn credit, regardless of grades earned during attendance, due to attendance laws.

Attendance

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

Texas Education Code 25.085 Compulsory Attendance states:

- (a) **A child who is required to attend school under this section shall attend school each day the entire period of the program of instruction is provided.**
- (b) **Unless specifically exempted by Section 25.086, a child who is at least six years of age has previously been enrolled in first grade, and who has not reached 18 years of age must attend school.**
- (c) **On enrollment in pre-kindergarten or kindergarten, a child must attend school.**

The Texas Education Code Section 25.093 provides conviction of this offense is a class C Misdemeanor punishable by fines up to \$500.00 for each offense. Each day/periods the student is out of school after this warning has been given or the student is ordered to school by the Court may constitute a separate offense.

Section 51.03(b)(2). Truancy is defined as: *The unexcused voluntary absence of a child on 10 or more days or parts of days within a six-month period or three or more days within a four-week period from school without the consent of his/her parents.*

Regular school attendance is essential for the student to make the most of his or her education to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is

otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, 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 is then unauthorized and may be considered trespassing. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any class, from required special programs, such as basic skills for ninth graders, or from required tutorials, **will be considered truant and subject to disciplinary and/or legal action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents. Please note that period by period attendance is taken at the secondary level.**

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered, whether the absence is excused or unexcused. The actual number of days a student must attend in order to receive credit will vary, depending on the actual number of days in a semester. A student who attends fewer than 90 percent of the days or class periods (all absences-excused and unexcused count) the class is offered cannot receive credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances, such as:

- Board-approved extracurricular activity or public performance, subject to established limitations.
- A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
- Juvenile court proceeding documented by a probation officer.
- Absence required by state or local welfare authorities.
- Temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, illness or death in the immediate family.
- Family emergency or unforeseen or unavoidable instance requiring immediate attention.
- College visitations outside of McLennan County with prior approval only. **See Counselors for details and paperwork.**
- Observance of holy day, including travel for that purpose. **See attendance office or principal for details and required paperwork.**

Beginning and Ending Times

The school will be open to students at 7:30 a.m. Students should not be on campus prior to this time. The commons/cafeteria area will be used as a student lounge for students before 8 a.m. Students who desire to study or confer with a teacher are encouraged to do so between 8:00 - 8:15 a.m. Students are not to remain on campus after 5:05 p.m. unless they are under the supervision of a teacher.

School begins promptly at 8:15 a.m. and ends at 3:45 p.m. Students who are not under the supervision of a teacher must leave the campus as soon as possible after 3:45 p.m.

Change of Address and/or Telephone

Students who move must notify the school office of the new address and telephone number immediately. This new information is critical in order for the school to be able to contact the parent in case of an emergency. Proof of residency is required for new addresses.

Computer Access - Acceptable Use & Code of Conduct

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Withdrawal of computer privileges can be a very serious consequence if the student has not yet taken the required computer class that is necessary for graduation.

Students and parents should be aware that electronic communications – email – using District computers are not private and may be monitored by staff. A copy of the agreement follows.

All students and their parents are required to sign an affidavit stating they have read and will comply with the District's Electronic Information Resource Agreement. Any student violating this policy will lose technology privileges. Student possessing any kind of software/hardware that could be used for "hacking" or accessing any of the school's servers will have the software/hardware confiscated.

La Vega I.S.D. Student/Parent Electronic Information Resource Agreement Terms and Conditions of this Agreement

These policies shall apply to:

1. Users of electronic information resources that are utilized with equipment located in the LVISD.
2. Users who obtain their access privileges through association with LVISD.
3. Electronic information resources include (but are not limited to) CD-ROMs, videodiscs, multimedia, on-line services, software, videocassettes and electronic mail.

8:15 to 9:00	First Period
9:05 to 9:50	Second Period
9:50 to 10:10	Channel One News
10:15 to 11:00	Third Period
11:05 to 11:50	Fourth Period
11:55 to 12:25	"A" Lunch
12:30 to 1:15	Fifth Period for "A" Lunch
12:45 to 1:15	"B" Lunch
11:55 to 12:40	Fifth Period for "B" Lunch
1:20 to 2:05	Sixth Period
2:10 to 2:55	Seventh Period
3:00 to 3:45	Eighth Period

Personal Responsibility

I agree to report misuse of the network to the Technology Department. Misuse can come in many forms, including but not limited to, sending or receiving material that exhibits or suggests pornography, unethical or illegal behavior; using racist, sexist or inappropriate language; or violating the guidelines set forth below.

Acceptable Use Guidelines

The use of electronic information resources must be in support of education, research and the educational goals and

objectives of LVISD.

1. I will use electronic information resources for educational purposes only.
2. I agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
3. I will abide by all copyright regulations.
4. I will not reveal home addresses or personal phone numbers of others.
5. I understand that electronic mail is not private.
6. I will not use the electronic information resources in any way that would disrupt use by others.
7. I understand that many services and products are available for a fee and acknowledge that I am responsible for any expenses incurred. Failure to pay for expenses may result in denial of my privileges.
8. I will not use the electronic information resources for any commercial purposes.
9. I will not attempt to harm, modify or destroy hardware or software, or interfere with system security.
10. I agree to accept financial responsibility for any intentional harm to the system.
11. I will abide by the regulations established by the District regarding use and access of the electronic information resources.
12. I will follow all rules of the LVISD Student Code of Conduct while using electronic information resources.

Rights of the System Administrator

1. LVISD reserves the right to log the use of all systems and monitor fileserver space utilization. Should it become necessary, files may be deleted.
2. The System Administrator may close an account at any time.
3. LVISD is not responsible for any service interruptions, changes, or consequences arising therefrom, even if these arise from circumstances under the control of the District.
4. LVISD makes no warranties of any kind, whether expressed or implied regarding use of the electronic information resources. Service is provided on an "as is, as available" basis. The District is not responsible for the accuracy of information received.
5. LVISD reserves the right to establish such rules and regulations as may be necessary for the efficient operation of the electronic information systems.

Consequences

The use of the electronic information resources is a privilege, not a right; and may be revoked in accordance with Policy CQ (Local) and Policy CQ (Regulation). Infractions of the provisions set forth in this Electronic Information Resource Agreement or the policies and regulations established pursuant to the Agreement may result in suspension or termination of access privileges and/or appropriate disciplinary action. Additionally, activities in violation of state and federal statutes will be subject to prosecution by those authorities.

The user of electronic information resources agrees to accept full responsibility for his/her use and will hold the District harmless for any damages resulting from use of the resources, whether that injury or damage is to the user or to another person.

In some instances, access to computers and other electronic information resources is required for students to satisfy Texas Essential Knowledge and Skills (TEKS). As a result, the loss of access to electronic information resources may result in a failing grade for a class.

Fees and School Supplies

Materials that are part of the basic educational program are provided without charge to a student. **A student is expected to provide his/her own supplies of pencils/pens, paper, erasers, and notebooks. Teachers will notify**

students as they attend classes of specific need for materials and supplies. Individual teachers may request additional school supplies for a particular class. Students may be required to pay certain other fees or deposits, including:

- the 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.
- voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
- voluntary purchase of student accident insurance.
- musical instrument rental and uniform maintenance, when provided by the District.
- personal apparel used in extracurricular activities that becomes the property of the student.
- parking fees and replacement student identification badges.
- fees for lost textbooks.
- fees for lost, damaged, or overdue library books and school-owned equipment.
- fees established by the State Board for driver training courses, if offered.
- fees for optional courses offered for credit that require the use of facilities not available on District premises.
- summer school courses offered tuition-free during the regular school year.

Identification Badges

Identification badges are one means that allow teachers, staff and faculty to identify students and promote safety and security. Students in grades nine through twelve must wear their school-issued, current year identification badge **at all times** while in school including during school-sponsored or school-related activities. Students in grades 9 through 12 will not be admitted to any school related activities without their school issued, photo identification badge. Students must give their names and show their identification badges when requested to do so by any district employee.

Badges must be visible at all times while students are on school property. **Students must wear their I.D. badges clearly displayed at or near shoulder height.**

The first identification badge will be issued to students and employees at no cost. If the badge is lost, damaged, or not worn, a second badge will be issued with a fee of \$2.00. Each additional replacement badge incurs a cost of \$5.00.

Students may not possess or use another student's identification badge. Students who wear or use another student's ID badge or fail to wear their ID badge will be subject to disciplinary consequences. **Students may not damage or deface identification badges.** Pictures, barcodes, names, and student classification must remain unaltered and legible. Vandalizing an ID badge may incur consequences according to the provisions of the student code of conduct.

Make-Up Work

Make-up assignments or tests shall be made available to students after any absence. **The time allotted for completing make-up work after an absence shall be equal to the number of days absent from that class; however, the student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time.** Students must inquire about make-up work before or after school, not during class or passing periods.

Students shall receive credit for satisfactory make-up work after an absence, including absences as a result of suspension, but shall receive a zero for any assignment or test not made up within the allotted time. Remember, however, that make-up work applies only to excused and school business/activities absences.

Parental Involvement, Responsibilities, and Rights

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers, administrators, and the Board and are encouraged to:

- place a high priority on education and commit to making the most of the educational opportunities the school provides.
- attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. The La Vega I.S.D. Board of Trustees meets in regular session on the third Tuesday of each month at 7 p.m. in the District's Administration Building at 3100 Bellmead Drive.
- review the information in the Student Handbook (including the Student Code of Conduct) with your child; and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the campus principal.
- become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the principal any questions, such as concerns about placement, assignment, early graduation, and the options available to your child. Monitor your child's academic progress and contact teachers as needed.
- exercise your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- review your child's student records when needed. You may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments administered to your child.
- if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs, you may temporarily remove your child from the classroom. 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.
- become a school volunteer. For further information, contact the campus principal.
- participate in campus parent organizations. The activities are varied, ranging from band boosters to the District and campus planning committees formulating District and campus plans to improve educational opportunities for all students. For further information, contact the campus principal.
- grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a co curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.

Parents desiring to do volunteer work on the campuses or to accompany their child on school field trips must complete an *Intern/Volunteer Data Sheet* and receive a satisfactory criminal history report prior to being eligible for either of these activities.

La Vega Independent School District **Parent Involvement Policy** **2011-2012**

Statement of Purpose

La Vega ISD is dedicated to providing quality education for every student in our district. To accomplish this objective, we will develop and maintain partnerships with parents and community members. Parents involved in the education of their children contribute greatly to the student achievement and academic success by reinforcing their children's commitment to education. Parents are their children's first and most important teacher. Their support for children and for the school is critical to their children's success.

Parental Involvement in Developing the Policy

The District Parent Advisory Committee, consisting of approximately thirty members, is composed of parents, community leaders, teachers, administrators, non-teaching professionals (nurses, counselors, etc.) and school

board members and has direct input in the design and implementation of the Parent Involvement Policy on an ongoing basis to assure a working document.

School/Parent Partnership Compact

In accordance with Title 1 regulation, each district must develop a parent/school/student compact with parents of the students participating in Title 1. This compact will enable the school and parents to share responsibility for student performance and success. The compact must explain how students, parents, and staff will share responsibility for promoting student achievement. Members of the Parent Advisory Committee will provide input in the design and implementation of the compact.

Types of Parental Involvement

The District Parent Educator, in coordination with campus principals, provides assistance and other support necessary to help support and implement effective parental involvement activities. The following are possible opportunities for home/school partnerships:

- Parent Education Workshops (Love & Logic, Brown Bag Lunches, Special Series for Parents, Make & Take Activities, and Family Nights)
- Parent/Teacher Conferences
- Home Visits
- Parent Resource Library at La Vega Elementary and Parent Corner on each Title 1 campus

Annual Title 1

La Vega ISD will hold Title 1 meetings for parents each school year. Parents will be informed of new Title 1 guidelines and regulations. Copies of the District's Parental Involvement Policy will be distributed and parents will be encouraged to provide input in the revising of the policy as needed. Parent volunteers will be recruited to serve on campus decision-making teams and the Parent Advisory Committee. The meetings will be held at a convenient time and location. Language translation and childcare will be provided.

Evaluation

Evaluations will be conducted through:

- District Parent Advisory Committee
- Annual Title 1 Meeting
- End-of-the-year campus surveys conducted with parents

The District and campuses will use information from these sources to revise the parent involvement policy and program goals.

Parents Right to Know

As a parent of a student enrolled at La Vega ISD, you have the right to know the professional qualifications of the classroom teachers who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's classroom teachers:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches.
- Whether the teacher is teaching under emergency or provisional status because of special circumstances.
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree.

- Whether paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact Al Bishop at 254-799-4963.

Como padre de un alumno en el distrito escolar de La Vega, Vd. tiene el derecho de conocer las calificaciones profesionales de los maestros que enseñan a su hijo, y la ley federal requiere que el distrito escolar le facilite esta información oportunamente si Vd. la pide. Específicamente, Vd. tiene el derecho de pedir la siguiente información acerca de cada uno de los maestros de su hijo:

- Si el maestro satisface las calificaciones y criterios de certificación estatales para los grados y materias que enseña.
- Si el maestro está enseñando bajo condiciones provisionales o de emergencia debido a circunstancias especiales.
- El campo de especialidad del bachillerato del maestro, si el maestro tiene algún título de posgrado, y en tal caso, el campo de materia de dicho título o certificación.
- Si paraprofesionales ofrecen servicios a su hijo, y en tal caso, cuáles son sus calificaciones.

Si Vd. quiere recibir esta información, sírvase comunicar con Al Bishop al 254-799-4963.

La Vega Independent School District
Parent/School Partnership Compact
2011-2012

The successful learning takes place when schools, parents, and students work together.

La Vega ISD & Each Campus Pledge To:

- Provide a safe place for each child to learn
- Teach all the needed concepts to each child so he/she can achieve maximum potential
- Do the best to be aware of each child's unique needs
- Provide an environment that allows for positive communication among teachers, parents, and students.
- Provide meaningful opportunities for parental and student input

Students Pledge To:

- Attend school regularly
- Report to class on time
- Be an active participant in his/her learning
- Follow school rules of student conduct
- Complete and return all class work and homework
- Promote school safety

Parents Pledge To:

- Support child's physical, emotional, educational, and social development
- Send their child to school on time and prepared to learn

- Support the school in its efforts to maintain proper discipline
- Ensure child completes all homework assignments
- Stay aware of what their child is learning and his/her progress in each class
- Visit school often and participate in school activities, including open house, parent/teacher conferences, parent education programs, and other related activities
- Support school rules
- Promote school safety

Release of Students from School

A student will not be released from school other than regular dismissal times except with the principal's permission or according to campus sign-out procedures. **A parent/guardian or person approved in writing by the parent/guardian on the student's registration form must come into the school office and sign-out any student leaving campus at times other than regular dismissal times.**

A student who will need to leave campus during the school day must bring a note from his/her parent/guardian upon their arrival at school. School staff may verify the information on the note with the student's parent/guardian.

A student who becomes ill during the day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Saturday School

If the attendance committee determines that there have been extenuating circumstances, it will decide how the credit may be regained. If the committee finds that there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. Students with excessive absences may attend scheduled Saturday School days to make up absences.

The District provides alternatives for a student to make up work because of absences. A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

If a student is absent from school for more than three periods or has an unexcused absence in any class on the day of a school-related activity, that student may not be allowed to participate in the school-related activity that day or evening.

Students who are tardy to class will be subject to disciplinary consequences. Repeated instances of tardiness will result in more severe disciplinary action.

Students who are absent for a part of the school day should come by the front office to record the time of arrival and receive an admission slip prior to going to class.

The school office must properly dismiss any student who leaves campus during the school day. If a parent or guardian requests an early dismissal, a note giving the date, time, reason, parent signature, and a telephone number should be presented to the school office at the student's earliest convenience. A parent or guardian must check a student out through the office prior to leaving the campus. However, it is at the discretion of the school principal or authorized person to determine if the absence is excused or unexcused.

La Vega High School does not have a "Senior Skip Day" or any other "skip day". Students who miss school for that purpose are in violation of the attendance requirements and will not be allowed to make-up any work. Seniors may risk participation in the graduation exercises, or could miss the graduation requirements due to grades.

The State Accountability for attendance is taken at 10:15 a.m. each school day. Parents are encouraged to schedule doctor's appointments, dentist's appointments, and other appointments after 10:15 a.m. Also, please see the district calendar for the TAKS testing dates, and avoid scheduling any appointments during this important testing.

Parents **MUST** notify the school by 8:45 a.m. each day their child is absent. **The student MUST bring a note, signed by the parent, to describe the reason for the absence upon returning to school. Notes must be turned in to the attendance office within three days once the student returns to school.** Failure to return a note within three days will result in an unexcused absence(s). Verification that absences have been recorded correctly is the student and parent's responsibility.

La Vega High School utilizes a daily automated calling system that will notify the parent or guardian in the event of an absence. Please notify the attendance office when you receive a call to verify the absence. Also, it is important to update your contact information in the event of a change in your telephone number.

Parents are required to provide a note from a doctor when the student has been absent 5 days due to an illness/accident.

Students who leave the classroom or campus without permission will be subject to disciplinary and/or legal consequences. A court of law may also impose penalties against both the student and his or her parent/guardian if a school-aged student is deliberately not attending school.

Student Records

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Director of Personnel and Administrative Services is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interest" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are: working with the student; considering disciplinary or academic actions, the student's case, an Individual Educational Plan (IEP) for a student with disabilities under IDEA or an Individual Accommodation Plan (IAP) for a student with disabilities under Section 504; compiling statistical data; or investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a student's cumulative records on request and without prior parental consent to a school in which a student seeks or intends to enroll, with the exception of special education records containing information about the identification, evaluation, and placement of a student with disabilities.

Special education records will not be released to another school district without signed consent from a parent/guardian or adult student. Student records may also be held pending payment for lost state textbooks. Parental consent is required to release a student's records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to the release of records.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials

that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school officials for purposes other than school discipline do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has thirty (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, parents and the student are not allowed to contest a student's grade through this process. Parents or the student have a right to file a complaint with the U.S. Department of Education if it is believed that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$0.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-priced meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the student. This objection must be made in writing to the principal within ten (10) school days after the issuance of this handbook. Directory information includes:

- student name
- address
- telephone number
- date and place of birth
- participation in officially recognized activities and sports
- weight and height of members of athletic teams
- dates of attendance
- awards received in school
- most recent previous school attended
- Photos/videos of my child to be used in newspapers, newsletters, media spots, promotional and marketing materials, and publications (including District and campus web pages)

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records, but the records will be maintained until the time has expired.

Tardies

Students are encouraged to plan and prepare so that they can avoid being tardy to class. Each teacher will take appropriate discipline action for tardiness. Five (5) tardies in a six week grading period may result in a disciplinary referral.

Vehicle Driver's Permit (Driver's License)

A Verification of Enrollment Form (VOE) shall be issued to a student to provide documentation of enrollment and attendance status to the Texas Department of Public Safety (DPS) for any student applying for an instruction permit and/or a license to operate a motor vehicle. The Texas Transportation Code requires students under the age of 18 years old who have not obtained a high school diploma or its equivalent to be enrolled in school and meet specific enrollment conditions to obtain or renew a license. Texas Education Code 25.092, Minimum Attendance for Class Credit, states that a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered; therefore, the 90 percent rule applies when determining VOE eligibility. If the school awarded a student credit for each class the semester prior to application for the VOE form **and** the school considers the student currently enrolled at the time the student applied for the VOE form, then the student will be considered eligible for the VOE form.

Withdrawal from School

When it becomes necessary for a student to withdraw from school, the parent must sign the withdrawal form. Students and parents should also have a conference with the counselor whenever possible before withdrawing from school. Counselors may facilitate enrollment in other schools or identify alternatives for completing secondary education. All books must be turned in and all fees, fines, and cafeteria charges paid before withdrawal can be completed. A student who is under 18 years of age must enroll in school upon withdrawing, or the previous school may file truancy charges.

Student records and transcripts will not be sent to another school unless the student has properly withdrawn and cleared his/her record.

STUDENT HEALTH

Accident Insurance

Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims. For more information, contact Gail Souders at 799-4963.

BACTERIAL MENINGITIS

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. 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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR 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 Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

Health-Related Matters

Physical Activity for Students in Elementary Grades

For information regarding the District's adopted policies regarding elementary student physical activity requirements, please see campus principal. See policy EHAB.

For information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, please see Special Programs Director. Information regarding vending machines in District facilities and student access to the machines is available from the campus principal.

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

REPORTING CHILD ABUSE

The District shall follow state law governing child abuse. Any teacher, administrator, or other employee who has cause to believe that a child’s physical or mental health/welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law.

SAFETY

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge, the essential remaining part is the cooperation of students, including:

- avoiding conduct that is likely to put the student or other students at risk;
- following the Student Code of Conduct and any additional rules for behavior and safety set by the principal or teachers;
- remaining alert to and promptly reporting safety hazards, such as intruders on campus;
- knowing emergency evacuation routes and signals;
- following immediately the instructions of teachers, bus drivers, or other District employees who are seeing to the welfare of students.

Parents can assist by keeping emergency care information up-to-date including the name of the student’s doctor, emergency phone numbers, allergies to medications, etc. Please contact the school office to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

Communicable Diseases/Conditions

Policy FFAD

Parents of students with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease may be alerted. Students with certain diseases are not allowed to come to school when the disease is contagious. These diseases include:

Amebiasis	Hepatitis (viral A, B, or C)	Rubella (German Measles)
Campylobacteriosis	Impetigo	including congenital
Chickenpox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	Typhoid fever
Fifth disease	Measles	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis
Gastroenteritis, Viral	Mumps	Streptococcal disease, invasive
Giardiasis	Pinkeye (Conjunctivitis)	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Ringworm of the scalp	Whooping Cough (Pertussis)

Emergency Medical Treatment

If a student should have 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. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information (name of doctor, emergency phone numbers, allergies to medications, etc.) up-to-date. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

Parents must provide the school with names, addresses, and phone numbers of at least three persons whom the school

can contact in case of an emergency when the parent cannot be reached. Should the emergency contact person change, parents should likewise notify the school office immediately.

Health Services

A licensed school nurse or health aide is available for all students in La Vega ISD. Each school provides a separate room for students who are ill and must leave the classroom.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

A student with a temperature of 100F or greater will be sent home and should not return to school until fever free for 24 hours without the use of fever reducing medications.

Immunizations

A student must be fully immunized against certain diseases or must meet the requirements for exclusions from immunization requirements as established by Texas Department of Health. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.

To claim exclusion for reasons of conscience, including a religious belief, the child's parent or legal guardian must present a signed affidavit form to the school. The affidavit will be valid for a two-year period. To obtain an affidavit, a written request must be submitted through the U.S. Postal Service, commercial carrier, fax or by hand-delivery to:

TDH Bureau of Immunization & Pharmacy Support
1100 West 49th Street
Austin, Texas 78756

Affidavit form requests will be processed and mailed within one week from the receipt of the request. The letter must include the following information:

- Full name of each child for whom a form is requested (first, middle, and last);
- Date of birth of each child for whom a form is requested;
- Parent or legal guardian's complete return mailing address, including zip code;
- Number of forms needed for each child (not to exceed five forms per child)

For more information on immunization requirements, please see policy FFAB and the Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school_info.shtm

In order for a child to be exempt from one or more vaccinations for medical reasons, the parent must provide the school with a certificate signed by a physician, registered and licensed to practice medicine in Texas. The certificate must state that, in the physician's opinion, the immunization required would be injurious to the child's health and well-being or to any of the child's family or household members. Unless a lifelong condition is specified, that certificate is valid for one year from the date signed by the physician and must be renewed every year for the exclusion to remain in effect.

Immunization Requirements 2011-2012 School Year Reference Guide

3 year olds and 4 year olds (PRE K)

4 doses of DTP, DTaP, DT

3 doses of Polio

1 dose of MMR on/after 1st birthday

1 dose of HIB on/after 15 months **OR** 3 doses with the 3rd dose given on/after 1st birthday, and at least 2 months since dose #2

1 dose of PCV7 on/or after 24 months of age **OR** 4 doses of PCV7 with one given after 1st birthday (see PCV-7 schedule)

3 doses of Hepatitis B

1 dose of varicella on/after 1st birthday (if the child has NOT had chickenpox)

2 doses of Hepatitis A

✓ HIB and PCV7 not routinely recommended to children ≥ 5 years of age.

Kindergarten – Third Grade

5 doses of DTP, DTaP, DT with one on/after 4th birthday **OR** 4 doses if one dose is on/after the 4th birthday

4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday

2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after 1st birthday

3 doses of Hepatitis B

1 dose of varicella on/after 1st birthday (if the child has NOT had chickenpox)

Fourth Grade – Twelfth Grade

3 doses of DTP, DTaP, DT, Td with one on/after the 4th birthday, One dose of Td is required within the last 10 years.

4 doses of Polio with one on/after 4th birthday **OR** 3 doses if one dose is on/after 4th birthday

2 doses of Measles, 1 dose Mumps and 1 dose Rubella on/after the 1st birthday

3 doses of Hepatitis B

1 dose of varicella on/after 1st birthday (if the child has NOT had chickenpox)

✓ Doses of DTaP/Polio administered month of or prior to 4th birthday are acceptable for students in 4- 12th grade

✓ Does not need a dose of Polio after the 4th birthday **IF** 4 doses of clearly documented combination IPV and OPV were given before 4 years of age.

✓ 2 doses of adult formulation Hepatitis B administered to a child 11-15 years old is acceptable if manufacturer and mL are clearly documented.

This chart summarizes the vaccine requirements in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative code, which has other provisions and details.

All vaccine doses administered less than or equal to four days before the minimum interval of age shall be counted as valid.

This chart summarizes the vaccine requirements in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code. This chart is not intended as a substitute for consulting the Texas Administrative code, which has other provisions and details.

All vaccine doses administered less than or equal to four days before the minimum interval of age shall be counted as valid.

* Other Schedules may apply

** Polio not required for students 18 years or older

*** Two doses of varicella are required if child is ≥ 13 years old when 1st dose is given

Medication

If possible, medication should be administered by parents at home. However, if the student needs to take medication during school hours, the following procedures will apply according to these guidelines:

- **PRESCRIPTION** medication must be brought to school in a container appropriately labeled by the pharmacy or physician with the student's name, name of the drug, directions concerning dosage, and the duration period.
- Written request and permission from the parent/guardian must accompany the medication.
- If medication is to be given all year, a doctor's statement is required at the beginning of the year.
- Medication must be left with the school nurse or nurse's aide.
- Students may carry an asthma inhaler only if written authorization by physician and parent is on file each school year.

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 and/or principal.

NONPRESCRIPTION medication may be given at school **ONLY** under the following guidelines:

Nonprescription medication must be brought to school in the original container and shall be left with the school nurse or nurse's aide. Students are not allowed to carry or administer medication.

Written request and permission from the parent/guardian must accompany the medication and contain instructions concerning dosage. Nonprescription medication should be age-appropriate (for example, medication which asks the consumer to consult a physician before administration of the medication to a child under a certain age).

Nonprescription medication will be kept for **one week only**, unless a doctor's statement is obtained.

Pediculosis (Head Lice)

The control of pediculosis is a difficult problem in some schools. An organized treatment and control program can reduce the incidence of pediculosis in school children.

In La Vega ISD, spot checks by the school nurse or health aide may be done on some rooms and/or on some specific children. At the request of the teacher, the school nurse may check an entire classroom. An entire grade of students will be checked several times during the school year. This will include all elementary grades.

Any student found with head lice will be sent home immediately. The student's hair must be treated with special medicated shampoo and must be free of lice and nits (eggs) before the student may return to school. The student's hair must be checked and cleared by the school nurse or health aide prior to returning to class.

Any student found with nits in his/her hair will be sent home. The student's hair must be treated with special medicated shampoo and all nits removed. Upon returning to school, the student's hair must be checked and cleared by the school nurse or health room aide before the student will be permitted to return to class. Proof of treatment must accompany the student for re-admittance.

Any student sent home with lice would be excused one (1) school day. Any additional absences related to head lice will be unexcused.

Physical Examinations

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

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

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

Physical Fitness Assessment

All Students in grades 9-12 will participate in a physical fitness assessment annually. A copy of the results is available upon request through the school Health Office.

Reporting Child Abuse

The District shall follow state law governing child abuse. Any teacher, administrator, or other employee who has cause to believe that a child's physical or mental health/welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law.

Safety

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge, the essential remaining part is the cooperation of students, including:

- avoiding conduct that is likely to put the student or other students at risk;
- following 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.
- remaining alert to and promptly report to a teacher or the administration 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.

Parents can assist by keeping emergency care information up-to-date including the name of the student's doctor, emergency phone numbers, allergies to medications, etc. Please contact the school office to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Advisory Council is available from Lori Lang in administration.

School Safety Transfers

The parent of a student who becomes a victim of violent criminal offense while in or on school grounds such as: attempted murder, indecency with a child, aggravated kidnapping, assault resulting in bodily injury or aggravated

assault or aggravated robbery or who is assigned to a campus identified by TEA as persistently dangerous shall be offered a transfer to a safe public or charter school within the district.

For each transfer requested, the district shall explore transfer options, as appropriate. Options may include a transfer agreement with another school district. A copy of the District's Policy Manual is available in the administration building (or on-line at www.tasb.org/policy/pol/private/161906/).

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.

CURRICULUM AND INSTRUCTION

Academic Counseling

Policy EIC, FJ

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 12 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

Students who are interested in attending a college, university, or training school or pursuing some other type of advanced education should work closely with their counselor so that they take the high school courses that best prepare them. The counselor can also provide information about entrance examinations and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. For information, see the principal or counselor.

Career & Technology Education

Career & Technology Education offers the following clusters: Arts, A/V Technology and Communications, Business Management & Administration, Finance, Health Science, Hospitality and Tourism, Human Services, Information Technology, Marketing, Career Development and Science, Technology, Engineering & Math. Admission to these programs is based on student interest.

The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in any educational or career & technology programs.

Class Ranking

Valedictorian: The valedictorian of the senior class shall be the student who makes the highest grade point average (rounded to the nearest thousandth) in the graduating class for the four years of high school work. To be eligible for this honor, a student must have attended the District high school for the duration of his/her junior and senior years and shall meet the requirements for a recommended or higher academic diploma. Summer school courses shall not be included and compensatory (below grade level) courses shall not have been taken in order to qualify. In case of a tie, co-valedictorians shall be recognized.

Salutatorian: The salutatorian is the student in the senior class with the second highest grade point average (rounded to the nearest thousandth) in the graduating class for the four years of high school work. Requirements for this honor are the same as those for the valedictorian.

Class rankings for valedictorian, salutatorian, and honor graduates will be calculated at the end of the fifth six weeks grading period. Students who have accumulated unexcused absences or have persistently violated the Student Code of Conduct may lose their eligibility for honors recognition including valedictorian and salutatorian.

Honor graduates will be recognized by accomplishing career GPA averages of 3.2500 or higher. Graduates with a GPA of 3.2500 to 3.4999 will be included in the Cum Laude honor category. Graduates with a GPA of 3.500 to 3.7499 will be included in the Magna Cum Laude honor category. Graduates with a GPA of 3.7500 or higher will be included in the Summa Cum Laude honor category. For two school years following their graduation, students who are ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should see the counselor for further information about how to apply and the deadline for application.

College Entrance Requirements

All students who plan to attend a college or university should meet the requirement of the recommended or above program of study at La Vega High School. Students also should study the college bulletins that are available in the counseling center and in the library.

Conferences

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance; (2) if the student presents any other problem to the teacher/principal; or (3) in any other cases the teacher/principal considers necessary.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent/guardian who wishes to confer with a teacher may call the school office for an appointment during the teacher's conference period or request that the teacher call the parent during the conference period or at another mutually convenient time.

Correspondence Courses

All high school students shall be eligible to take correspondence courses and earn credit toward graduation. Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment. Students may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing GPA and class rankings.

Seniors who are enrolled in correspondence courses or who are earning credits by examination to fulfill graduation requirements shall complete the course and submit the grade for recording prior to the graduation practice date in

order to be eligible for graduation at the end of the term.

Credit by Examination

Policy EEJA, EEJB

A student who has received prior instruction in a course or subject but did not receive credit for it may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination.

A student may not use this examination, however, to regain eligibility to participate in extracurricular activities.

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. LVISD provides these exams at no charge on the dates listed during the 2011-2012 school year:

October 2011

June 2012

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

Seniors who are enrolled in correspondence courses or who are earning credits by examination to fulfill graduation requirements shall complete the course and submit the grade for recording prior to the graduation practice date in order to be eligible for graduation at the end of the term. The District will honor a request by a parent to administer a test purchased by the parent from a State Board approved university.

Seniors who are enrolled in correspondence courses or who are earning credits by examination to fulfill graduation requirements shall complete the course and submit the grade for recording at least thirty (30) days prior to the graduation date in order to be eligible for graduation at the end of the term. Credit by exam grades will not count toward GPA and class rank.

Credit Recovery

Students may make credits up after failing a class by enrolling in the PLATO class (computerized – self paced school curriculum) or by attending summer school. Permission to participate in both these programs requires administrative approval. Credits made up in the credit recovery program will not be used to compute GPA or class rank. A student may be dropped from a credit recovery course for poor attendance, failure of progress, or for academic dishonesty.

Dual Credit

Students classified as juniors or seniors may be granted high school credit for college level course(s) at accredited institutions of higher education. The courses taken on our campus (LVHS) involve a combination of college and high school curriculum. The high school final grade for the high school transcript is computed by averaging the grade given by the college professor (70 %) with the grade given by the high school teacher (30%). For more information about dual credit, please see the school counselor. Approval should be obtained from proper school personnel prior to enrollment. Dual credit classes will be used to compute class rank.

Students in special programs (i.e. MCC or TSTC) are governed by the program or institution's scheduling policies. All costs associated with the dual credit enrollment will be the responsibility of the student. Students may be eligible for tuition waivers and should complete all required forms to determine if they are eligible. If a student drops a college class, the student will be required to reimburse La Vega High School for any expenses incurred for the student's placement in the college course (i.e. tuition, books, fees, etc.) Forms are available on the MCC website and the counselors can answer questions and assist students with the application process. All textbook costs are also the responsibility of the student. If the cost of the textbook causes a financial burden, an appeal can be submitted in writing to the campus principal and will be evaluated on an individual basis. Even if the appeal is granted, students will still be expected to pay some of the expenses incurred.

MCC Course name And #	La Vega Course name And #	GPA Level (Regular) (Advanced) (Honors/GT/AP)
Math 1324	Math Applications- Semester A	Advanced
Math 1325	Math Applications-Semester B	Advanced
Math 2412	*Pre Cal Semester A	Advanced
Math 1316	*Pre Cal Semester B	Advanced
Math 1314	Algebra II – Semester A & B	Regular
Math 2413	Elective credit – 2 Semesters	Honors/GT/AP
Math 2414	Elective credit – 2 Semesters	Honors/GT/AP
English 2307 Creative Writing	Journalism 1 Semester B	Regular
English 2327	English III AP – Semester A	Honors/GT/AP
English 2328	English III AP -Semester B	Honors/GT/AP
English 2322	English IV AP -Semester A	Honors/GT/AP
English 2323	English IV AP-Semester B	Honors/GT/AP
English 1301	English IV AP – Semester A	Honors/GT/AP
English 1302	English IV AP – Semester B	Honors/GT/AP
Chemistry 1411	Chemistry AP –Semester A	Honors/GT/AP
Chemistry 1412	Chemistry AP - Semester B	Honors/GT/AP
Chemistry 1405	Chemistry – Semester A	Regular
Physics 1401	Physics – Semester A	Honors/GT/AP
Physics 1402	Physics – Semester B	Honors/GT/AP
Economics 2301	Economics/Free Enterprise AP-1 Sem.	Honors/GT/AP
Government 2305	Government AP - 1 Semester	Honors/GT/AP
History 1301	Elective credit – 1 Semester	Advanced
History 1302	Elective credit – 1 Semester	Advanced
History 2312	Elective credit – 1 Semester	Advanced
History 2311	Elective credit – 1 Semester	Advanced
History 2301	History elective credit - 1 Semester	Advanced
Geology 1403	Science elective credit - 1 Semester	Advanced
Sociology 1301	Sociology – 1 Semester	Advanced
Psychology 2301	Psychology – 1 Semester	Advanced
Spanish 1412	Spanish 3 - Semester B	Advanced
Spanish 1411	Spanish 3 – Semester A	Advanced
Spanish 2311	Spanish 4 – Semester A	Honors/GT/AP
Spanish 2312	Spanish 4 – Semester B	Honors/GT/AP
French 1411	Foreign language – 1 Semester	Advanced
French 2312	Foreign language – 1 Semester	Advanced
French 2311	Foreign language – 1 Semester	Advanced
Intro 1405 Beg. American Sign Language	Language Arts elective –1 Semester	Advanced
OFAD 1101 – Keyboarding I	Business Ed. elective – 1 Semester	Regular
BMGT 1303	Business Ed. Elective – 1 Semester	Advanced
BCSI 1307	Personal Finance – 1 Semester	Regular

* Must take both semesters at MCC or LVHS not one each place.

Texas State Technical College

CNS 3900	Webmastering – Semester A & B	Advanced
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Final Exam Exemptions

Testing practice is an important part of preparing for TAKS testing; therefore, there will be NO final exemptions for the Fall semester. However, students who receive a passing score on the TAKS test(s) may exempt the Spring semester exam of core courses he or she is currently enrolled. For example, a student may exempt a Spring Semester Final in Science if he or she passed the Science TAKS.

Grade Classification

Students entering La Vega High School are classified according to the number of credits earned at the beginning of the each semester. Students keep this classification for the entire year.

Required Credits ----- Sophomores - 7 Juniors -14 Seniors – 20

Grading Policy

The school year is divided into two semesters each consisting of three six-week instructional periods. Each six weeks grade is based upon daily grades (a minimum of 15) and tests/projects. The daily grade category consists of class work, classroom participation, homework, quizzes, mini-mastery assessments and test content/grade recovery (remediation and/or tutorials) assignments. Daily grades comprise 70% of each six weeks grade. The tests/projects category consist of the unit assessments, six week assessments, end term assessments (counted in the 3rd six weeks for the Fall and in the 6th six weeks for the Spring), major projects and/or term papers. Tests/projects grades comprise 30% of each six weeks grade. Each six weeks in the fall semester grade accounts for 30% of the semester grade for a total of 90% for the three six weeks combined. The remaining 10% of the semester grade is determined by the student's score on the Fall district TAKS/EOC mastery assessments (core classes) administered in December. Each six weeks in the Spring will count for 33.3 % of the semester grade. The Spring TAKS/EOC assessments will count at 15% of the total year grade for all core classes. Some subjects requiring college course work may be weighted differently. The fall and spring semesters may include exemptions for meeting the minimum standard on the TAKS test(s) for Juniors and Seniors only. Course Credit will be based on the average of the two semesters combined. This only includes full year courses. The attendance policy must be met per semester for these courses. Half credits will be awarded for grades of 70 or above if attendance requirements are met.

The District shall determine instructional objectives that relate to the TEKS for grade level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that the student's performance indicates the level of mastery of the designated District objectives. The student's level of mastery shall be a major factor in determining the grade for a subject or course.

The school year is divided into two semesters of three six-week instructional periods each. Report cards will be issued to parents at the end of every six-week instructional period. Parents are asked to sign the report card and return it immediately. If a student's grades are below 70 or Incomplete (I) in any subject, parents are asked to schedule a parent-teacher conference as soon as possible. The report card will state whether tutorials are required or only recommended for a student who receives a grade below 70 in a class or subject.

At the end of the first three weeks of each grading period, parents will be notified if a student's grade average is near or below 70 or below the student's expected level of performance in any subject. Parents will receive a written

progress report conveying this information. These progress reports should be signed by the parent and returned to school immediately.

Report cards are handed out on the Thursday following the end of each six-weeks instructional period (or mailed with time allowed for the parent to receive the report card by the assigned Wednesday.)

The campus shall not record a grade lower than 50 regardless of the actual average in any subject.

LAVEGA HIGH SCHOOL

Grade Point System

Class of 2004 - 2011

	100-96	95-90	89-85	84-80	79-75	74-70	69-0
AP/COLLEGE	5.5	5.0	4.5	4.0	3.5	3.0	0.0
Advanced	5.0	4.5	4.0	3.5	3.0	2.5	0.0
Regular	4.0	3.5	3.0	2.5	2.0	1.5	0.0
Basic	3.0	2.5	2.0	1.5	1.0	0.5	0.0

AP/COLLEGE	
Eng 3 AP	Coll Eng 1302
Eng 4 AP	Coll Eng 2322
Eco AP	Coll Eng 2323
GovtAP	Coll Alg 1314
Chem AP	Coll Trig 1316
Coll Eng 1301	Cal AP
Psychology 2301	Sociology 1301

(all have prerequisites)
All approved dual credit courses

ADVANCED	ADVANCED	ADVANCED	CAREER COURSES
English 1 PreAP	Pre Cal **	Alg 1 H	Chemistry H
English 2 PreAP	Geom H	W Geog H	Research Design & Development
Alg 2 H	ThArts 4	W History H	TSTC Automotive Technology
Band 4	Physics **	US History H	TSTC Small Engine Repair
Art 4	Comp Sci 1,2	Physics H	TSTC Culinary Arts
Biology H	BCIS II		TSTC Welding
An/Phys	NJROTC 4		Principals of Health Science
Spanish 3,4	Business Comp.Programming		Medical Terminology
Accounting I and II	Biology 2		

REGULAR

Communication Applications	Adv Jrnlsm Yearbook 1,2,3
English 1,2,3,4	BCIS I
Reading 1,2, 3	Telecommunications & Networking
ESOL	Engineering Graphics
Algebra 1	Architectural Graphics
Geometry	Construction Systems
Algebra 2	Technology Systems
Math Models w/AP	Computer Applications
Integrated Physic & Chemistry	Personal and Family Development
Environmental Systems	Nutrition Food Sci/Food Sci/Tech
Bio 1	Pre for Parenting/Child Development
GMO	Apparel
Chemistry	Housing
Aquatic Science	Int Design
Astronomy	Hospitality Services
US Hist	Ready, Set, Teach! I & II
World History	Digital Media
World Geography	Multimedia
US Govt	Video Technology
Eco – FE	Speech Com Ind Stud (Pirate TV)
Sociology	AVID 1,2,3,4
Psychology	Principals of Arts, Audio VideoTech & Communications
Spanish 1,2	Audio Video Production
Peer Assistance and Leadership 1,2	Graphic Design and Illustration
Art 1,2,3	Printing and Imaging Technology
ThArts 1,2,3	Professional Communications
Band 1,2,3	Business Information Management 1,2
NJROTC 1,2,3	Principles of Business, Marketing & Finance
Marketing Education	Human Resources Management
Journalism	Business Management
Ind Stud Jrnlsm	Accounting 1,2
Restaurant Management	Principles of Hospitality and Tourism
Food Science	Hotel Management
Interpersonal Studies	Hospitality Services
Child Development	Principals of Human Services
Marketing Dynamics	Lifetime Nutrition and Wellness
Career Preparation 1,2	Child Guidance
Engineering Design & Presentation	Computer maintenance
Electronics	Practicum in Marketing Dynamics
Concepts of engineering & Technology	Engineering Mathematics
Advanced Engineering Design and Presentation	

* Courses may be added as approved by administration.

**Courses will be regular classes starting with the class of 2011.

BASIC
English 1V, 2V, 3V, 4V
Math I V, Math II V, Math III V
Self contained classes
Developmental Reading
All Special Ed classes

NO CREDIT TOWARD GPA
Athletics 1,2,3,4 P.E. 1,2
Assistant Classes TAKS ELA
TAKS Math TAKS Science
Algebra Lab TAKS Social Studies

Graduation

Students may participate in graduation exercises only upon:

- completion of all requirements for credit as outlined above;
- **and** meeting minimum expectations on all state mandated tests;
- **and** meeting state minimum requirements for attendance;
- **and** the student is not assigned to a DAEP at the time of graduation or for the last day of instruction;
- **and** the student is in good standing with the school, district, and community.

DIGNITY OF GRADUATION CEREMONY: The commencement exercise is a dignified ceremony. Every graduate (and graduate's family) should be able to hear his/her name when announced. For that reason, graduates, parents and guests are to leave all items that would create an undignified atmosphere at home. All inappropriate items are subject to confiscation and will not be returned. Such items include, but are not limited to noise-makers, banners, air horns, and inflatables, signs, balloons, silly string, confetti, beach balls, etc. Any item(s) that might obstruct the view of any guests will not be allowed. Security personnel have been instructed to not admit anyone who does not comply with this request, and **WILL REMOVE FROM THE CEREMONY ANY GRADUATE OR AUDIENCE MEMBER WHO VIOLATES THE DECORUM (GOOD TASTE AND RESPECTABILITY) OF THE GRADUATION.** All candidates for graduation are expected to act in a courteous manner **before, during, and until the conclusion of the graduation ceremony.** You are asked to refrain from talking during the ceremony. Please hold all applause until all graduates are announced.

Dress Code for Graduation: Please remember that this is to be a dignified ceremony. Therefore, any graduate not properly dressed risks being barred from the ceremony. Decorations/names on the graduation caps are prohibited. Sandals/flip flops and athletic shoes shall not be worn. Ladies should consider a low-heeled shoe. Gentlemen should wear a closed-toed shoe such as a loafer or oxford-style dress shoe. Ladies should wear a dress, skirt/blouse, or dress pants (No Shorts). Males are expected to wear a shirt and tie and slacks (No Shorts). **Blue Jeans Are Not Appropriate!** Graduates may not have cameras, purses, or any object in their hands at the processional or ceremony. Sunglasses are not allowed for graduates.

Students must PASS either all portions of the exit level TEXAS ASSESSMENT OF ACADEMIC SKILLS (TAAS) or the TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS (TAKS) test to be eligible to graduate and participate in the commencement ceremony.

Upon the recommendation of the ARD committee, a student receiving special education services may be permitted to graduate under the provisions of his/her Individual Education Plan (IEP).

For more information on graduation requirements, please see the school counselor.

Non-Traditional Graduate

If you are not enrolled and attending classes during the entire spring semester of the year you graduate, you are not eligible to participate in school sponsored activities. The only exception is participation the graduation ceremony.

Homework

La Vega ISD supports the assignment of homework based on the following principles:

- Homework is a necessary part of the instructional process that begins in the classroom, extends into the home, and provides a way for parents to become aware of the instructional program and their child's educational program.
- Homework enriches and strengthens classroom experiences. New concepts are introduced in class -- not in homework assignments.
- Homework improves students' ability to work independently and become self-directed in the learning process.

- Homework provides opportunities for students to make independent and stimulating discoveries.
- Homework and additional class assignments may not be used as a disciplinary measure.
- Homework assignments can be completed in a reasonable time, taking into consideration other courses and activities.

Keep in mind that it is the student's responsibility, along with his/her parents and teachers, to see that homework is completed and feedback is given in a timely manner.

Instructional Television

The District provides through a contract with Whittle Communications the opportunity for students in grades 6-12 to view a 12-minute educational program on current events and news items, two minutes of which contain commercial advertising. A parent who prefers that his or her child not view any commercial broadcast at school should notify the principal. An appropriate alternative supervised assignment will be made for the student.

Any movie, video, DVD must be approved before being shown to students in the classroom setting.

Late Enrollment in Classes

When a student enrolls in a class prior to the mid-point of the semester, (s)he must demonstrate knowledge of the learning which occurred before attendance in the class. The classroom teacher will give reasonable assignments and/or projects to expose previously taught course content and to evaluate the student's knowledge of the course content. This evaluation must be made in a timely manner, within the deadline discussed with and agreed upon with the teacher. If a student enrolls in a class after the mid-point of the semester, (s)he must audit the class.

Promotion, Retention, and Placement

Policy EHBC, EI, EIE

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of 70 based on course-level or grade-level standards.

Schedule/Schedule Changes

A regular schedule for students is eight (8) subjects, including health and physical education. The principal must authorize any deviation from this schedule. The high school will operate on an eight period schedule. Parents are asked to assist students in carefully selecting courses.

Prior to the beginning of school in September, students are given the opportunity to make changes in their schedules. However, no new courses may be added after the beginning of school. After this, only changes between levels of courses may be approved if it has been determined that an error has been made.

Testing – State

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam. Test results will be reported to students and parents; parents may review an assessment test that has been given to their child.

Certain students, such as students with disabilities and students with limited English proficiency, are eligible for exemptions, accommodations, or a deferment. For more information, see the principal, counselor, or Executive Director for Instructional Services.

The Texas Assessment of Knowledge and Skills (TAKS) tests and the Texas Assessment of Academic Skills (TAAS) retest will be administered as noted on the district calendar.

Textbooks

State –approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report that fact to the teacher. Textbooks are issued to students by textbook name and textbook identification number. Students may not remove, alter or deface textbook identification numbers. 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 or other instructional materials for use at school during the school day. Students are responsible and accountable for all textbooks and instructional materials issued to them. Students may be charged for lost textbooks, defacing textbooks with graffiti, removing or altering book numbers, or damaging textbooks in other ways.

Transcripts

One transcript of a student’s grades will be sent to the college of his/her choice free of charge. For each additional complete transcript requested, there will be a charge of \$1.00.

Tutorials

Tutorial programs are available for those students who require additional instruction. Students whose academic performance is below expectations may be **required** to attend tutorial sessions until such time as their academic performance reaches an acceptable level. Students may also be required to attend tutorials or remedial courses for TAKS related instruction. Compulsory School Attendance EC 25.085, applies to tutorial programs, therefore, failure to attend could result in discipline and/or legal action.

STUDENT CODE OF CONDUCT

Purpose

The purpose of the Student Code of Conduct is to communicate the expectations of the La Vega ISD Board, administrators, and staff regarding student conduct. All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. It is the belief of this school district that the rights of students can be protected only as long as an atmosphere of organization and cooperation exists in the classroom and at school-related functions. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The Student Code of Conduct contains the District's standards of conduct in an effort to fully inform students and parents of the expectations of the District. However, it does not encompass all issues related to student discipline. The District may also impose campus or classroom rules prohibiting such things as gum chewing, paper wad throwing, or running in the halls. Campus and classroom rules will always be clearly posted in the classrooms or other campus locations.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

Parental questions or complaints regarding disciplinary measures should be address to the teacher or campus administration, as appropriate and in accordance with Policy FNG (LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office.

Conduct Before and After School

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

Standards for Student Conduct

Schools are places of learning. For individual students and schools as a whole to succeed, courtesy, respect, and diligence are essential and are required. In general, 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 and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of the 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.
- Adhere to the requirements of the Student Code of Conduct.

School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved on or off the school grounds in conjunction with or independent of classes and school-sponsored activities.

The District has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on District transportation;
2. During lunch periods in which a student is allowed to leave campus;

3. While the student is participating in any activity during the school day on school grounds;
4. Within 300 feet of school property;
5. While the student is in attendance at any school-related activity, regardless of time or location;
6. For any school-related misconduct, regardless of time or location; (this includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the persons inviting the guest will share responsibility for the conduct of the 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.
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the student commits a felony, as provided by Texas Education Code §37.006; and
9. When criminal mischief is committed on or off school property or at a school-related event.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District. Additionally, the District has the right to search a student's locker whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

In general, discipline will be designed to correct student misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

Campus or Classroom Rules

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Student Code of Conduct. A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more of the discipline management techniques listed below. For these violations that are not violations of the Student Code of Conduct, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify parents.

Levels of Inappropriate Student Behavior

Inappropriate student behavior is classified in one of the following levels:

STANDARDS FOR STUDENT CONDUCT: Includes expectations for courteous, respectful behavior toward visitors, students, staff, and faculty as part of a school community and a commitment to responsible, sustained effort to perform in class as part of a community of learners.

LEVEL 1: Includes lesser violations of the Student Code of Conduct and routine office referrals.

LEVEL 2: Includes violations that will result in placement in after school detention (ASD), In-School Suspension (ISS), or Out-of School Suspension (OSS) and may result discretionary or mandatory removal from the classroom.

LEVEL 3: Includes violations resulting in referral to a disciplinary alternative education program (DAEP), expulsion and referral to authorized officer of the juvenile court.

Each of the levels is defined in the following pages. Information regarding the inappropriate behaviors that fall into each of the levels, possible disciplinary consequences, procedural requirements, and any restrictions for extracurricular activities and/or school-related events are detailed for each level.

LEVEL 1 VIOLATIONS

**Include lesser violations of the Student Code of Conduct,
routine office referrals, removal by a teacher (discretionary-informal) and/or removal by a teacher
(discretionary-formal)*.**

LEVEL 1 VIOLATION

- 1.1 Cheating or copying the work of another
- 1.2 Cheating on State Assessments (TAKS)
- 1.3 Throwing objects that can cause bodily injury or property damage
- 1.4 Leaving school grounds or school-sponsored events without permission and truancy
- 1.5 Excessive Tardies
- 1.6 Directing profanity, vulgar language, or obscene gestures toward other student or District employees
- 1.7 Scuffling or fighting
- 1.8 Stealing from students, staff, or the school
- 1.9 Damaging or vandalizing property owned by others
- 1.10 Defacing or damaging school property – including textbooks, furniture, and other equipment – with graffiti or by other means
- 1.11 Possessing fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
- 1.12 Possessing or selling “look-alike” weapons
- 1.13 Possessing air guns or BB guns
- 1.14 Possessing mace or pepper spray
- 1.15 Possessing or using articles not generally considered to be weapons, including school, supplies, when the principal or designee determines that a danger exists
- 1.16 Gambling
- 1.17 Making false threats, hoaxes, or accusations regarding school safety
- 1.18 Violating safety rules as communicated in the student handbook or campus or classroom rules
- 1.19 Disobeying school rules about conduct on buses
- 1.20 Hazing/Harassment/Bullying
- 1.21 Failing to comply with directives given by school personnel
- 1.22 Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person)
- 1.23 Forcing an individual to act through the use of force or threat of force
- 1.24 Committing or assisting in a robbery or theft that does not constitute a felony according to the Texas Penal Code
- 1.26 Engaging in any behavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- 1.27 Engaging in inappropriate physical or sexual contact
- 1.28 Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by work, gesture, or any other sexual conduct, including request for sexual favors
- 1.29 Inappropriate or indecent exposure of a student’s private body parts
- 1.30 Possessing or using matches or a lighter
- 1.31 Possessing, smoking, or using tobacco products
- 1.32 Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband
- 1.33 Possessing, using, giving, or selling paraphernalia related to any prohibited substance
- 1.34 Possessing electronic devices
- 1.35 Possessing or using a laser pointer for other than an approved use
- 1.36 Violating computer use policies, rules, agreements signed by the student, and/or agreements signed by the student’s parent or guardian
- 1.37 Using the Internet to threaten students, employees, or cause disruption to the educational program

- 1.38 Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal
- 1.39 Engaging in verbal or written exchanges that threaten the safety of another student, school employee, or school property
- 1.40 Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety
- 1.41 Possessing material that is pornographic
- 1.42 Violating dress or grooming standards as communicated in the student handbook or by sponsors of extracurricular activities
- 1.43 Violating extracurricular standards of behavior
- 1.44 Repeatedly violating other communicated campus or classroom standards of behavior
- 1.45 Repeatedly interfering with the teacher's ability to teach his/her class, as documented by the teacher*
- 1.46 Behaving so unruly, disruptive, or abusive that the teacher cannot teach his/her class, as documented by the teacher*
- 1.47 Possession of a non-illegal knife

POTENTIAL CONSEQUENCES FOR A LEVEL 1 VIOLATION INCLUDE:

- Verbal correction
- Cooling-off time or "time-out"
- Seating changes within the classroom
- Counseling by teachers, counselors, other school personnel, or administrative personnel
- Parent-teacher conferences, telephone calls, and/or letters
- Temporary confiscation of items that disrupt the educational process
- Grade reductions as permitted by Policy EIA (LOCAL)
- In-school/on-campus suspension
- Out-of-school suspension
- Behavioral contracts
- Arrest and/or citation (issue of ticket) by law enforcement

Discipline Management (cont.)

- ◆ Disciplinary referral to the principal/assistant principal
- ◆ Detention
- ◆ Assigned school duties other than class tasks
- ◆ Removal to an assigned area
- ◆ Withdrawal of privileges, such as participation in extra-curricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations
- ◆ Techniques or penalties identified in individual student organizations' extracurricular standards of behavior
- ◆ Withdrawal or restriction of bus privileges
- ◆ School-assessed and school-administered probation
- ◆ Corporal punishment in accordance with Policy FO (LOCAL)
- ◆ Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District
- ◆ Placement in disciplinary Alternative Education Program (AEP)

The discipline management techniques outlined above may be used—alone or in combination—for misbehavior violating campus or classroom rules that may not be violations of the Student Code of Conduct.

DURATION OF DISCIPLINARY CONSEQUENCES FOR A LEVEL 1 VIOLATION

The duration of the disciplinary consequence for a Level 1 violation will be determined by the principal or other appropriate administrator with the following exceptions:

- A student shall not be placed in in-school/on-campus suspension for a period longer than ten (10) days without review by the campus principal or other appropriate administrator.
- Out-of-school suspension shall be for a period no longer than three (3) school days per violation.
- **A student who accumulates fifteen(15) days In-School Suspension (ISS)/Home Suspension during the school year may be placed in a Disciplinary Alternative Education Program (DAEP) initial placement will be no shorter than 30 days or longer than 90 days (semester).**
- Placement in a disciplinary AEP shall not exceed 120 days, without prior review by the campus principal or other appropriate campus administrator.

PROCEDURAL REQUIREMENTS FOR A LEVEL 1 VIOLATION

For each Level 1 violation, the teacher/district employee shall file a written report (not to exceed one page) to the principal or other appropriate administrator. Within 24 hours of receiving the teacher's/district employee's written report, the principal or other appropriate administrator must send a copy to the student's parent. Additionally, the student will be advised of the conduct with which he or she is charged; and will be given an opportunity to explain his/her version of the violation.

RESTRICTIONS FOR EXTRACURRICULAR ACTIVITIES AND SCHOOL-RELATED EVENTS FOR A LEVEL 1 VIOLATION

The following restrictions for participation in any school-sponsored or school related extracurricular or non-curricular activity, including sports events and seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations apply for a Level 1 violation:

- Students who are suspended (in-school suspension or out-of-school suspension) as a result of a Level 1 violation shall not participate in extracurricular activities or school-related events during the period of suspension.
- Students who are placed in a disciplinary Alternative Education Program (AEP) shall be automatically **placed on suspension** in all organizations and extracurricular activities for the duration of the disciplinary AEP placement or for a minimum of six (6) weeks.

LEVEL 2 VIOLATIONS

Includes violations resulting in mandatory removal by a teacher, mandatory placement in a disciplinary Alternative Education Program (AEP); emergency placement in a disciplinary AEP; and/or emergency expulsion for a period not to exceed three (3) school days.

LEVEL 2 VIOLATION

- 2.1 Assault that causes bodily injury if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
- 2.2 Terroristic threat if committed on school property or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
- 2.3 Selling, giving, or delivering, possessing or using or being under the influence of marijuana, a controlled substance; or a dangerous drug that does not constitute a felony offense, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
- 2.4 Selling, giving, or delivering an alcoholic beverage; committing a serious act or offense while under the influence of alcohol, if punishment is less than a felony offense, if committed on school property, or within

- 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
- 2.5 Possessing, using, or being under the influence of an alcoholic beverage, if punishment is less than a felony offense, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
 - 2.6 Exhibiting behavior that contains the elements of an offense related to abusable glue or aerosol paint or relating to volatile chemicals, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
 - 2.7 Exhibiting behavior that contains the elements of the offense of public lewdness, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
 - 2.8 Exhibiting behavior that contains the elements of the offense of indecent exposure, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
 - 2.9 Exhibiting behavior that is a felony, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
 - 2.10 Retaliating against any school employee, when not combined with another offense, either on or off school property, if committed on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property
 - 2.11 Engaging in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event and that injures a person in a way listed as a Title 5 offense (includes murder; kidnapping; sexual assault; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terrorist threat; aiding a person to commit suicide; and tampering with a consumer product) in the Texas Penal Code and the student receives deferred prosecution
 - 2.12 Engaging in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event and that injures a person in a way listed as a Title 5 offense in the Texas Penal Code and a court or jury finds that the student has engaged in delinquent conduct
 - 2.13 Engaging in conduct punishable as a felony that occurs off school property and not at a school-sponsored or school-related event and that injures a person in a way listed as a Title 5 offense in the Texas Penal Code and the Superintendent or designee has reasonable belief that the student has engaged in the conduct
 - 2.14 Engaging in expellable conduct, if the student is between six and ten years of age
 - 2.15 Engaging in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, and for which the Superintendent or designee has reasonable belief that the student's presence in the regular classroom threatens the safety of other students or teachers or will hinder the education of students
 - 2.16 Being involved in gang activity, including participating as a member, pledge, or soliciting another person

to become a pledge or member of a gang

2.17 Being involved in a public school fraternity, sorority, or secret society, whether it be as a member, pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, or secret society

2.18 Exhibiting behavior that contains the elements of criminal mischief if punishable as a felony, whether on or off school property, or at a school-related activity

2.19 Exhibiting serious and persistent behavior that is behavior that is so unruly, disruptive, or abusive that a teacher cannot teach; maintain order and discipline; or provide for the safety of the other students

2.20 Displaying or inappropriately using a knife (including a pocket knife) with a blade less than 5 ½ inches

2.21 Pulling a fire alarm

2.22 Possessing razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person

2.23 Making bomb threats

CONSEQUENCES FOR A LEVEL 2 VIOLATION INCLUDE:

- Any consequence listed for Level 1 Violations
- Placement in a disciplinary Alternative Education Program (AEP) for a semester or longer
- Emergency expulsion for a period not to exceed three (3) school days
- Arrest and/or citation (issue of ticket) by law enforcement

State law mandates that students be placed in the disciplinary AEP for violations 2.1 through 2.14 as specified above. Additionally, the District has designated violations 2.15 through 2.23 as violations that require mandatory disciplinary AEP placement.

DURATION OF DISCIPLINARY CONSEQUENCES FOR A LEVEL 2 VIOLATION

The duration of the disciplinary consequence for a Level 2 violation will be determined by the principal or other appropriate administrator with the following exceptions:

- Placement in a disciplinary Alternative Education Program (AEP) shall not extend beyond the end of the next grading period without prior review by the campus principal or other appropriate administrator. [TEC §37.009(b)]
- Placement in a disciplinary AEP shall not exceed 120 days, without prior review by the campus principal or other appropriate campus administrator.
- Emergency expulsion shall not exceed a period of three (3) school days.

PROCEDURAL REQUIREMENTS FOR A LEVEL 2 VIOLATION

For each Level 2 violation, the teacher/district employee shall file a written report (not to exceed one page) to the principal or other appropriate administrator. Within 24 hours of receiving the teacher's/district employee's written report, the principal or other appropriate administrator must send a copy to the student's parent. The principal or other appropriate administrator will schedule a conference within three (3) days with the student's parent or guardian, and the student. The student may not be returned to his/her regular classroom before the conference.

At the conference, the student is entitled to written or verbal notice of the reasons for the removal, an explanation of the basis for the removal, and an opportunity to respond to the reasons for the removal.

Following the conference, whether or not each requested person attended, the principal shall order the placement of the student according to the Student Code of Conduct. Parents will be notified in writing upon the placement of a student in a disciplinary AEP.

RESTRICTIONS FOR EXTRACURRICULAR ACTIVITIES AND SCHOOL RELATED EVENTS FOR A LEVEL 2 VIOLATION

The following restrictions for extracurricular activities and school-related events apply for a Level 2 violation:

- Students who are placed in a disciplinary AEP or who are emergency expelled as a result of a Level 2 violation shall be automatically **removed** from all organizations and extracurricular activities and shall be **banned** from all school-sponsored activities for the duration of the disciplinary AEP placement or for a minimum of six (6) weeks from the date of the Level 2 violation.

LEVEL 3 VIOLATIONS

Includes violations resulting in expulsion and referral to authorized officer of the juvenile court

LEVEL 3 VIOLATION

- 3.1 Using, exhibiting, or possessing a firearm, according to federal law
- 3.2 Using, exhibiting, or possessing a firearm, as defined by the Texas Penal Code §46.01(3)
- 3.3 Using, exhibiting, or possessing an illegal knife (such as a knife with a blade over 5 1/2 inches) according to the Texas Penal Code §46.01(6)
- 3.4 Using, exhibiting, or possessing a hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword, or spear
- 3.5 Using, exhibiting, or possessing a club according to the Texas Penal Code §46.01(1)
- 3.6 Using, exhibiting, or possessing a prohibited weapon, such as an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; a switchblade knife; knuckles; armor-piercing ammunition; a chemical dispensing device; or a zip gun, according to the Texas Penal Code §46.05
- 3.7 Exhibiting behavior that contains the elements of aggravated assault, sexual assault, or aggravated sexual assault according to the Texas Penal Code §22.02, §22.011, and §22.021, respectively
- 3.8 Exhibiting behavior that contains the elements of arson according to the Texas Penal Code §28.02
- 3.9 Exhibiting behavior that contains the elements of murder, capital murder, or criminal attempt to commit murder according to the Texas Penal Code §19.02, §19.03, and §15.01, respectively
- 3.10 Exhibiting behavior that contains the elements of indecency with a child according to the Texas Penal Code §21.11
- 3.11 Exhibiting behavior that contains the elements of aggravated kidnapping according to the Texas Penal Code §20.04
- 3.12 Exhibiting behavior punishable as a felony that involves selling, giving, or delivering to another person; possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug or alcohol; or committing a serious act or offense while under the influence of alcohol [TEC §37.007(a)(3)]
- 3.13 Retaliation against a school employee and one of the above listed offenses on or off school property or at a school-related activity [TEC §37.007(a)(3)(c)]
- 3.14 Exhibiting serious or persistent misbehavior and, while being placed in a disciplinary Alternative Education Program, continues to violate the District's Student Code of Conduct. Serious misbehavior is defined as behavior that is so unruly, disruptive, or abusive that a teacher cannot teach; maintain order and discipline; or provide for the safety of the other students. Persistent misbehavior is defined as two or more violations of the code of conduct in general or repeated occurrences of the same violation [TEC §37.007(a)(3)(b)]
- 3.15 Selling, giving, or delivering to another person, or possessing, using, or is under the influence of any

- amount of marijuana or a controlled substance in an amount not constituting a felony offense [TEC §37.007(b)] if the student has previously been placed in a disciplinary Alternative Education Program for a prior offense of the same nature
- 3.16 Selling, giving, or delivering to another person, or possessing, using, or is under the influence of any amount of a dangerous drug in an amount not constituting a felony offense [TEC §37.007(b)] if the student has previously been placed in a disciplinary Alternative Education Program for a prior offense of the same nature
 - 3.17 Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or is under the influence of alcohol, if punishment is less than that of a felony [TEC §37.007(b)] if the student has previously been placed in a disciplinary Alternative Education Program for a prior offense of the same nature
 - 3.18 Engaging in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals [TEC §37.007(b)] if the student has previously been placed in a disciplinary Alternative Education Program for a prior offense of the same nature
 - 3.19 Engages in criminal mischief (damage to property in excess of \$1500) if punishable as a felony, whether committed on or off school property or at a school-related event

CONSEQUENCES FOR A LEVEL 3 VIOLATION INCLUDE:

- Expulsion for students ten years of age and older (If a student under ten engages in expellable conduct, the student **must** be placed in a disciplinary Alternative Education Program.)
- Report filed with local law enforcement
- Referral to authorized officer of the juvenile court

DURATION OF DISCIPLINARY CONSEQUENCES FOR A LEVEL 3 VIOLATION

The duration of the disciplinary consequence for a Level 3 violation will be determined by the Superintendent or Superintendent’s designee, in accordance with District Policy FOD (LEGAL). If the student is expelled, the duration of the expulsion shall be determined by an officer of the juvenile court.

Any student ten years of age or over and who is determined to have brought a firearm, as defined by federal law 18 U.S.C. §921, to any District school, shall be expelled for a period of one (1) year. The Superintendent may modify the term of expulsion for a student or assess another comparable penalty that results in the student’s exclusion from the regular school program.

PROCEDURAL REQUIREMENTS FOR A LEVEL 3 VIOLATION

For each Level 3 violation, the teacher/district employee shall file a written report (not to exceed one page) to the principal or other appropriate administrator. Within 24 hours of receiving the teacher’s/district employee’s written report, the principal or other appropriate administrator must send a copy to the student’s parent. According to District Policy FOD (LEGAL) and TEC §37.009(f), before a student may be expelled, the student shall be provided a hearing at which time the following due process rights are afforded:

1. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation, including a written invitation to the student’s parent to attend the expulsion hearing.
2. Right to a full and fair hearing before the Board or its designee.
3. An adult representative or legal counsel, who can provide guidance to the student and who is not an employee of the District.
4. Opportunity to testify and to present evidence and witnesses in his/her defense.
5. Opportunity to examine the evidence presented by the school administration and to question the administration’s witnesses.

If the District makes a good-faith effort to inform the student and the student’s parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student’s parent, or another adult representing the student attends.

RESTRICTIONS FOR EXTRACURRICULAR ACTIVITIES AND SCHOOL-RELATED EVENTS FOR A LEVEL 3 VIOLATION

Students who are expelled as a result of a Level 3 violation shall not participate in extracurricular activities or school-sponsored or school-related events for the duration of the expulsion. Expelled students are prohibited from being on school grounds during the period of expulsion.

ADDITIONAL INFORMATION ON DISCIPLINARY CONSEQUENCES

CORPORAL PUNISHMENT

Policy FO (Local)

Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

- ◆ The student is told the reason for the corporal punishment.
- ◆ Corporal punishment may be administered only by the principal or assistant principal.
- ◆ 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.

The use of corporal punishment may be restricted by written parent request submitted to the campus principal. A record will be maintained of each instance of corporal punishment.

DETENTION

Detention is used for minor classroom violations such as tardies, classroom misbehavior, or other violations as outlined by the teacher or administrator. Detention is served during lunch, before or after school hours, in the teacher's classroom, assigned detention room, or the ISS room. A student's failure to serve detention may result in more severe consequences imposed in accordance with the Student Code of Conduct. Lunch detention may be given by a specific teacher and served in a designated area.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)

The Board has delegated the responsibility to the campus principal or other appropriate administrator the authority to remove a student to a disciplinary Alternative Education Program (AEP). Within three (3) school days of receiving the Student Code of Conduct Violation report, the principal or other appropriate administrator will schedule a conference with the student's parent, the student, and the teacher in the case of a teacher removal.

Until a conference can be held, the principal or other appropriate administrator may place the student in another appropriate classroom, in in-school/on-campus suspension, or in the disciplinary AEP. At the conference, the principal or other appropriate administrator will inform the student, verbally or in writing, of the allegations against him/her and the reasons for the placement. The student shall be given an opportunity to give his/her version of the incident. The principal or other appropriate administrator will inform the student of the consequences of the misbehavior and will determine the duration of a student's placement in a disciplinary Alternative Education Program. The District will provide transportation for students in a disciplinary Alternative Education Program for the duration of the disciplinary AEP placement provided the student is in compliance with the Student Code of Conduct.

A student placed in a disciplinary AEP is **strictly prohibited** from attending or participating in school-sponsored or school-related extracurricular and non-curricular activities during the period of placement in disciplinary AEP. This prohibition includes seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a disciplinary AEP will be provided a review of the student's placement, including academic status, by the principal or other appropriate administrator at intervals not to exceed 120 days. In the case of high school students, the student's progress towards graduation and the student's graduation plan will also be reviewed. At the review, the student's parent or guardian will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without the teacher's consent.

For placement in a disciplinary AEP to extend beyond the end of the school year, the principal or other appropriate administrator must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others.
2. The student has engaged in serious or persistent misbehavior that violates the Student Code of Conduct.

For seniors placed in a disciplinary Alternative Education Program who are eligible to graduate, the placement in the program will continue through graduation, and the student will not be allowed to participate in the graduation ceremony and related graduation activities.

Parents/Guardians must provide transportation to and from the AEP program throughout their assignment.

Students will not be allowed to drive their personal cars to their AEP assignment.

It is the Parents/Guardians and student's responsibility to report to their AEP assignment on time.

EMERGENCY EXPULSION

In an emergency, the principal or other appropriate administrator may order the immediate placement of a student into a disciplinary AEP, when the student is so unruly, disruptive, or abusive that the student's presence seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of the student's classmates to learn, or with the operation of school or a school-sponsored activity.

When an emergency placement occurs, the student will be given verbal notice of the reason for the action. Within a reasonable amount of time after the emergency placement, the student will be given appropriate due process required for placement in a disciplinary AEP. In an emergency situation, the campus principal or other appropriate administrator may place a student in a disciplinary AEP for a period not to exceed three (3) school days.

EXPULSION

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

When a student under the age of ten (10) engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a disciplinary Alternative Education Program. Students under age six (6) will not be removed from class or placed in a disciplinary Alternative Education Program.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the Superintendent or other

appropriate administrator may modify the length of the expulsion on a case-by-case basis and/or the District may provide educational services to the expelled student in a disciplinary AEP. The District must provide educational services in the disciplinary AEP if the student is between six (6) and ten (10) years of age.

When a student commits a Level 3 (expellable) violation of the Student Code of Conduct, the Superintendent or designee will schedule a hearing within a reasonable time with the student's parent or guardian, the student, and the teacher if appropriate. The student's parent or guardian will be invited in writing to attend the hearing.

Until a hearing can be held, the student may be placed in another appropriate classroom, in in-school/on-campus suspension, or in out-of-school suspension.

A student facing expulsion will be given appropriate due process as required by the federal Constitution. The student is entitled to:

1. Representation by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the District.
2. An opportunity to testify and to present evidence and witnesses in the student's defense.
3. An opportunity to question the District's witnesses.

The Board delegates to the Superintendent or designee the authority to expel students.

A student expelled by the Superintendent after the due process hearing may request that the Board review the expulsion decision. The student or parent must submit a written request to place the matter on the agenda of the next regular Board meeting to the Superintendent within ten (10) days after the receipt of the written decision.

The Board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in open meeting. The Board may also hear a statement from the student or parent and from the Board's designee.

The Board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The Board shall make and communicate its decision orally at the conclusion of the presentation.

Not later than the second business day after the expulsion hearing, the Board's designee will deliver to the juvenile court a copy of the order expelling the student and information required by the Family Code §52.04.

A student may appeal the expulsion order to the Board of Trustees in accordance with Policy FNG (LOCAL).

The duration of the student's expulsion will be determined by the juvenile court on a case-by-case basis. During the duration of the expulsion, the student will not earn any District academic credit unless the student is enrolled in a Juvenile Justice Alternative Education Program (JJAEP). Expelled students are **strictly prohibited** from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

The District **will not** accept any student expelled from another district during the period of the expulsion order.

FELONIOUS OFFENSES

If a student is placed in a disciplinary Alternative Education Program for committing a felonious offense, either on- or off-campus, the principal or other appropriate administrator will deliver to the juvenile court a copy of the order placing a student in a disciplinary AEP and any other information required by the Family Code § 52.04. All information shall be provided to the Juvenile Court not later than the second business day after the conference that placed the student in the disciplinary AEP.

The juvenile court will notify the District, if:

1. Prosecution of the student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication, or deferred prosecution will be initiated; or,
2. The court or jury found the student not guilty or made a finding that the child did not engage in delinquent conduct or conduct indicating a need for supervision and the case was dismissed with prejudice.

On receipt of the notice from the juvenile court mentioned above, the principal or other appropriate administrator will review the placement in the disciplinary AEP. The student may not be returned to the regular classroom pending the review. The principal or other appropriate administrator will schedule a review of the student's placement with the student's parent or guardian no later than the third day after the Superintendent or designee receives the notice from the juvenile court.

After reviewing the notice and receiving information from the student's parent or guardian, the principal or other appropriate administrator may continue the student's placement in the disciplinary AEP if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers. The student or the student's parent or guardian may appeal the principal's or other appropriate administrator's decision to the Superintendent. The superintendent's decision may be appealed to the school board. The student may not be returned to the regular classroom pending this appeal.

This appeals process does not apply to placements resulting from offenses for which the state requires mandatory disciplinary Alternative Education Program placement.

The Board will, at the next scheduled meeting, review the notice from the juvenile court and receive information for the student, the student's parent or guardian, and the Superintendent or designee, and confirm or reverse the decision of the Superintendent or designee. The Board will make a record of the proceedings.

If the Board confirms the decision of the Superintendent or designee, the Board shall inform the student and the student's parent or guardian of the right to appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending this appeal.

FIREARMS

1. A firearm, as defined by federal law, includes
2. Any weapon (including a starter gun) which will or is designed to or which may readily be converted to expel a projectile by the action of an explosive
3. The frame or receiver of any such weapon
4. Any firearm muffler or firearm weapon
5. Any destructive device, such as any explosive, incendiary, or poison gas bomb, or grenade

IN-SCHOOL SUSPENSION

In-School Suspension (ISS) is used for minor violations of the Student Code of Conduct. Students will be held in ISS from 8:15 a.m. until 3:45 p.m. During the period of placement in ISS, the student continues in the regular courses of study. Students shall not participate in extra-curricular activities, UIL events, or other school related events during of assignment in ISS. Placement ends on final day at 3:45 p.m.

ISS OR DAEP (Alternative Meal for Students)

The following administrative procedures was reviewed and approved by the Board of Trustees on October 21, 2003 for immediate implementation. The procedure authorizes the use of an alternative meal for students assigned to either of the above noted disciplinary programs rather than offering the full meal item selections that

are offered the other students for any given school day.

The meal plan will require that the alternative meal comply with the National School Nutrition Program thus qualifying the district for the normal reimbursement applicable to the student's meal type. The components of the meal must qualify the meal as a Type A Lunch in order that the district may submit the meal(s) for reimbursement and collect the appropriate meal price from the student/parent/guardian.

The option to offer a more restrictive lunch alternative for the In-School Suspension (ISS) or District Alternative Education Program (DAEP) students shall remain the prerogative of the campus principal, which may vary based on food service operations, student supervision, are/grade levels of the campus, and other conditions. Any meal option selected for use with either ISS or DAEP students shall comply with the component requirements of the Type A Meal. The alternative meal plan for ISS/DAEP has been approved by the Board of Trustees' approval because it has financial ramifications as well as involving disciplinary issues.

The alternative meal for students in ISS will generally be the same, while some adjustment may be made for students assigned to the McLennan County Challenge Academy (MCCA), since these students have longer placements/assignments as well as more strenuous physical activity. LVISD DAEP students also serve longer assignments and may receive other alternative items, fewer restrictions, or full food service options etc., as appropriate at the discretion of the principal/director.

The Type A Alternative meal shall be subject to adjustment as necessary by rule/regulation, but presently it shall include: one entrée, two side items, and milk. Adjustments shall be authorized to accommodate food and/or beverage allergies, however, any item substituted shall be in compliance with the Type A Alternative Meal requirements as described herein. In the event of a change in the National School Nutrition Program requirements for a Type A meal, this administrative procedure shall be deemed to have changed to comply with the revised Type A meal requirements effective of the date on which the new requirements become applicable.

Any student assigned to ISS or DAEP shall have the option to bring his/her own lunch and drink from home as long as the items brought in are otherwise legal and acceptable; however, the student must consume, retain the items for his/her own use, and may not give away, sell, swap, or otherwise allow any items included in their "brown bag" lunch to be made available to another student.

At the time of approval of this alternative meal plan the meal to be served that complies with the Class A Alternative Meal for ISS and DAEP students, if selected by the principal, will be a cheese sandwich, fruit, juice, and milk. The meal will be transported to the ISS/DAEP classroom, and the student(s) will eat their meal in the classroom.

Students assigned to ISS or DAEP shall be provided a meal in the event that the student or parent has not made arrangements for a "brown bag" lunch or meal money. The parent or guardian shall be notified, and the price of the meal shall be collected from the student/parent/guardian at the earliest possible date based upon the meal pricing guideline for which the student is eligible (full price, reduced price, or free). In the event that a parent/guardian refuses to provide for a lunch for the student, appropriate action shall be taken regarding the parent/guardian's refusal to provide for the welfare of the student. **No student regardless of assignment will be refused a lunch.**

LAW ENFORCEMENT INFORMATION

Questioning of students. When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. 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.

2. The principal ordinarily will make reasonable efforts to notify parents unless the interviewer rises what the principal considers to be a valid objection.
3. The principal ordinarily will be present unless the interviewer rises what the principal considers to be a valid objection.
4. If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

Students taken into custody. State law requires the District to permit a student to be taken into legal custody:

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take a student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his/her ability, will verify the officer'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. Since the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of law violations. The District is also required by state law to notify:

1. 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.
2. All instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

REMOVAL BY A TEACHER (DISCRETIONARY - FORMAL)

Formal removal will be initiated by a teacher for Level 1 Violations marked with an asterisk (*). Any violation of 1.28 and/or 1.29 requires that the teacher report the offense to the principal or appropriate administrator. The principal or appropriate administrator will then send a copy of the report to the student's parent or guardian within 24 hours of receiving the report.

Within three (3) school days of receiving the Student Code of Conduct Violation Report, the principal will schedule a conference with the student's parent, the teacher, and the student. At the conference, the principal or appropriate administrator will inform the student of the misconduct for which he/she is charged and give the student an opportunity to give his/her version of the incident. The principal or appropriate administrator will notify the student of the consequences of the violation.

When a student is removed from the regular classroom for a 1.28 and/or 1.29 violation and a conference with the student's parent is pending, the principal may place the student in another appropriate classroom, in in-school/on-campus suspension, or the disciplinary Alternative Education Program (AEP). When a student has been formally removed from class by a teacher, the principal may not return the student to the teacher's class without the teacher's consent unless the placement review committee determines that the teacher's class is the best or only alternative available.

STUDENT REMOVAL BY A TEACHER

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate disciplinary consequences consistent with the Student Code of Conduct.

A teacher may remove from a class a student:

- who has been documented by the teacher to repeatedly interfere with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn; or
- whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

If a teacher removes a student from class for either of the two reasons above, the principal may place the student into another appropriate classroom, into in-school/on-campus suspension, or into an alternative education program. The principal may not return the student to that teacher's class without the teacher's consent unless the Placement Review Committee, comprised of two teachers chosen to serve as members and one other professional staff member chosen by the principal, determines that such placement is the best or only alternative available. The campus faculty shall choose one teacher to serve as an alternate in the event that another member is not able to serve on the Placement Review Committee.

A teacher shall remove from class and send to the principal for placement in an alternative education program or for expulsion any student committing a Level 2 or a Level 3 violation. The student may not be returned to the teacher's class without the teacher's consent unless the Placement Review Committee determines that such placement is the best or only alternative available.

SUSPENSION

Suspension includes both in-school suspension (ISS) and out-of school suspension. State law allows a student to be suspended for as many as three (3) school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

A student who is to be suspended will be given an informal conference by the principal or appropriate administrator advising the student of the conduct with which he/she is accused. The student will be given the opportunity to explain his/her version of the incident.

The number of days of a student's suspension, which cannot exceed three (3) school days, will be determined by the principal or other appropriate administrator.

Students who are suspended as a result of a Student Code of Conduct violation shall not participate in extracurricular activities or school-related events during the period of suspension and each full day in which a suspension occurs. If the suspension extends to the Monday following a weekend, students may not participate in extracurricular activities or school-related events during the weekend between two days of suspension.

VIOLATIONS OF LAW

Disruptive Activities – State law prohibits a student from participation in disruptive activities. That includes acting alone or with others to:

- Interfere with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interfere with an authorized activity by seizing control of all or part of a building.
- Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use force, violence, or threats to cause disruption during an assembly.
- Interfere with the movement of people at an exit or an entrance to District property.
- Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupt classes 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; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interfere with the transportation of students in District vehicles.

Gangs and Other Prohibited Organizations – Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

Hazing Activities – State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

Alcohol, Drugs, Tobacco, and Weapons - Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student may have driven to school and parked on District property is also prohibited.

STUDENT MANAGEMENT

Anti Bullying Policy

Examples of prohibited bullying may include, but are not limited to, offensive or derogatory language directed at another 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; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Any student who believes that he or she has experienced prohibited bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Assemblies

A student’s conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate conduct during an assembly will be subject to disciplinary action.

Awards and Honors

ATTENDANCE AWARDS are presented to students who attend every period every day of the school year.

CITIZENSHIP AWARDS are presented to the high school boy and girl in each class who are the outstanding school citizens of the year. Representative candidates are submitted and elected by vote of the faculty.

SUBJECT AWARDS are presented to the outstanding students in the various subjects. Teachers in each subject area select the award recipients. Fifth year students are eligible to receive awards.

Students who receive **ACADEMIC RECOGNITION** on TAKS will be recognized.

CLASS FAVORITES will be selected by secret ballot from each class. Each homeroom will nominate one boy and one girl from the class membership. The ballot will be presented to the entire class for vote. The boy and girl receiving the most votes will be the Class Favorites.

ALL CLASS FAVORITES (Mr. & Miss La Vega) nominees will be made by each homeroom of each class. Voting is to be done by the entire student body.

HALL OF FAME nominees must be seniors and will be nominated by each homeroom of the senior class only. A senior student's name may appear on the ballot in only two (2) races and no more. In case of conflict, the student will be able to choose which two races he/she will contest. Voting is to be done by the senior class only. The Hall of Fame categories are:

Most Handsome	Most Beautiful
Most Spirited Boy & Girl	Most Talented Boy & Girl
Best Dressed Boy & Girl	Most Athletic Boy & Girl
Most Friendly Boy & Girl	Most Intellectual Boy & Girl
Most Likely to Succeed Boy & Girl	

HOMECOMING KING and QUEEN shall be graduating seniors who have a 70 or above average in each class at the time of nomination. The nominees must not have any AEP/ISS/Detentions referrals for the current school year, including violations for ID badges and dress code. In addition, students who have lost class credit or have been guilty of truancy will not be eligible for honorary/elected positions on the campus. Since they represent our school, nominees should be upstanding citizens and abide by all school rules and regulations. Each Senior English class shall nominate one senior girl and boy. These nominees will form the ballot that will be presented to the entire student body for vote. The girl receiving the most votes will be the Homecoming Queen. The five boys and girls receiving the next highest votes will be the members of the King and Queen's Court. The Student Council will be responsible for conducting all school-related elections.

Cheating/Academic Dishonesty/Plagiarism

Copying another person's work, such as homework, class work, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

Closed Campus

La Vega High School is a closed campus. While student activities are in progress on the campus, all students and visitors must enter and depart the main building at specifically designated entrances. All other doors will be locked. During school hours 7:00 a.m. to 5:00 p.m., students and visitors must enter and depart the main building at the front entrance located on the north side of the high school. Students who ride buses or drive to school may enter the main building at the entrance under the awning covering the bus waiting area.

Dating Violence Prohibited

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

Any student who believes that he or she has experienced prohibited dating violence should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

Designated Safe Areas

The interior of the main building and adjacent buildings of the La Vega High School Campus are designated safe areas. Students must remain inside the main building and adjacent buildings under the direct supervision of a staff or faculty member throughout the school day. Before and during school, students may not loiter any place outside the main building. When students have classes in adjacent buildings, they must take the shortest, most direct, expeditious route. After school, students with their own transportation must leave the building and the campus as soon as possible. Students riding school buses must remain under the covered waiting area behind the main building. Students awaiting transportation, other than buses, must wait outside in the front of the main building. Parents and/or non-students must not enter the teacher or student parking areas during the school day. Loitering after school is not allowed inside any campus building or outside on the school grounds.

Dress and Grooming

The District’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, teach respect for authority, and reinforce community standards.

The District prohibits any clothing or grooming that, in the principal’s judgment, may reasonably be expected to cause disruption or interference with normal school operations.

The District prohibits pictures, emblems, or writing on clothing or on the body that:

- are lewd, offensive, vulgar, or obscene, or
- advertise or depict tobacco products, alcoholic beverages, gangs, drugs, or any other prohibited substance.

Item(s)	Permitted	Not Permitted
Slacks Pants	Solid Colors-Khaki, Navy Blue, Black, Brown, White pleated or flat front docker style slacks Capri or cropped pants for females	Denim, Holes of any kind, overalls, painters, cargos hip huggers, sweat pants, low rise, sagging, pajama pants, spandex, jumpsuits, brads or studs
Shorts	Solid Colors-Khaki, navy blue, black, brown, white Top of kneecap or longer	cut-offs, gym shorts, cargo shorts
Skirts Jumpers Dresses	Solid colors-khaki, navy blue, black, brown, white, top of the knee or longer, kick pleats or slits hemmed at or below the bend of the knee. Dresses must be a solid color and have a collar and sleeves.	Low rise, tight, Denim, spandex, low cut
Shirts Blouses Turtlenecks	Solid colors-khaki, navy blue, royal blue, black, brown white, gold, yellow, green, red, collared polo or dress style shirt, long or short sleeves, all must be tucked in no more than 2 buttons undone, collared La Vega logo shirts permitted on any day, visible logos no more than 1 inch	athletic jerseys, tank tops, halters, tube tops, t-shirts stripes, checks, lettering, wording or designs except approved La Vega logos. no brads, studs or zippers

high

Belts	If pants/slacks/shorts have belt loops, belt must be worn Must be black or brown or same color as pants/slacks	No oversize belt buckles or buckles with graphics No chain belts
Footwear	shoes, loafers, boots, dress shoes, closed toe slides, sandals with a back strap. Athletic shoes as long as shoe laces match	Flip-flops, house shoes, bedroom slippers, athletic sandals, shower sandals, heels higher than 3" high no mis-matched laces
Socks	solid single color or design must match	socks that do not match, leg warmers, leggings
Hose	Khaki, navy blue, black, brown, white	without an approved dress code dress, jumper or skirt over them.
Tights		
Leggings		
Outer wear	Solid Color preferred; approved dress code shirt or top must	Knee length or longer jackets, dusters
Jackets	be worn under sweaters or jackets. School letter jackets	
Sweaters	are acceptable. Jackets/Coats finger tip length only	
Sweatshirts	Solid color sweatshirts or hoodies, fingertip length or shorter	No oversized sweatshirts. Approved top must be worn under sweatshirt or hoodie.
Hoodies	Hoodies must remain off head at school at all times	
Headwear		No hats, caps, do-rags, bandanas or sunglasses are permitted

Each school may select one day a week designated as a "Spirit Day" where jeans may be worn. On these days, La Vega logo t-shirts may be worn as well as any other approved shirt/blouse.

College wear-designated by school as approved by Admin.

In addition, unacceptable dress and grooming include:

Tight or revealing clothes

Clothing with slits, tears, or holes

See-through clothing

Exposed or frayed edges on clothing

Visible undegarmments

Dressing without appropriate undegarmments

Large or distracting jewelery, including ear rings

Jewelery reguiring body piercing (no tongue, eyebrow, nose,
lip)

Exposed Tattoos

Chains (i.e., on wallets, necklaces and waists)
Sagging pants
Any hairstyle that is not neat, clean and well-groomed
Any hairstyle that is distracting (mohawks, stripes or bright color)
Gang related hair styles, hair designs or clipped eyebrows
Facial hair must be well kept, neat and not a distraction
No goatees or chin whiskers at LV Junior High
Cosmetic mouth pieces (Grills)
Skate shoes
Make up that is distracting (black lipstick, extremely heavy eyeliner)

Inappropriate clothing/styles of dress include, but are not limited to, the following examples:

Baggy or Saggy Pants: Pants must be an appropriate size for the wearer and must be worn at the waist. Pants must be less than seven inches in measurement from the outside of the knee to the seam and the waist must be within two inches of the actual waist size. Pants must be able to stay up at the waist without a belt. **NO sagging!**

Any shirt, blouse or top that extends more than 2 inches below the belt line must be tucked in. No jackets, coats or sweaters may extend below mid-thigh including jackets, coats or sweaters.

Any style of clothing or grooming that can be associated with gang membership: Even if the wearer is not “in a gang” we do not want other students, or gangs, to make assumptions regarding gang affiliation. Items that are associated with gangs or might cause a disruption in the educational process as determined by the La Vega High School staff and administration will not be allowed. An updated list of prohibited grooming or clothing will be kept in the Principal's Office on each campus. All items currently prohibited in the dress code plus the following: (list should be developed by the principals with La Vega ISD Administration input).

The District prohibits any clothing or grooming that, in the Principal’s (or designee) judgment, may reasonably be expected to cause disruption or interference with the educational process.

ILLEGAL & BANNED ITEMS

The following items are not allowed on the La Vega High School campus per Texas law and/or district and campus policies:

- Alcoholic beverages, unauthorized prescription medicine, illegal substance, or look-like substance.
- Weapons such as **knives (of any type or blade-length)**, box-cutter or razor-cutter, slingshots, firearms, paintball/water/toy guns, any electronic device used to shock, chains, or other items which could be used to inflict bodily harm.
- Fireworks-including "smoke-bombs"
- Spray paint
- Indelible marker- (a device that makes a mark with a paint or ink product)
- Tobacco products
- Lighters and/or matches
- Whistles and/or noise makers
- Laser pointers
- Skateboards
- Water balloons, water guns, shaving cream, etc.

Radios, cassette/CD/MP3 players, or recorders (including those with earphones) are not allowed on campus. All items deemed illegal to possess on the campus by state law or school/district policy will be confiscated. **The school assumes no liability for confiscated items**, although every effort will be made to secure these items. Possession of prohibited weapons of any kind or any prohibited illegal substance (these items will not be returned) will result in

expulsion or placement in District Alternative Education Program as provided by state law and will be referred to law enforcement authorities.

Any other banned item(s) which may be determined by the administration.

Laser Pointers

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

Flowers, Balloons, and Gifts

La Vega High School will refuse all balloons, flowers, and gift delivers for birthdays or any special occasion. All delivers of this type should be sent to the student's homes, not to the school.

Early Release Schedule for Students

Students who have an early release period, for whatever reason, must leave the campus when they are released from their last scheduled class. Senior athletes who have finished their sport and are not going to compete in any other athletic programs need to have an immediate schedule change. Those who fail to comply with campus expectations may receive disciplinary consequences, but will be assigned to a class or a study period in lieu of an off-period.

Electronic Devices

Students may not possess radios; disc, cassette, MP3 or tape players/recorders; noise boxes or horns; headphones; devices with headphones; or any other electronic or electrical device on campus or any school sponsored travel. Radios, disc, cassette, or tape players/recorders installed in vehicles are permitted, but must remain affixed to and in the automobile. Any device or recorded media that is confiscated will not be returned until the end of the school year or at the discretion of an administrator. VHS tapes, discs, cassettes, or other recorded media are prohibited on campus and school related activities. Music/personal CD's may not be played on the LVHS campus computers. All exceptions require the campus administrator's approval on a case-by-case basis.

Food and Drink

Food, drinks, water, and candy in inappropriate places can create unsanitary conditions and insect infestations. Food and drinks of any type are not permitted anywhere on campus except in areas and classrooms specifically designed for food and drink preparation and consumption. Food or drink should not be kept in classrooms, lockers, or offices. Other areas may be approved on a case-by-case basis by the campus principal. Food and drink are prohibited on buses after school.

Lunch - On Campus/Off Campus

During designated lunch periods, all students must remain in the Cafeteria. Students may not go outside, to their lockers, stand or walk in the hallways. Students may not take two (2) lunch periods. **Only Seniors with ID badges are allowed to leave campus for lunch.** If a student is going to leave campus for lunch, they must leave the campus; they are not permitted to hang around outside the building. Students who leave campus to eat must eat off campus and not bring food back to the campus to eat. Leaving campus at lunch is a privilege and may be revoked. Students who do not return from lunch or return tardy will lose the privilege of off campus lunch. Any students who are not Seniors that leave campus for lunch will face disciplinary consequences.

Paging Devices/Mobile Phones

The District prohibits students from using cellular phones/paging devices during regular school hours (7:00 A.M.-3:45 P.M.). Cellular phones/paging devices must be turned off and kept out of sight during regular school hours. A paging device is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. A cell phone is a paging device by this definition. Using a cellular phone/paging device during school hours, without the express advance permission of the principal or his/her designee, except when the student is serving in the capacity of an active member of a volunteer firefighting organization or an emergency medical service organization, is a level 1 violation under the Student Code of Conduct. Students who use cellular phone/paging devices during school hours are subject to the disciplinary consequences for Level 1 violations as indicated in the Student Code of Conduct.

District employees are authorized and duly directed to confiscate any cellular phone/paging device that is being used in violation of this rule. Refusal to surrender the device will result in the student's placement in the ISS classroom until the device is surrendered. Parents shall be notified within ten (10) school days after the cellular phone/paging device is confiscated.

The first time a paging device is confiscated (shall be considered the student's first offense); the student will be cautioned/warned and the device will be returned to the student at the end of the school day. The second time a paging device is confiscated (shall be considered the student's second offense); the parent/guardian may secure the device at the end of the school day. The third time that a cellular phone/paging device is confiscated (shall be considered the student's third offense), the parent/guardian may submit a written request for the return of the paging device. Upon written request by the parent the cellular phone/paging device will be returned to the student's parents on the last day of the current semester with payment of an administrative fee of \$15.00. Repeated violation of procedures regarding cellular phones/paging devices will result in withdrawal of privileges to possess the device on campus. If a written request is not received by the District within ten (10) days prior to the last student attendance day of the current school year, the District will attempt to notify the paging company (if it can be identified). The paging company may claim the paging device for an administrative fee of \$15.00.

Any paging device not claimed by the student's parent/guardian or the paging company would be disposed of thirty (30) days after the last student attendance day of the school year in which the paging device was confiscated. The District will not be responsible for the theft, damage, or loss by any means of a paging device that is brought onto district property or to the location of any district sponsored event or activity. This includes paging devices that are confiscated as a result of violation of the district's student code of conduct.

Parties and Social Events

The school rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the event will not be readmitted. Any former student who was assigned to the DAEP at the time they left school or expelled will not be eligible to attend the prom or other school activities.

Public Display of Affection

Students shall not engage in public displays of affection (i.e. kissing, prolonged embraces, walking "arm-in-arm").

School Buses or Other Vehicles

The District provides transportation for all students who live in the District. Riding a school bus is a privilege

provided by La Vega ISD and not a student right. School buses are operated to and from school on approved routes, and no variations shall be made from such routes.

Student safety is of utmost concern; therefore, students being transported shall comply with the District's Student Code of Conduct. Any student who fails to comply with that code or established rules of conduct while on a school bus may be denied transportation services and shall be subject to disciplinary action.

The following rules, in addition to the Student Code of Conduct, will apply to student conduct on school transportation:

- Driver's directions shall be followed at all times.
- Students inside the bus may not talk to or yell at persons outside the bus
- Students shall board and leave the bus in an orderly manner at the designated bus stop nearest home.
- Students shall remain seated at all times except when boarding or leaving the bus.
- Books, band instrument cases, feet, and other objects shall be kept out of the aisle.
- Students shall not deface the bus and/or its equipment.
- Students shall 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.
- Upon leaving the bus, students shall wait for the driver's signal before crossing in front of the bus.
- Students shall not eat or drink while on the bus.
- Students shall not possess food or drink while on the bus after school.
- When students ride in a District van or passenger car, seat belts must be used at all times.

Bus drivers are asked to complete a Bus Incident Form reporting any student violation of bus safety/conduct rules. Students may incur disciplinary consequences for conduct on bus or in the bus waiting area. A written report will be sent to parents/guardians if their child is reported for a violation. The following disciplinary consequences will be issued as a minimum for violations of bus conduct/safety rules:

- 1st incident report:** Student conference and warning/Possible suspension from riding the bus for one (1) to five (5) days, and discipline action by the school.
- 2nd incident report:** Suspension from riding the bus for five (5) school days and discipline action by the school.
- 3rd incident report:** Suspension from riding the bus for ten (10) school days and discipline action by the school.
- 4th incident report:** Suspension from riding the bus for the remainder of the semester and discipline action by the school.

If, in the administrator's judgment, a student's violation of bus conduct/safety rules is so unruly, disruptive, or dangerous that it creates a serious safety concern, the student may be immediately suspended from bus riding privileges for the remainder of the semester or school year.

Video cameras may be used in District vehicles to promote compliance with the Student Code of Conduct and bus conduct/safety rules. Videotapes are protected student records subject to the provision of District policy. Video documentation of a student's violation of bus conduct/safety rules may also be grounds for immediate suspension from bus riding privileges for the remainder of the semester.

If any suspension occurs during the final three weeks of the last six weeks in a semester, the suspension may be carried forward to the upcoming semester.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student's Individual Education Plan (IEP) or other individually designed program.

Searches by 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 on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

Sexual Harassment/Sexual Abuse

Students shall not engage in unwanted or unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense.

The District will notify parents of all students involved in sexual harassment by students when the allegations are not minor, and will notify parents of all incidents of sexual harassment or sexual abuse by a District employee. The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in public schools. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to conduct a thorough investigation.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the principal or the Director of Personnel and Administrative Services, who serves as the District Title IX coordinator for students.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or with the District Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five (5) days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within ten (10) days. The student and/or parent will be informed if extenuating circumstances delay the completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the first complaint is not satisfactory to the student or parent, the student or parent within ten (10) days may request a conference with the Title IX coordinator or Superintendent who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student and/or parent's signature, and the date of the first conference with the principal or Title IX coordinator.

If the resolution of the second complaint is not to the student or parent's satisfaction, the student or parent may present the complaint to the Board of Trustees at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Lack of official action by the Board upholds the administrative decision at the second complaint. Announcing a decision in the student or parent's presence constitutes communication of the decision.

The Board shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.

Additional information on student sexual harassment can be found in the **Notice of Parent and Student Rights Regarding Sexual Harassment** located in this handbook.

Smoking

La Vega ISD is proud to be tobacco free. The use of tobacco products is strictly prohibited on all District property and at school-related or school-sanctioned activities on or off school property, including field trips.

Student Losses/Thefts

Students are accountable and responsible for the security of their personal property and issued school property. In addition, students are accountable and responsible for any vehicle, bicycle, or other personal possessions brought onto campus. Neither the school, nor its employees are accountable for a student's lost, damaged, or stolen personal items anywhere on campus. Please instruct your student to take precautions to secure any valuables.

Telephone (Office) Use

Student use of any telephone while at school is a privilege. Students may not use telephones during class or during the five (5) minute passing period between classes.

Teachers may NOT give students a pass to use the telephone. Students may NOT leave class to make telephone calls. The principal, assistant principal, appropriate administrator, or specifically designated personnel must approve all use of telephones by students at the school.

Students will be notified of calls from parents or other authorized persons, but will not be permitted to leave class or return calls except in cases of emergency expressed by the parent.

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 disciplinary consequences in accordance with the Student Code of Conduct.

Graffiti Texas Sec. 28.08.

(a) A person commits an offense if with aerosol paint or an indelible marker and without the effective consent of the owner the person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner.

Care of School Property

Students are responsible for the proper use and care of school property. Defacing or destroying books, furniture, windows, or any other school property is poor citizenship. Students damaging school property will be assessed a sum sufficient to repair or replace what has been damaged, disciplinary action will be taken, and law enforcement may be contacted.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so, with or without permission of the student. A student has full responsibility for the security of his/her vehicle and must make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his/her car and will be subject to disciplinary action by the District, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence of the student.

A student who drives a vehicle to school must have a current valid driver's license, inspection sticker, and proof of insurance, as required by law. Each student is responsible for safe and courteous driving around the campus. The student is also responsible for parking appropriately in the STUDENT PARKING LOT on a "**first come, first**

served" basis . Students will not be allowed to drive out of the parking lot during school hours with a pass from the attendance office, an administrator or have permission to go to work or to an off campus educational program. Students are not allowed to park in faculty parking areas, cafeteria parking/loading areas, or in fire lanes or other illegal areas. All student vehicles must display a parking permit affixed to the vehicle windshield. Permits may be purchased in the assistant principal's office.

After students park their vehicles in a parking space, they must go directly into the building. Students MAY NOT sit in vehicles in the parking lot before or after school or during lunch periods.

Even though a security guard is assigned to the campus, La Vega High School cannot be held responsible for vandalism, damage, or theft of the vehicle.

Drivers who pick up students should come to the front of the school. Reckless or fast driving around the campus and on the parking lot will not be tolerated, and may result in a student being restricted or banned from driving or parking on campus. All students must comply with all published campus parking procedures whether or not they drive a vehicle to school. Students who park a vehicle on campus are accountable and responsible for compliance with campus parking procedures and state law.

Failure to abide by these requirements will result in (1) loss of campus parking privileges, (2) car being towed at student's expense, and/or (3) disciplinary action.

§ 37.107. TRESPASS ON SCHOOL GROUNDS

An unauthorized person who trespasses on the grounds of any school district of this state commits an offense. An offense under this section is a Class C misdemeanor.

No person shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities. **TEC 37.124**

Entrance into a classroom without consent of either the principal or teacher and, either through acts of misconduct and/or use of loud or profane language, causing disruption of class activities will not be permitted. **TEC 37.124**

No person or group of persons acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property on any school in the La Vega ISD. **TEC 37.123**

Any person loitering on school property after being advised to leave by the person in charge shall be guilty of a misdemeanor and upon conviction shall be subject to a fine, as established by law. **TEC 37.105, TEC 37.107**

SCHOOL PREMISES-ACCESS

EC 37.105 Unauthorized Persons: Refusal or Entry, Ejection, Identification.

The board of trustees of a school district or its authorized representative may refuse to allow a person without legitimate business to enter on property under the board's control and may eject any undesirable person from the property on the person's refusal to leave peaceably on request. Identification may be required of any person on the property.

Vending Machines

The district has adopted policies and implemented procedure 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 Child Nutrition Director.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, and for those with disabilities. A student or parent with questions about these programs should contact the student's teacher or

principal. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations. Additional information on some specific special programs is included in this section of the Student Handbook.

Counseling

The counseling center provides counseling services to all students whenever they need help with:

career planning	family problems
personal problems	school achievement
self-awareness	decision-making
post-secondary education	job searches
tutoring/study skills	academic planning

The goal of the counseling center is to help students better understand themselves and learn to make responsible decisions.

Students who wish to meet with the counselor should arrange an appointment with the counseling center receptionist before or after school, or during lunch. A passing permit from class will be sent to the student's teacher by the counseling center informing them of their scheduled time to meet with the counselor.

The school will not conduct a psychological examination, test, or treatment without requiring the parent's written consent, unless required by state or federal law for special education purposes.

English as a Second Language (ESL)

The ESL program is designed to assist students with limited English proficiency to learn the English language while continuing to progress in the overall instructional program. Every effort is made to develop self-assurance and confidence in students as they function within the instructional environment, while maintaining a positive identity for children within their cultural heritage.

Extracurricular Activities, Clubs and Organizations

A student will be permitted to participate in extracurricular activities subject to the following restrictions:

- During the first grading period, a student is eligible if he/she was promoted at the end of the previous school year, or has accumulated the required number of units toward graduation.
- A student participating in University Interscholastic League (UIL) will be suspended from the 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 (3) weeks. The grades will subsequently be reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70 in all classes. The student is allowed to practice or rehearse with the other students during the suspension; however, the student is not allowed to travel with the school organization to a contest, sit with the school organization or wear uniforms during the contest.
- A student is allowed up to ten (10) activity-related absences from any class period during the year in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.
- Students may not participate in any extracurricular activity if they are absent from school the day of the activity unless a medical doctor states that the student was ill and unable to attend school but is able to participate later.
- A student who is not in school the day after an extracurricular activity will not be permitted to participate in the next scheduled activity unless the student was given permission by the principal to go home after coming

to school; the student has a statement signed by a medical doctor declaring the student was ill; the student has a death in the family.

- A student participating in University Interscholastic League (UIL) will be suspended from participation if the student fails to meet state mandated attendance requirements.

For more information on extracurricular activities, please contact Willie Williams, Director of Athletics, or your campus principal.

Student clubs and organizations such as the band, choir, and drill and athletic teams may establish codes of conduct and consequences for misbehavior that are more stringent than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization. Parents/guardians will be required to sign the club/organization code of conduct prior to the student participating in the club/organization.

Students are encouraged to join a club or organization to be afforded the opportunity for development of leadership, discovery of talent, and broadening of social contacts. All clubs and organizations operate under the supervision of a faculty member sponsor and are coordinated through the principal's office. Club funds should be handled through the principal's office. Any money derived from school-sponsored projects by a class or clubs are not to be spent for personal items. The club, along with the sponsor and the principal, shall decide how the funds are to be used.

Items may not be sold on campus with permission from the school. Fundraising on campus is reserved for school clubs and organizations only. You must schedule your fundraiser with the student activities director and/or the principal.

Gifted and Talented Program

Any K-12 student who performs at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment may be nominated as a candidate for the La Vega ISD gifted and talented program. This nomination may be made by anyone including the student, parent, a friend, teacher, or any other person who recognizes the student as having these abilities. A campus committee that refers appropriate candidates to a District committee for final selection screens the student. This selection process takes place both in the fall and spring of each school year. The details of the selection process are available in the Gifted and Talented Plan for the District. The counselor (s) of each campus can provide more information if needed.

Limited Open Forum

For purposes of the Equal Access Act, the Board has created a limited open forum for students attending the District's secondary schools. District secondary schools shall offer an opportunity for non-curricular-related student groups to meet on school premises during non-instructional times.

Students wishing to meet on school premises shall file a written request with the campus principal. That request shall contain a brief statement of the group's purposes and goals, a list of the group's members, and a schedule of its proposed meeting times. Requests shall be approved by the principal and Superintendent subject to the availability of suitable meeting space and without regard to the religious, political, philosophical or other content of the speech likely to be associated with the group's meetings.

For more information regarding limited open forum, contact the campus principal.

National Honor Society

The National Honor Society was founded in 1921, to create an organization that would recognize and encourage academic achievement while developing other characteristics essential to citizens in a democracy. The La Vega Chapter of the National Honor Society is a duly chartered and affiliated chapter of this prestigious national organization. Membership is open to those students who meet the required standards in four areas of evaluation: scholarship, leadership, service, and character. Standards for selection are established by the national office of NHS and have been revised to meet our local chapter needs. Students are selected to be members by a five member Faculty Council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each fall semester.

Students in the 10th, 11th, or 12th grades are eligible for membership. For the scholarship criterion, a student must have a cumulative GPA of 3.5 or better on a 4.0 scale. Those students who meet this criterion are invited to complete a Student Activity Information Form that provides the Faculty Council with information regarding the candidate's leadership and service. A history of leadership experiences and participation in school or community service is also required. Leadership experience should include participation in at least one community organization, student activity organization, or athletic program each year. At least 6 hours of documented community service within the past year is required prior to consideration for membership in the national honor society.

To evaluate a candidate's character, the Faculty Council uses two forms of input. First, school disciplinary records are reviewed. Second, members of the faculty are solicited for input regarding their professional reflections on a candidate's service activities, character, and leadership. These forms and the Student Activity Information Forms are carefully reviewed by the Faculty Council to determine membership. A majority vote of the Council is necessary for selection. Candidates are notified regarding selection or non-selection according to a predetermined schedule.

Following notification, a formal induction ceremony is held at the school to recognize all the newly selected members. Once inducted, new members are required to maintain the same level of performance (or better) in all four criteria that led to their selection. This obligation includes regular attendance at chapter meetings held during the school year as posted on the NHS bulletin board, and participation in the chapter service projects(s). Students or parents who have questions regarding the selection process or membership obligations can contact the chapter adviser, Mr. Hataway, in Room 205 or by phone at 799-4951.

Special Education Programs

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

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

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of 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: Contact either Sal Acosta or Erna Watkins at 799-4951.

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.

Student Activities (STUCCO)

The La Vega Student Council and the many clubs and organizations on campus encourage the student body to get involved. Membership in sports, academic clubs, and organizations are important for college applications. High school is also a more pleasant place when students are actually involved. If there are any questions concerning any club or activity, see the student activities director.

Student Assistants

Student assistants for the library and offices are selected from the Junior and Senior class members. Student must be in good academic, attendance, and discipline standing. All student assistants must be approved by the principal or authorized representative. A student may be removed as an assistant for failing to remain a student in good standing.

Student Offices and Elections

Students who wish to run for CLASS OFFICER (President, Vice-President, Secretary, and Treasurer) must nominate themselves or be willing to serve. A ballot will be made and officers will be elected by secret ballot. Nominees and elected members must be, and remain a student in good standing with academics, attendance, discipline, and character.

Students who wish to run for STUDENT COUNCIL OFFICER (President, Vice-President, Secretary, and Treasurer) will be elected by popular vote by Freshman, Sophomores, and Juniors by secret ballot. Nominees and elected members must be, and remain a student in good standing with academics, attendance, discipline, and character.

Success Program

The Success Program is an alternative educational program provided by the District. The students placed in the program, for what ever reason, generally have fallen behind on credits or have become disenchanted with the traditional school setting and may be at-risk of dropping out. The program provides: a smaller learning environment, a self paced instructional setting and an opportunity to complete the high school graduation requirements in a timely manner.

Once a student has chosen to attend the Success Program they will continue and complete their high school career in the Success Program. The student's are not allowed to participate in any extracurricular activities at La Vega High School other than the LVHS Graduation Ceremony. They may attend the prom as a date of a currently enrolled LVHS student.

Summer School

Summer school credits will be accepted from approved summer schools in the area. All students planning to attend summer school must obtain an application and approval from the counseling center during the last week of school. It is recommended that only subjects failed in regular school be taken in summer school. Core curriculum courses (English, Mathematics, Science, and Social Studies) can only be taken in summer school if the student failed the course in the regular school term. Two (2) credits may be accumulated in summer school, unless otherwise approved by the principal.

University Interscholastic League (UIL)

Student participation in University Interscholastic League (UIL) activities, as set forth in the Constitution and Rules of the University Interscholastic League, is encouraged. For more information about the types of UIL activities available, please contact the principal or Willie Williams, Director of Athletics.

Students who are interested in any of these activities should contact their homeroom teacher for more information.

STUDENT SERVICES & MISCELLANEOUS

Asbestos Policy

La Vega I.S.D. is committed to providing a safe and pleasant learning and working environment for all students and staff. In accordance with the federal Asbestos Hazard Emergency Response Act (AHERA) of 1986, the District has developed and implemented a comprehensive Asbestos Management Plan. The Asbestos Management Plan was developed in an effort to effectively facilitate the inspection re-inspection, periodic surveillance, response activities, and management planning for asbestos containing materials within the District.

La Vega I.S.D. is pleased to advise you that we are working hard to maintain compliance with the federal AHERA regulations, and continually strive to ensure the proper management of asbestos containing materials in the District.

If you have questions about the plan or wish to review the management plan for your child's school, please contact the Asbestos Coordinator at 254-799-4378.

Bad Weather Closing

Policy CKC

The District may close schools for a full day or part of a day because of bad weather or emergency conditions. When such conditions exist, the superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, school officials will notify the following radio and television stations:

KCEN TV - Channel 6
KWTX TV - Channel 10, Radio 97.5 FM
KXXV TV - Channel 25
WACO 100 FM Radio/1460 AM
The Bear - Radio 102.5 FM
KCKR - Radio 95.7 FM

Cafeteria Services

The District participates in the National School Lunch Program and offers a wide variety of tasty and nutritious meals at a free and reduced-price based on a student's financial need. Information can be obtained from the office on each student's campus.

Five-day meal tickets may be purchased in the cafeteria at any time during the week. Breakfast is Free per day and

lunch is \$2.20 per day. Reduced price breakfast is \$0.30 per day and reduced price lunch is \$0.40 per day.

While students are not required to buy lunches at the school, they are encouraged to do so. Sophomore, Junior, and Senior students may leave campus for lunch. Freshman students may not leave campus for lunch. Students who are repeatedly late for class after lunch will lose off-campus eating privileges as well as other discipline consequences.

While in the cafeteria, students should follow the Student Code of Conduct and transport trash and food trays to the appropriate locations.

College Days

Senior students may use up to two (2) days for college visits. These days can be used only for visiting colleges outside of McLennan County. The counselor must approve college days one (1) week in advance and all work for classes must be made-up. Students are marked absent from school for college days. A parent conference must take place before the trip and the student must bring a completed college confirmation form back from the college visited. College days may not be taken: (1) the day before or after holidays; (2) during six weeks, semester, or state tests; or (3) after April 30th. Students are encouraged to make arrangements with the college admissions office prior to their visit.

Communication between Home and School

Good communication between home and school regarding a child's education is more than a "plus": it's essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student work for parents to review and sign, and continues into interaction: messages and phone calls from teachers, and school open houses or back-to-school nights, for instance.

Communication might also include requests for conferences -- initiated by the school or the parent -- to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office for an appointment, or visit the La Vega ISD Homepage (www.lavegaisd.org) via the internet for email information. 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. [See the section on **Parent Involvement, Responsibilities, and Rights** in the School Admission and Attendance Section of this handbook.]

BEN (Better, Easier, Notification) La Vega High School uses (BEN) an automated system that phones parents to communicate attendance and other general announcements. Therefore, please update contact information as needed.

Additional News and Information

We provide an online newspaper for informational and entertainment purposes. To enjoy this valuable service please visit us at: <http://my.highschooljournalism.org/tx/waco/lvhs/>

Complaints by Students/Parents

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (Local) in the District's policy manual. In general, the student or parent should submit a written complaint and request a conference with the campus 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. Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints. Additional information can also be found in the designated Board policy, available in the principal's and

Superintendent's offices or on the District's Web site at www.lavega.isd.org

Topics and policies include:

- Discrimination on the basis of gender: Policy FB
- Sexual abuse or sexual harassment of a student: Policy FNCJ
- Loss of credit on the basis of attendance: Policy FDD
- Removal of a student by a teacher for disciplinary reasons: Policy FOAA
- Removal of a student to a disciplinary alternative education program: Policy FOAB
- Expulsion of a student: Policy FOD
- Identification, evaluation, or educational placement of a student with a disability: Policies EHBA and FB
- Instructional materials: Policy EFA
- On-campus distribution of non-school materials to students: Policy FMA
- Complaints against District peace officers: Policy CKE

Distribution of Material

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and the campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations. Materials displayed without authorization will be removed.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three (3) days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his/her viewpoint.

Fire, Tornado, and Other Emergencies (Drills & Actual 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 directions of teachers or marshals quickly, quietly, and in an orderly manner. Emergency bell signals and evacuation routes will be prominently posted in each classroom.

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

Should we have a **major** disaster during school hours, your student(s) will be cared for at this school. Our School District has a detailed emergency operations plan which has been formulated to respond to a major catastrophe.

Your cooperation is necessary in any emergency. Do not telephone the school. Telephone lines may be needed for emergency communication.

In the event of a serious emergency, students will be kept at their schools until they are picked up by an identified, responsible adult who has been identified as such on the La Vega I.S.D. emergency card which is required to be filled out by parents at the beginning of every school year.

If emergency announcements need to be made, the local media will be notified. If students are to be kept at school, radio and television stations will be notified. If electrical service is not affected, information will be relayed via area television stations including one or more of the following: KCEN (Channel 6); KWTX (Channel 10); KXXV (Channel 25). Notices will also be provided to area radio stations including one or more of the following: KRZI (1580 AM); KWTX (1230 AM); KCKR, (95.5 AM) and Spanish Language Station KWOW (104 FM). In addition, information regarding day-to-day school operations will be available by calling the District Office.

Fund Raising

Policy FJ, GE

All fund-raising projects shall be subject to the approval of the principal.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. Funds raised shall be received, deposited, and disbursed in accordance with Board policy.

No outside organizations of any sort may solicit contributions of any type from students within the schools.

Homeless Students

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Al Bishop, at 299-3700.

Human Sexuality Instruction

In accordance with Senate Bill 1 Section 28.004, the District's Health Education Advisory Council, representative of parents, teachers, and administrators from all LVISD schools, has reviewed all materials used in instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immunodeficiency syndrome. The committee, a majority of who are parents, is charged with recommending appropriate materials, content and appropriate time to be spent in instruction on human sexuality and related subjects. The Board of Trustees adopts guidelines for the District's Health Curriculum.

Each parent will receive notice when this instruction is planned and may request an alternative assignment for his or her child. The materials used to teach the health curriculum are available for review at each campus. If a parent wishes to review the materials, the counselor or principal of the campus can assist.

Indoor Air Quality Policy

La Vega I.S.D. is committed to providing a safe and pleasant learning and working environment for all students and staff. In accordance with EPA guidelines the District has developed and implemented a comprehensive Indoor Air Quality Plan. The Indoor Air Quality Plan was developed to effectively facilitate the inspection, response activities and management planning for Indoor Air Quality monitoring and management.

If you have questions about the plan, or wish to review the plan for the District, please contact the school.

Library – Media Center

It is the Mission of the LVHS Library-Media Center to provide our students resources so that they will be effective users of information and grow into life-long learners and readers who will become successful members of their communities.

The Librarian (Library-Media Specialist), the LMC aide, or student assistants will assist students in locating a book or any other requested materials. The Librarian cannot read all of the books purchased. Should a student find reading material that is offensive to him/her, the student should return the material immediately and notify the Librarian.

Students may have no more than three books checked out at one time except for research projects and/or other major research projects. The Librarian must approve any exception. Students should carefully check the condition of his/her checked-out book and notify the Librarian of any damaged materials before leaving the LMC. It is the responsibility of each student to return the book in the same condition in which it was checked out. Repair fees may

be assessed to the student if the returned book requires repair work. Magazines, newspapers, and reference materials are to be used only in the LMC and are not to be cut or mutilated in any way.

The LMC uses an automated circulation/catalog system where each student is assigned a patron number (student I.D. number) that is read by the computer whenever a student checks out a book. The student must present his/her picture I.D. badge when he/she checks out a book. The due date is written, placed, or stamped inside the book. To renew a book, the student must bring the book with him/her to recheck it. A student cannot check out books for another student or use another student's patron number.

Late books are assessed a fine if not returned on the due date. Most books are fourteen-day checkouts and are assessed a five-cent per school day fine if returned late. Overnight books and three-day or seven-day checkouts are assessed a fifteen-cent per school day fine if returned late. It is important that all books be returned by the announced end-of-school inventory deadline. Books that are not returned by the announced inventory deadline will be assessed twenty-five cents per school day after the deadline until the end of the spring semester. Fines are assessed to discourage students from returning books late. No fine will exceed two-thirds the cost the book. Students on the LMC fine list cannot check out books until their record has been cleared. If a student has financial difficulty in paying his/her fine, the student should notify the Librarian. The Librarian will work with the student to find an alternative way for the student to pay the fine.

Students are responsible for payment of lost or badly damaged books. If a lost book is later found and returned in good condition, the student/ parent will be reimbursed the price of the book less any overdue fines that may have been owed at the time of payment.

The LMC offers Internet service as well as other automated databases to students. These technological search tools are for the student's educational use only and not for the student's leisure or personal use. The student must have a signed Acceptable Use Policy on file in the office before using the Internet. Before a student accesses the Internet in the LMC, he/she must put his picture I.D. badge with the picture visible in a holder on the computer monitor. A student's misuse of the internet and other technological resources and equipment will result in that student's immediate loss of access to these search capabilities for a period of time defined in the Student Code of Conduct and/or by the Librarian and the Principal. Students do not use chat rooms, check their e-mail, or send e-mail messages or use the computer for personal reasons.

The LMC is open from 7:30 a.m. until 5:00 p.m. Monday through Thursday. Friday hours are from 8:00 a.m. to 4:00 p.m. Students may also use the LMC during lunch. Exceptions are faculty meetings, other scheduled meetings, and staff absences or obligations.

Lockers

Lockers remain under the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making sure it is locked and that the combination is not available to others. Searches of lockers may be conducted any time there is reasonable cause to do so whether or not a student is present. School administrators may remove items from unsecured lockers. The school will furnish locks.

At the beginning of the school year, students will be issued a locker by number and a lock for the locker by serial number. The lock **MUST** remain attached securing the assigned locker at all times. **STUDENTS ARE NOT ALLOWED TO SHARE OR SWITCH LOCKERS.** Students who violate guidelines for the use of lockers may be assessed a fee or lose privileges to use school lockers. School personnel for safekeeping may remove materials left in unsecured lockers. Students must pay a fee of \$5.00 for the replacement of lost locks and may not use any school locker until the fee is paid and the lost lock replaced with a new lock.

Lost and Found

Articles that are found should be brought to the custodian or to the school office. Students claiming articles must describe and identify them. All students are advised to mark their belongings with their names or other identifying

marks.

Parent Training Workshops

Parent training workshops for home reinforcement of study skills and specific curriculum objectives shall be conducted for parents who wish to participate. The frequency of these workshops will be based on the interest indicated by parents in the community.

Parent , Teacher, Student Association (PTSA)

The PTSA is an important part of the school community. LVHS encourages your involvement in this organization. Please contact the activities director, Natasha Garcia, at 799-4951 for additional information.

Pest Control Information

The District periodically may apply pesticides as part of the Integrated Pest Management program. All persons applying pesticides within the District are required to receive special training and licensing in pesticide application and pest control. In addition La Vega I.S.D. has a policy that requires use of non-chemical pest control tactics whenever it is possible that pesticides may periodically be applied. Should you have further questions about pesticide use within the District, including the types and timing of treatments, you may contact the IPM Coordinator at 254-799-4378.

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(ren)'s school assignment area may contact the IPM Coordinator at 254-799-4378.

Posters

The campus principal must first approve signs and posters that a student wishes to display. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

Protection of Student Rights

No student will 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;
- mental and psychological problems potentially embarrassing to the student or family;
- sexual behavior and attitudes;
- illegal, anti-social, self-incriminating, and demeaning behavior;
- criticism of other individuals with whom the student or the student's family has close family relationship;
- relationships privileged under law, such as relationships with lawyers, physicians, and ministers; and
- income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents shall be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation. Each parent also has a right to review all instructional materials used in his or her child's classroom and to review each test that has been administered to his or her child.

School Calendar of Events

In order to prevent scheduling conflicts of programs during the school year, it is necessary that all activities be scheduled on the school calendar in the principal's office at the beginning of the school year or as soon, thereafter, as possible.

Sexual Harassment

NOTICE OF PARENT AND STUDENT RIGHTS REGARDING
What is the District policy concerning sexual misconduct?

The District forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

What is sexual harassment?

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as “illegal sex acts performed against a minor....” It may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal’s designee, or the District’s Title IX coordinator. The conference will be scheduled and held as soon as possible but within five school days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District’s investigation. A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1200 Main Tower Building, Room 1935
Dallas, Texas 75202
(214) 767-3959

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the District is:

Director of Personnel and Administrative Services
3100 Bellmead Drive
Waco, Texas 76705
(254) 799-4963

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

The District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The parent or other advisor throughout the complaint process may accompany the student.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has ten school days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or parent's signature; and the date of the conference with the principal.

If the student or parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BE (LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

Student Right to Pray

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

Pledges of Allegiance and a Minute of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Student Teachers

Several colleges and universities provide university student teachers and observers periodically. These students are education majors and work under the supervision of an LVISD classroom teacher.

Travel/School-Sponsored

Students who participate in school-sponsored trips are required to ride in transportation provided by the school to and from the event. However, the principal may make an exception to this requirement under the following circumstances:

the parent personally requests that the student be permitted to ride with the parent; on the day before the scheduled trip, the parent presents a written request that the student be permitted to ride with an adult designated by the parent/guardian; student's use of personal vehicle with parental consent.

Students will not be permitted to ride in another student's vehicle. Students may not possess radios; disc, cassette, or tape players/recorders; noise boxes or horns; headphones; devices with headphones; telephones; paging devices;

battery operated or electrical devices (including games); or any other electronic or electrical device on campus or any school-sponsored travel. Radios, disc, cassette, or tape players/recorders installed in vehicles are permitted, but must remain affixed to and in the automobile.

The Student Code of Conduct will be enforced on all school-sponsored or school-related trips.

Any trip that will require an overnight stay will have to be approved by the LVISD school board.

Video Cameras

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

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Visitors

La Vega ISD welcomes visitors to all campuses; however, in light of the campus principal's responsibility for the safety and well-being of the students and faculty, **visitors must first proceed to the office, sign in, and receive a visitor's badge.** Each campus wants its faculty, staff, and students to recognize visitors, while ensuring a minimum disruption to the instructional process. All staff members and students are requested to report to the principal or school office anyone on the campus that cannot be identified as having permission to be on the campus.

Parents may visit individual classrooms during instructional time with the principal's approval if the duration and frequency of the visit does not interfere with the delivery of instruction or disrupt the normal school environment. Student acquaintances or other adults will not be allowed to visit classrooms or visit with students at lunch on campus without special permission from the principal.

Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person(s) engaging in unacceptable conduct to leave the school grounds.

LA VEGA ADMINISTRATIVE DIRECTORY

LA VEGA INDEPENDENT SCHOOL DISTRICT

Board of Trustees

Mildred Watkins, President

Phil Bancale, Vice President
Henry Jennings, Secretary
Wayne Samford, Asst. Secretary

Randy Devorsky, Member
Kevin P. Harris, Member
Rodney Outlaw, Member

The Board of Trustees meets in regular session once each month on the third Tuesday. Meetings are open to the public and are held in the Board Room of the La Vega Administration Building, 3100 Bellmead Drive, Waco, Texas, at 7:00 p.m. Board meeting agendas are posted at the administration building 72 hours prior to the meeting, in accordance with the Texas Open Meetings Act.

Administration

Dr. Sharon M. Shields
Al Bishop
Diane Roepke
Tammy Brinkman
Peggy Johnson
Linda Volz
Carla Swann
Shaunte Stewart
Kristi Rizo
Elicia Krumnow
Sam Sexton

Superintendent
Asst. Supt. for Personnel & Administrative Services
Asst. Supt. for Finance
Director of Secondary Education
Director for Elementary Education
Director for Special Education
Principal, La Vega Primary Center
Principal, La Vega Elementary School
Principal, La Vega Intermediate-H. P. Miles Campus
Principal, La Vega Junior High-George Dixon Campus
Principal, La Vega High School

Support Services

Lynn Roberts
Toni Tyson
Debra Powell
Pat Lednický
Kathie Kimbrough

Maintenance Supervisor
Director of Food Service
Durham Transportation
School Nurse
School Nurse

DISTRICT DIRECTORY

La Vega Primary Center (Grades PreK-1)

4400 Harrison, Waco, Texas, 76705

Phone 799-6229 • FAX 799-1369

Carla Swann, Principal

Lisa Seawright, Assistant Principal

Karla Davis, Instructional Facilitator

Jodi Heston, Counselor

La Vega Elementary School (Grades 2-3)

3100 Wheeler Street, Waco, Texas, 76705

Phone 799-1721 • FAX 799-4453

Shaunte Stewart, Principal

Melanie Simons, Instructional Facilitator

Dr. Alfreda Love, Assistant Principal of Student Services

Vicki Doherty & Chad Heath, Counselors

La Vega Intermediate School- H. P. Miles Campus

508 East Loop 340, Waco, Texas, 76705

Phone 799-5553 • FAX 799-9738

Library/Computer Lab Phone 799-1418

Kristi Rizo, Principal

Felix Glass, Assistant Principal

Albert Zertuche, Instructional Facilitator

Nancy Muhammand, Counselor

La Vega Jr. High School - George Dixon Campus

4401 Orchard Lane, Waco, Texas, 76705

Phone 799-2428 • FAX 799-8943

Elicia Krumnow, Principal

Bob Jones, Assistant Principal

Shasta Sneed, Assistant Principal for Instruction

Mary Keezee, Counselor

La Vega High School

555 North Loop 340, Waco, Texas, 76705

Phone 799-4951 Online News:

<http://www.my.highschooljournalism.org/tx/waco/lvhs/>

Sam Sexton, Principal

Chuck Long, Assistant Principal of Instruction

Tarl Lloyd, Assistant Principal of Student Services

Bryant Adams, Assistant Principal of Student Services

Salvador Acosta & Ingrid Armstead, Counselors

Special Education

3100 Wheeler Street, Waco, Texas, 76705

Phone 867-9528 • FAX 867-9525

Linda Volz, Coordinator

Food Service Department

4400 Harrison, Waco, Texas, 76705

Phone 799-0880 • FAX 799-8642

Toni Tyson, Food Service Director

Maintenance Department

3101 Latimer Street, Waco, Texas, 76705

Phone 799-6696 • FAX 799-1281

Lynn Roberts, Supervisor

Technology Department

4400 Harrison, Waco, Texas, 76705

Phone 799-8479 • FAX 867-0928

Larry Kaska, Coordinator

Transportation Department

3101 Latimer, Waco, Texas, 76705

Phone 799-7453 • FAX 799-8618

Debora Powell, Transportation Director

WHERE TO GO IF:

You have lost something

to the front office

You are sick

to the nurse

You can't get along with a teacher

to your counselor

You are threatened

to the assistant principal's office

You need to report a crime

to the principal's or assistant principal's office

You need to leave school early

to the front office

You need permission to be absent

to the front office

You are absent

to the attendance office

You are failing

to your counselor

You need a schedule change

to your counselor

You lose a textbook

to the assistant principal's office

You are moving

to the assistant principal's clerk

You need an ID Card

to the assistant principal's office

You need help with your school work

to your teacher, or Library

You have a personal problem

to your counselor

You need college information

to your counselor

You need a parking sticker

to the assistant principal's office

You are pregnant

to your counselor or PEP teacher



La Vega High School Song

Hail to La Vega
We your Praises sing
Our alma matter
May we ever cling
To your high principle
May we loyal be
And fight, fight, fight
For all that is right
And march to
Victory

Pirates,

We hope you enjoy the 2011-2012 school year.
We wish you great
success.

Have a Wonderful Year!

La Vega High School
Administration, Faculty, and Staff

Once a Pirate, Always a Pirate!

2011 Pirate Football Schedule

Rev 4-20-2011



Varsity

August 13 (Saturday)	Groesbeck (Scrimmage)	Home	9:30 am
August 19 (Friday)	Glen Rose (Scrimmage)	Away	5:00 pm
August 26	Prosper	Away	7:30 pm
September 2	Cameron	Home	7:30 pm
September 9	Marlin	Away	7:30 pm
September 16	Mexia+	Home	7:30 pm
September 23	Waco University	Home	7:30 pm
September 30	Bye Week		
October 7	Lorena*	Home	7:30 pm
October 14	Connally*	Away	7:30 pm
October 21	Robinson*	Home	7:30 pm
October 28	Gatesville*	Home	7:30 pm
November 4	China Spring*	Away	7:30 pm

+ Denotes Homecoming

* Denotes District 19-AAA Games

Junior Varsity and Freshman

August 25	Prosper	Home	5:30 pm/7:00pm
September 1	Cameron	Away	5:30 pm/7:00pm
September 8	Marlin	Home	5:30 pm/7:00pm
September 15	Mexia	Away	5:30 pm/7:00pm
September 22	Waco University	Home	5:30 pm/7:00pm
September 29	Bye Week		
October 6	Lorena	Away	5:30 pm/7:00pm
October 13	Connally	Home	5:30 pm/7:00pm
October 20	Robinson	Away	5:30 pm/7:00pm
October 27	Gatesville	Away	5:30 pm/7:00pm
November 3	China Spring	Home	5:30 pm/7:00pm

Junior High

			7 th B / 8 th B / 7 th A / 8 th A
September 8	Marlin	Away	4:30/5:30/6:30/7:45
September 15	Mexia	Home	4:30/5:30/6:30/7:45
September 22	China Spring	Away	4:30/5:30/6:30/7:45
September 29	Gatesville	Home	4:30/5:30/6:30/7:45
October 6	Lorena	Home	4:30/5:30/6:30/7:45
October 13	Connally	Away	4:30/5:30/6:30/7:45
October 20	Robinson	Home	4:30/5:30/6:30/7:45
October 27	Gatesville	Home	4:30/5:30/6:30/7:45
November 3	China Spring	Away	4:30/5:30/6:30/7:45

