

SPECIAL NOTICE REQUIREMENTS

The West Oso Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

The West Oso Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technology programs.

WEST OSO INDEPENDENT SCHOOL DISTRICT

**BOARD OF TRUSTEES DIRECTORY
2007-2008**

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Dr. Mary Jane Garza, Assistant Superintendent
for Curriculum and Instruction

Mr. David Palacios, Executive Director for Business
and Financial Services

Mission Statement

(Policy AE)

The mission of the District shall be to ensure that all children have access to a quality education that enables them to achieve their full potential and to participate fully now and in the future in the social, economic and educational opportunities in our state and nation.

The mission is grounded on the conviction that a general diffusion of knowledge is essential for the welfare of Texas and for the preservation of the liberties and rights of Texas citizens.

The mission is further grounded on the conviction that a successful public education system is directly related to a strong, dedicated, and supportive family and that parental involvement in the school is essential for the maximum educational achievement of a child.

Vision Statement

The West Oso Independent School District is a student performance driven organization that values each individuals abilities and needs in the learning community. Our students will have academic and life related skills necessary to be productive and responsible members of society. Students will be afforded the opportunity to obtain a well rounded education with the parents and staff working together using traditional and new technological teaching methods in a safe and orderly learning and working environment.

Acknowledgment Form

(Principal's Copy)

My child and I have received a copy of the West Oso Independent School District's *Student Handbook* and the *Student Code of Conduct* for 2007–2008. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date this page, remove it from the handbook, and return it to the student's campus principal.

Acknowledgment Form

(Parents' Copy)

My child and I have received a copy of the West Oso Independent School District's *Student Handbook* and the *Student Code of Conduct* for 2007–2008. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Please sign and date this page and keep it for your record.

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

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

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

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

The district is providing you this form so you can communicate your wishes about these issues.

For officially recognized, extracurricular and co-curricular activities and sports (such as UIL competitions, JROTC, etc.), West Oso ISD has designated the following information as directory information:

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

(Continued on the back)

- Weight and height, if a member of an athletic team
- Enrollment Status

Parent: Please circle one of the choices below:

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

Parent signature _____

Date _____

Return to your child's campus principal.

NOTICE REGARDING DIRECTORY INFORMATION AND PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

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

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want West Oso ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by Monday, September 10, 2007.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 9 for more information.]

For school-sponsored purposes: West Oso ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended

(Continued on back)

- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment Status

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

Parent: Please circle one of the choices below:

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

Parent signature _____ Date _____

Return to your child's campus principal.

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

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

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

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

Parent Signature _____ Date _____

Return to your child’s campus principal.

**CONSENT/OPT-OUT FORM
FOR SURVEYS, ANALYSIS, OR EVALUATIONS**

To the Parents of _____:

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

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Political affiliations or beliefs of the student or student's parent; |
| <input type="checkbox"/> | <input type="checkbox"/> | Mental or psychological problems of the student or student's family; |
| <input type="checkbox"/> | <input type="checkbox"/> | Sex behavior or attitudes; |
| <input type="checkbox"/> | <input type="checkbox"/> | Illegal, antisocial, self-incriminating, or demeaning behavior; |
| <input type="checkbox"/> | <input type="checkbox"/> | Critical appraisals of others with whom respondents have close family relationships; |
| <input type="checkbox"/> | <input type="checkbox"/> | Legally recognized privileged relationships, such as with lawyers, doctors, or ministers; |
| <input type="checkbox"/> | <input type="checkbox"/> | Religious practices, affiliations, or beliefs of the student or parents; or |
| <input type="checkbox"/> | <input type="checkbox"/> | Income, other than as required by law to determine program eligibility. |

This requirement also applies to the collection, disclosure, or use of student information for marketing activities (marketing survey), and nonemergency physical exams or screenings.

Sample activities requiring parental notice and consent or opt-out for the 2007–2008 school year include surveys for at-risk behaviors, student-based commercial services, flu shots, etc. Please note that this notice and authority to consent transfers from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

If you wish to review any survey instrument or instructional material used in connection with any protected information, marketing survey, or information regarding nonemergency physical exams or screenings, please submit a request to the principal's office where your child attends. The principal or his/her designee will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Parent's signature

Date

Please return this form no later than September 10, 2007, to the principal's office where your child attends school.

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PREFACE

To Students and Parents:

Welcome to school year 2007-2008! West Oso ISD teachers and staff members desire this year to be an exceptional one for each WOISD student. For this to happen, we must work together: students, parents, and teachers. This student handbook/student code of conduct is designed to help us do this.

The West Oso ISD Student Handbook and Student Code of Conduct for 2007-2008 contain information that students and parents are likely to need during the school year.

We have attempted to make the language as straightforward as possible, however, please be aware that 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 a student.

Students and parents need to be familiar with the student code of conduct, required by state law and intended to promote school safety and an atmosphere for learning. This document is found as a second part of the student handbook. The student code of conduct shall be posted at every campus.

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

In case of conflict between board policy or the student code of conduct and any provisions of student handbook, the provisions defined in the District's board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, counselor, or principal. Also, please complete and return the acknowledgment form so that we have a record of your choices listed there.

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available at each principal's office, online at www.tasb.org/policy/pol/private/178915, or in the Superintendent's Office.

West Oso ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing educational services, activities, and programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

SECTION I REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, West Oso ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:
Dr. Mary Jane Garza, 5050 Rockford Drive, Corpus Christi, Texas 78416, Telephone No. 361.806.5900 extension 114.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
Director for Special Education, 5050 Rockford Drive, Corpus Christi, Texas 78416, Telephone No. 361.806.5900 extension 125 or 109.
- All other concerns regarding discrimination: Contact the Superintendent's Office:
Dr. Crawford Helms, 5050 Rockford Drive, Corpus Christi, Texas 78416, Telephone No. 361.806.5900 extension 101.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 19 and **Academic Programs** on page 13]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office. A teacher will usually return your call or meet with you

during his or her conference period or at a mutually convenient time before or after school. [See **Report Cards, Progress Reports and Conferences** on page 25]

- Becoming a school volunteer. For further information, see Policy GKG and contact the campus principal.
- Participating in campus parent organizations. Parent organizations include: PTO's, Student Booster Clubs, etc.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For information, see Policies BQA and BQB and contact the Office of the Assistant Superintendent at 806-5900 extension 114.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See Policies BDF and EHAA and School Health Advisory Council on page 31.]
- Attending Board meetings to learn more about District operations. [See Policies BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above regardless of funding.

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

As a parent you also have a right:

- As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.
- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests which have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records. These records include:
 - ❖ Attendance records,
 - ❖ Test scores,
 - ❖ Grades,
 - ❖ Disciplinary records,
 - ❖ Counseling records,
 - ❖ Psychological records,
 - ❖ Applications for admission,
 - ❖ Health and immunization information,
 - ❖ Other medical records,
 - ❖ Teacher and counselor evaluations,
 - ❖ Reports of behavioral patterns, and
 - ❖ State assessment instruments that have been administered to your child.
 (See Student Records on page 6)
- To grant or deny any written request from the District to make a video or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - ❖ When it is to be used for school safety;
 - ❖ When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - ❖ When it relates to media coverage of the school.

- To remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledges of Allegiance to the United States and the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence on page 36 and Policy EC (Legal).]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See Policy EHBK (Legal).]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a disciplinary alternative education program (DEAP) or expulsion. See Policies FL (Legal) and (Local), FO (Legal) and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. Contact the Superintendent's Office for information. [See Policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See Policy FDD (Local).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See Policies FDD (Legal) and (Local).]
- If your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See Policy FDB (Legal).]
- To attend Board meetings to learn more about District operations. (See Policies BE and BED for more information).

OTHER IMPORTANT INFORMATION FOR PARENTS

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to FFE (Legal) and FFG (Exhibit).]

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see Special Programs on page 41 or contact the Director of Special Education at 5050 Rockford, Corpus Christi, Texas 78416, Telephone No. 361.806.5900 extension 125 or 109.

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 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 the Director of Special Education at 5050 Rockford, Corpus Christi, Texas 78416, Telephone No. 361.806.5900 extension 125 or 109.

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

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Dr. Mary Jane Garza, Telephone No. 361.806.5900 extension 105.

Student Records

The West Oso Independent School District maintains general educational records required by law. A student's school records are private 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.

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the superintendent’s office is:

West Oso ISD
5050 Rockford Drive
Corpus Christi, Texas 78416

The addresses of the principal’s offices are:

West Oso High School (Grades 9-12)
5202 Bear Lane (78405)

West Oso Elementary School (Grades 2-5)
1526 Cliff Maus (78416)

West Oso Junior High School (Grades 6-8)
1115 Bloomington (78416)

J.F. Kennedy Elementary School (Prek-Grade 1)
5040 Rockford Drive (78416)

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in Policy FNG (Local). [See Report Cards/Progress Reports and Conferences on page 25 and Student or Parent Complaints and Concerns on page 17 for an overview of the process.]

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

Parents of a minor or a student who is a 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 interests" include any employees, agents, or Trustees of the District, cooperative or contractual placement facilities, as well as attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan;
- Compiling statistical data; or
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parent's permission. Parental consent is required to release the records to anyone else. The right to consent to release of records transfers to the student when the student reaches 18 years of age.

The parent's or student's right of access to and copies of, student records does not extend to all records. Materials such as, but not limited to, teacher's personal notes on a student that are shared only with a substitute teacher and records on ex-students do not have to be made available to the parents or student.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in Policy FNG.

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

Directory Information

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year, September 10, 2007. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the “Forms” section of this handbook.]

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes.

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

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

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

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

Note Regarding Student Records: Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district’s policy regarding student records is available at the principal’s or superintendent’s office or on the district’s web-site at www.tasb.org/policy/pol/private/178915.

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

Communicable Diseases

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. These diseases include: chickenpox, common cold with fever, diphtheria, fever (100.4 or greater), viral gastroenteritis, head lice, viral hepatitis, impetigo, influenza, measles, meningitis, mumps, pink eye, polio, ringworm of the scalp, salmonellas, scabies, shigellosis, strep throat or scarlet fever, pulmonary tuberculosis, and whooping cough. Students with AIDS/HIV infection shall be excluded when: 1) A medical advisor determines that open sores or skin eruptions, behavior, or lack of toilet training pose a risk to others; 2) cases of measles, rubella, or chickenpox are occurring in the school.

Bacterial Meningitis

State law requires the District to provide the following information:

What is meningitis?

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

What are the symptoms?

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

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

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

How serious is bacterial meningitis?

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

How is bacterial meningitis spread?

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

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

How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.dshs.state.tx.us/>.

Traffic Courtesy

Parents can help maintain a safe school by driving in the areas of the front of the driveway marked for the delivery or pickup of students.

SECTION II INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child have a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the office of the appropriate campus principal:

West Oso High School	361.806.5960
West Oso Junior High School	361.806.5950
West Oso Elementary School	361.806.5930
John F. Kennedy Elementary School	361.806.5920

ABSENCES/ATTENDANCE

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. Absences from class may result in serious disruptions of a student's mastery of the instructional material; therefore, the student and parent should make every effort to avoid unnecessary absences.

Parent's Note After An Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence within 5 days after the absence has occurred. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

Doctor's Note After An Absence for Illness

Upon return to school, a student absent for more than 5 days consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See Policy FEC (Local).]

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state)

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

Warning Notices as Required by Law

A court of law may also impose penalties against the student (under Texas Education Code, Section 25.094) and his or her parents (under Texas Education Code, Section 25.093) if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

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

The school shall notify a student's parent/guardian if the student has been absent from school, without excuse, on three days or parts of days within a four-week period.

The notice must inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school and that the parent is subject to prosecution if the student fails to attend school. The notice also must request a conference between school officials and the parent to discuss the absences.

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See Policy FEA (Legal).]

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

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

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

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

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

Driver's License Attendance Verification

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

ACADEMIC PROGRAMS

The school counselor provides students and parents' information regarding academic programs to prepare for higher education and career choices. (For more information refer to Policy EIF) A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete a course needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the course work through any method available, including a correspondence course, distance learning or summer school. The District will not charge the student for any method of completion provided the District.

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The District may provide the opportunity by any method available including a correspondence course, distance learning, or summer school.

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

Advanced Placement

Students in all grades may use advanced placement examinations to advance one grade level or gain credit for a subject pursuant to the following provisions:

1. Credit by examination or advanced placement does not apply to kindergarten students.

2. Students must request a Credit by Examination form from their school counselor and have it completed and returned to the counselor by September 1st for the Fall Testing and by February 1st for the Spring Testing. There will be NO EXCEPTIONS.
3. Advanced placement/credit by examination tests will be administered by the counselor the first three school days of October for the Fall Testing period and the first three school days of March for the Spring Testing period.
4. Advanced placement/credit by examination tests will be obtained by the District from either the University of Texas or Texas Tech University.
5. Students may take a specific test only once in a school year.
6. Passing on the examination is defined as scoring in the 90th percentile. Elementary students (grades 1-5) must score at the 90th percentile in each of the following areas: Language Arts, Mathematics, Science and Social Studies. Secondary students (grades 6-12) must score at the 90th percentile or above on the test designed for the specific subject area course for which they wish to receive credit.

ADMISSIONS

A student (or the student’s parent) who is available to enroll in the District should contact the counselors at the appropriate campus:

Kennedy Elementary	PreK-1 st	806-5920
West Oso Elementary	2 nd -5 th	806-5930
West Oso Junior High School	6 th - 8 th	806-5950
West Oso High School	9 th -12 th	806-5960

AWARDS AND HONORS

The Board shall recognize student academic achievement in grades 1-12 that reflects accomplishment beyond the minimum requirements for passing a course. Principals of each campus will, at the end of each six-week reporting period, compile and publish a list of students who make the “Honor Roll.”

For a student to be placed in the “A” Honor Roll, he or she must earn a six-week grade of 90-100 in every course in which he or she is enrolled.

For a student to be placed in the “A-B” Honor Roll, he or she must earn a six-week grade of 90-100 in at least one course, and a grade of 80-90 in all other courses in which he or she is enrolled.

BOARD POLICIES

All District schools are governed by the policies adopted by the District’s Board of Trustees in regularly scheduled meetings of the board. Students and parents are encouraged to attend all Board meetings and to become familiar with the adopted policies of the Board. Copies of the Board Policy manuals are available in each campus library, the office of the campus principal and the office of the Superintendent of Schools. Policy manuals may be reviewed at any time by any student, parent, teacher or community member subject to availability and any procedural requirements deemed appropriate by the campus principal or superintendent. Policy manuals may not be checked out or removed from the campus grounds. The District Policy Manual may be accessed on the Internet at www.tasb.org/policy/pol/private/178915/.

CAREER AND TECHNOLOGY EDUCATION PROGRAMS

The District offers Career and Technology Education opportunities at West Oso High School and West Oso Junior High School. Admission to these programs is based on the student's graduation plan and interests.

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

CLASS RANKING / TOP TEN PERCENT / HIGHEST RANKING STUDENT

A weighted system shall be utilized in determining rank in class and grade point average for grades 9-12. Board Policy EIC (Local) specifies the formula to be utilized to determine the final GPA.

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

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

Students and parents should contact the counselor for information about the application process and deadlines. [For details, see Policies EIC.]

CLASS SCHEDULES

A class schedule contains foundation and enrichment courses.

Pre-registration

Student schedules are based on pre-registration information.

New Students/Transfers

For students enrolling for the first time at the beginning of school and for students transferring from another district, the counselor shall establish the student's schedule based on the student's previous grades in so far as possible.

Student schedules shall be completed no later than the second day after initial enrollment. Such schedules shall be subject to possible changes once the student's transcript and/or grade records are received from the previous school attended.

Class Schedule Changes

Students should choose courses carefully before pre-registering in the spring. Schedule changes will be made for necessary reasons such as computer error or failure of a prerequisite course. Student- or parent-initiated schedule changes will only be considered if requested during the first ten school days of instruction of a course(s) in Grades 6-12. Dropping a course is considered a schedule change.

Administrator- or teacher-initiated student schedule changes may be considered at any time during a school year. In all cases of student schedule changes, the decision of the principal is final. Parents will be provided with opportunities to schedule a conference with the principal.

At the middle and high school levels, any high school credit course dropped by the student after the third week will result in an automatic failing grade.

COLLEGE CREDIT COURSES

In addition to the programs offered by the district, students in grades 9-12 may earn college credit from Del Mar College. Contact information: www.delmar.edu/dualcredit.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy and is referenced as FNG (Local) in the district's policy manual. A copy of this policy can be obtained in the principal's or superintendent's office or through the internet at www.tasb.org/policy/pol/private/178915.

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

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that electronic communications, such as e-mail, using District computers, are not private and may be monitored by District staff. (For more information, see Policies CQ.)

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a **Student Code of Conduct** that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the **Student Code of Conduct**. Students and parents should be familiar with the standards set out in the **Student Code of Conduct**, as well as campus and classroom rules.

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

Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the **Student Code of Conduct** and Policy FO (Local).

Disruptions

As identified by law, disruptions include the following:

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

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

Students may possess cellular phones or other telecommunications devices while attending school, school sponsored, or school related activities on or off school property. Cellular phones and/or other telecommunications devices must be turned off and out of sight during the instructional day (generally, 7:45 a.m. to 3:45 p.m., or upon entering the building and until dismissal has occurred at the end of the school day). A student is subject to disciplinary action if a cellular phone or other telecommunications device rings, beeps, alerts etc. during instructional time. District employees shall confiscate any telecommunications devices used or may confiscate telecommunications devices observed during the instructional day. Parents shall be notified within two school days after the telecommunications device is confiscated. Parents or telecommunications companies may obtain the release of the telecommunications device for a fee to be determined by the administration. The assessed fee shall not exceed \$15.00. After the 30 day period has expired, the district shall dispose of the telecommunications device.

Any disciplinary action will be in accordance with the ***Student Code of Conduct***. The school may charge the owner for the release of certain telecommunications devices (See Policy FNCE.)

Social Events

The 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 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.

School district regulations stipulate that only two elementary parties are allowed each year. Designation as to when these parties are held is at the discretion of each campus principal with coordination between the principal and teaching staff. No birthday parties will be allowed during the school day.

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses by mail—for credit toward high school graduation. A maximum of two (2) credits may be earned through correspondence courses. (For more information, see Policies EEJC.)

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment with the counseling office staff.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

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

(For further information, see the counselor and policies EEJA.)

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2007–2008 school year may be obtained from the counselor.

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the established dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For more information, see EEJB (Local).]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

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

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be sold, circulated, posted, 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. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

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. Appeals of materials disapproved must be submitted according to Policy FNG (Local).

Nonschool Materials...from students

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

The principal has designated the campus library as the location for approved nonschool materials to be placed for voluntary viewing by students. (See Policies FNAA.)

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

Nonschool Materials...from others

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

organization, and be submitted to the campus principal for prior review. The campus principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

DRESS CODE PURPOSE AND GUIDELINES

It is recognized in the West Oso schools that cleanliness, personal appearance, and proper dress habits are important in deterring the pattern of school and social conduct, and that there is a direct relationship between student appearance, attitude, and behavior. The District dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Student's dress, grooming, and appearance must comply with West Oso ISD dress code standards. (Appendix I contains the District's dress code. See pages 53-56.)

DRUG-FREE SCHOOL ZONE

Alcohol, Drugs and Drug-Free Schools

The West Oso Independent School District believes that student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a Student Code of Conduct that prohibits the use, sale, possession and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated the code of conduct. (Refer to Student Code of Conduct.)

Smoking and Tobacco Products

Students may not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property. (Refer to Student Code of Conduct.)

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

AVAILABILITY OF ACCESS

Access to the District's electronic communications system(s), including the Internet, shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with the adopted administrative regulations governing such access.

Access to the District's electronic communications systems is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Noncompliance with applicable regulations may result in suspension or termination of access privileges and other disciplinary action consistent with District policies. (See Policies DO, FNC, FNCJ, and FO and the Student Code of Conduct) Violations of law may result in criminal prosecution as well as disciplinary action by the District.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines and user agreements consistent with the purposes and mission of the District and consistent with applicable law and District policies regarding copyrights. (See Policy EFE) Commercial use of the District's electronic communication system(s) shall be strictly prohibited.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes and compliance with established policies, regulations and guidelines.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of the District's electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for on-line service charges incurred by students, teachers or other users of the Districts' electronic communication system(s) for services outside the scope of the educational program or without prior administrative approval.

The District shall not be responsible for ensuring the accuracy and usability of any information found on the Internet.

Prohibited activities shall include but are not be limited to the following:

- a) sending or displaying offensive messages or pictures,
- b) creating, accessing or processing obscene or threatening language,
- c) creating, accessing or processing harassing, insulting, or discriminatory remarks,
- d) damaging or injecting viruses into computers, computer systems, or computer networks,
- e) violating copyright laws, including illegal installation of copyrighted software for use on District computers,
- f) using another's password without authorized permission,
- g) trespassing, deleting, examining, copying or modifying files, data, or work belonging to others without their prior consent,
- h) intentionally wasting limited resources, including the use of "chain letters" and messages broadcasted to mailing lists or individuals,
- i) employing the network for commercial purposes or private business,

- j) revealing the personal address, Social Security number, account number(s), or phone number of yourself or any other person without permission from your teacher.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

Student Elections

A student candidate for election to an office, position of leadership, or a title of distinction shall meet the qualifications, maintain the standards, and be elected in a manner set forth in administrative regulations and procedures controlling each particular office, position of leadership, and title of distinction.

FEES

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

- Costs for materials for a class project that the student will keep.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit which require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal prior to incurring the fee. (For more information, see Policies FP.)

FUND RAISING

Student clubs, classes, and organizations and parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes. All such activities must have prior administration approval and shall be subject to the approval of the principal. All fund raising activities shall be approved 30 days prior to the activity. (For more information, see Policies FJ and GE.)

GRADE CLASSIFICATION

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

Prior to 2007-2008		For Students Entering 9 th Grade in 2007-2008
<u>Credits Earned</u>	<u>Classification</u>	<u>Credits Earned</u>
5	Grade 9	6
10	Grade 10 (Sophomore)	12
15	Grade 11 (Junior)	18
20	Grade 12 (Senior)	24

GRADING GUIDELINES

Report Cards, Progress Reports, and Conferences

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

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

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

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject. Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 10 days.

In accordance with Board Policy EIA, the District shall record a 50 in the permanent cumulative record for any average numerical grade that is lower than 50.

Numerical averages transferred from other districts shall be accepted at face value and awarded credit accordingly. Grades transferred merely as passing or failing shall be accepted for credit, or none, as indicated on the transcript, but shall not be calculated into class ranking, unless there is some accompanying explanatory information on the transcript.

GRADUATION

Requirements for a Diploma

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

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

Graduation Programs

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

Students who entered the ninth grade during the 2004–2005 school year must meet the following credit requirements for graduation:

- Minimum Program 24 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

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

- Minimum Program 24 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

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

- Minimum Program 24 credits
- Recommended Program 24 credits
- Distinguished Achievement (Advanced) Program 24 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grade student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

- Minimum Program 26 credits
- Recommended Program 26 credits
- Distinguished Achievement (Advanced) Program 26 credits

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

Conditional Required Electives

On entering the ninth grade, student records shall be screened by the principal and/or designee to determine the standing of students in mathematics and language arts. Students who are two or more years below grade level on any standardized achievement test or who fail to show mastery on any part of the eighth grade state-mandated test may be scheduled for additional local credits of mathematics and/or language arts, conditioned upon the availability of space.

Students who fail to master any section of the state-mandated exit level tests shall be required to take additional mathematics and/or language arts classes. The high school counselor shall determine whether or not students are required to take these additional classes and shall schedule those students accordingly. Students required to take these classes shall be awarded one-half credit per semester to count as part of the additional local credits required for graduation. Students shall be required to take these additional classes until such time as they master the appropriate section(s) of the exit-level tests or until they have completed the total credits required for graduation as specified above.

Certificates of Coursework Completion

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

Early Graduates

Students who have completed each course required for graduation earlier than the student would normally graduate and whose parent has requested early graduation in writing to the principal shall be granted early graduation provided the student has performed satisfactorily on the exit level or end of course state assessment instruments.

Early Graduates, GPA, and Rank in Class

Students who have been granted early graduation pursuant to Policy EIF shall have their grade point average (GPA) computed using the same procedures as four-year graduates. Early graduates shall not adversely affect the class ranking of the four-year graduates and shall be ranked jointly with the four-year graduates.

Exceptions

The principal, with the approval of the Superintendent, may reduce or waive the required local credits for students entering the District high school from school districts that do not require added local credits for graduation or from school districts that do not provide an opportunity to earn more than six credits per year. The Superintendent shall establish specific written guidelines for reducing or waiving additional required credits toward graduation.

Graduation Activities

Graduation activities will include the Senior Robing Ceremony and Graduation/Commencement Exercises.

Graduation Expenses

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

Honor Graduate

Students who have been granted early graduation may be West Oso High School honor graduates provided they meet all requirements for honor graduate status as stated above.

Personal Graduation Plan

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance

counselor, teacher, or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For more information, see the counselor or principal and Board Policy EIF.]

Physical Education Waiver

The District has chosen to allow students to substitute certain physical activities for the 1.5 required credits of physical education. Such substitutions shall be based on the physical activity involved in:

1. Drill team, marching band, and cheerleading during the fall semester;
2. Junior Reserve Officer Training Corps (JROTC);
3. Athletics;
4. Dance I-IV;
5. Two-or three-hour credit career and technology work-based training courses; and
6. Off-campus physical education.

Olympic-Caliber Physical Activity Programs

The District has chosen not to award state credit for physical education for private or commercially sponsored physical activity programs conducted either on or off campus.

Scholarships and Grants

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For more information, see the counselor and Policy EJ (Legal).]

Students with Disabilities

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

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

Special Instruction Students

A student, served by the special instruction department for an individually designed course, shall receive a grade and credit for that course as assigned by the special instruction teacher. The student's transcript shall indicate the credits were awarded for an individualized program.

Students receiving grades for specifically designed courses taught by the special instruction teacher shall receive report cards; the grades shall be reported in the same manner and have the same range as grades for students in the regular program. The grade given in a special instruction course shall not be averaged with other grades to determine class rank.

Summer School Graduates

Senior students who have not fulfilled the graduation requirements by the end of their senior regular school term shall not participate in commencement exercises. Provided the student has demonstrated mastery of all sections of the state-mandated exit-level test, seniors who fulfill the graduation requirements by successfully completing courses in summer school shall be awarded a diploma in accordance with procedures established by the principal.

Valedictorian/Salutatorian Honors

The valedictorian shall be the honor graduate with the highest computed grade point average. The salutatorian shall be the honor graduate with the highest computed grade point average or, in the case of a tie for valedictorian honors, the third highest computed grade point average. [See Policy EIC (Local)]

To be eligible for valedictorian or salutatorian honor, a student shall have been continuously enrolled in the District's high school for the two years (junior and senior) preceding graduation and shall have completed the Recommended Program or the Distinguished Achievement Program for graduation.

Grade point averages for students who will graduate before the ninth grade class of 2003-2004 shall be determined according to the policy that was in effect when they entered District high schools.

Students who have been granted early graduation and whose computed GPA equals or exceeds the GPA of the second highest four-year graduate and is less than the GPA of the highest ranked four-year graduate, shall be declared the early graduate salutatorian, but the four-year graduate shall receive the state scholarship.

HARASSMENT

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's or superintendent's office at www.tasb.org/policy/pol/private/178915/.

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or

damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Reporting Procedures

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

Investigation of Reported Harassment

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

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by policy.

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

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

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

HEALTH-RELATED MATTERS

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

Insurance

At the beginning of the school year, the District will make available a low-cost student accident insurance program. Parents are responsible for paying premiums (if coverage is desired) and for submitting claims through the business office. The District will not be responsible for the costs of treating injuries or assume liability for any other costs associated with an injury. Before

participating in a school-sponsored trip outside the District or in school-sponsored athletics, students and parents must have (1) purchased the student accident insurance, (2) shown proof of insurance, or (3) signed a form rejecting the insurance offer.

Lice

All students found with head lice in their hair will be sent home for treatment and removal of all the nits (eggs), the student is cleared through the nurse's office and can return to class. Failure to pick up a student from the nurse's office promptly after being notified, will result in a call to Child Protective Services or the Corpus Christi Police Department to take over supervision of the student.

If a student has been sent home 5 school days in one month, the child cannot return to school until all eggs (nits) are removed. If absent more than 32 consecutive days because of this current infestation, the attendance office will be notified. The school may file with the office of the Justice of the Peace for violation of the Texas Education Code 25.085, Compulsory School Attendance. Out-of-District transfer students can lose the opportunity to remain in the District.

A parent/guardian is required to take the student to the nurse's office to be readmitted and allowed to return to the classroom.

"If crawling lice are not seen, finding nits within ¼-inch of the scalp confirms that a person is infested and should be treated. If you only find nits more than ¼-inch from the scalp, the infestation is probably an old one and does not need to be treated." (Source: Center for Disease Control-Head Lice Fact Sheet)

Physical Activity for Students in Elementary and Middle School

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

The district offers physical education classes that are based on the Texas Essential Knowledge and Skills to students in middle or junior high school to meet district physical education requirements for these grades. For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please contact the campus principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held a community health fair. Additional information regarding the district's School Health Advisory Council is available at each campus. Contact the campus principal or nurse. (See Policies BDF and EHAA.)

Physical Fitness Assessment

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

Physical Examinations

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first year of high school competition. In other years,

students shall complete a medical appraisal form. Students may be required to have a physical examination based on answers to the appraisal form.

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. The student's health record shall include a statement of the referral and any follow-up contact that may be done.

Vending Machines

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the campus principal or assistant principal. (See Policies CO and FFA.)

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the office of the director of Maintenance/Transportation Services, located at 5202 Bear Lane, Corpus Christi, Texas 78405. If you have any questions, please contact the office at 361.806.5900 extension 121 or 361.289.5158.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the director of Maintenance/Transportation Services at 361.806.5900 extension 121 or 361.289.5158.

HOMELESS STUDENTS

For more information on services for homeless students, contact Dr. Mary Jane Garza, District Liaison for Homeless Children and Youths, at 361.806.5900 extension 105.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

[For more information, see policy GRA (Legal).]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed: the teacher may assign the student makeup work based on the instructional objectives for the subject or course to help the student master the essential knowledge and skills or to meet the subject or course requirements.

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

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

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

DAEP or In-school Suspension Makeup Work

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

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA (Legal).]

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

MEDICAL TREATMENT AND INFORMATION (EMERGENCIES)

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

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information.

[See Policy FFAF (LEGAL).]

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health

professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. (For more information, see Policies FFAC.)

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

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

In grades 1-3, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, and science. [Policy EIE (Local)]

In grades 4-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in four of the following areas: language arts, mathematics, science, and social studies.) [Policy EIE (Local)]

Grade-level advancement for students in grades 9-12 shall be earned by course credits. [See Policies EI and EIE (Local).]

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments in English or Spanish.
- Beginning with the 2007–2008 school year, in order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessments in English.

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to

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

Students in grade 11 must pass the secondary exit level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test. Certain students—some with disabilities and/or with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. See the principal, counselor, or special education director for additional information.

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

SAFETY

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

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the behavioral standards in this handbook and the ***Student Code of Conduct***, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

Accident Insurance

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Accident Prevention

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

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency School-Closing Information

Very rarely is it necessary for the Superintendent to close school because of extreme weather conditions. Should the weather look so bad that parents suspect school might be closed, they should listen to local radio and television stations for announcements.

In case of local flooding due to torrential rains, students will not be dismissed from school until the principal determines it is safe for students to get home. Students, of course, may leave school if a parent or legal guardian comes for him/her.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Please consult with campus administration for locations that are open to students before and after school.

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

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

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the campus clerk/registrar to apply or contact the Food Services supervisor at 361.806.5966.

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

Library

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

Meetings of Noncurriculum-Related Groups

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of Policy FNAB (Local). A list of these groups can be made available through the principal's office.

SEARCHES

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

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

Students' Desks and Lockers

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

Vehicles on Campus

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

Trained Dogs

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

Metal Detectors

Metal detectors may be used when the principal or administration has a reasonable basis for believing students are or may be in possession of a weapon. [For more information, see policy FNF (Local).]

Drug-Testing

[For further information, see policy FNF (Local). Also, see **Steroids**, on page [41](#).]

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Dr. Mary Jane Garza at 361.806.5900 extension 105.

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing.

SUMMER SCHOOL

Summer school is available to students based upon state funding through the optional extended-year program, student need, and course offerings. For additional information, contact the school counselors.

TELEVISION, FOR INSTRUCTIONAL PURPOSES

The District provides the opportunity for students in grades 7-12 to view a 12-minute educational program on current events and news items, two minutes of which contain commercial advertising, through a contract with Whittle Communications. 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.

TESTS, STANDARDIZED

TAKS (Texas Assessment of Knowledge And Skills)

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See Policy EKB (Legal).]

The Spanish TAKS test is available in grades 3 through 6 and the Language Proficiency Assessment Committee (LPAC) determines if the student is eligible to be tested in English or Spanish. Students who do not perform satisfactorily on all sections when tested at the eleventh grade shall be given the opportunity during grades 11 and 12 to retake any or all sections of the test. Students must pass all sections of the exit level test in order to receive a high school diploma. Certain students, some with disabilities and some with limited English Proficiency, may be eligible for exemptions, accommodations, or deferred testing. For more information, contact the campus principal or counselor or the special education director.

State-Developed Alternative Assessment (SDAA): This test is administered to Special Education students in the same grades and subjects tested by TAKS. The Admission Review Dismissal (ARD) committee determines the student's eligibility or exemption, the appropriate grade level, and the special testing modifications.

Reading Proficiency Test in English (RPTE): This test is given to all identified Limited English Proficient (LEP) students.

Iowa Test of Basic Skills (ITBS): This test is given to kindergarten and grades 1 and 2 in the spring.

SAT, ACT, and Other Standardized Tests

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

TARDINESS

The District and its teachers expect all students to arrive in class on time. During passing periods, students should move quickly to their next class, curtailing those activities (such as visiting with friends or stopping at their locker) which might make them tardy to class. Each campus has guidelines in place to address excessive tardies. Chronic tardiness will lead to appropriate disciplinary action and may be cause for legal action against the student and his/her parent or guardian for missing parts of days.

TEXTBOOKS

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

TRANSFERS, INTERDISTRICT

Attachment:

West Oso ISD
178915

ADMISSIONS AND ATTENDANCE:
INTERDISTRICT TRANSFERS

FDA
(LOCAL)

TRANSFER The Board delegates to the Superintendent the authority to accept or reject any REQUESTS transfer requests, provided that such action is without regard to race, religion, color, sex, disability, or national origin.

A nonresident student wishing to transfer into the District shall file an application for transfer with the Superintendent or designee by May 1 prior to the school year for which the transfer is requested. Any other requests shall be considered by the Superintendent on a case-by-case basis.

Resident students who become nonresidents during the course of a semester shall be permitted to continue in attendance for the remainder of the semester.

Children of nonresident District employees shall be eligible to attend District schools in accordance with DEB (LOCAL).

TUITION The Board shall determine annually and within statutory limits the amount of tuition, if any, to be charged.

WAIVERS The Board may waive tuition for a student upon written application by the student or parent or guardian, upon the recommendation of the Superintendent.

NONPAYMENT The District may initiate withdrawal of students whose tuition payments are delinquent.

APPEALS Any appeals shall be made in accordance with FNG(LOCAL) and GF(LOCAL), as appropriate.

Date Issued: 02/05/2001
Update 65
FDA (LOCAL)-A1

ADOPTED: 06/25/2001

Administrative Procedure for Transfer Application and Agreement

1. Have the parent or legal guardian completed the information on the Transfer Application form.
2. Principal will need to consider and determine class size requirements. (i.e. 22:1 or class size reduction)
3. Inquire about all responses on the Transfer Application form regardless of “yes” or “no” answers. Obtain necessary clarification of supporting information for questions that have been answered “yes” on the Transfer Application.
4. Remind the parent or legal guardian about the consequences of falsification of answers.
5. If clear on questionnaire for approval, determine which of the Exemption/Hardship Codes (listed below) will apply.
6. If the student qualifies but can not be enrolled due to noncompliance place the student’s name on a waiting list.
7. The first to qualify and be placed on the waiting list will be the first contacted for possible enrollment. Individuals deferring upon contacting may elect to have their name continued on the list. However, their name will rotate to the bottom of the list and the next person will be offered the enrollment slot.
8. TEA Application for Transfer must be completed and forwarded to Superintendent with memo from Principal recommending student transfer.

Exemption/Hardship Codes:

- A. Student taking academic courses needed for graduation and not offered in the district of residence.
- B. Graduating senior who has attended the receiving district for at least the two previous years.
- C. Student with two working parents, or whose sole parent works (in a single-parent home), and no childcare facility is located in the sending district. Only children less than twelve years of age will be considered as needing childcare unless it can be demonstrated that a child suffers a handicap which renders him or her incapable of self-care.
- D. Student whose health or safety is involved. 1) Health: Documentation from a medical doctor delineating a specific medical diagnosis and how the condition can be better served by a transfer must be obtained and on file. 2) Safety: Both superintendents involved must acknowledge the validity of the safety issue for which the transfer is granted.
- E. Student whose parent/guardian is employed by the receiving district and currently contributes to the Texas Teacher Retirement System.
- F. Student whose home is 20 miles or closer to the receiving school than the school of residence (Is there a 20-mile difference between the distances from the student’s home to each of the two schools involved?)
- G. Student transferring to a regional day school for the deaf. (CA 5281)
- H. Special education student from district where the special education class for which the student is qualified is unavailable and such class is available in the receiving district. Student has been properly screened according to Agency guidelines by the receiving district. (CA 5281)
- I. Student residing in a district which does not offer the grade level of that student and which has a contractual transfer agreement with the receiving district. (TEC 25.039)
- J. Student does not qualify for any of the preceding exemptions/hardships.

Transfer Provision Required By Texas Law:

- X. Public Education Grant Transfer TEC§29.201 – Currently, transportation is not provided.

TRANSFER AGREEMENT

It is considered to be a privilege for a student to transfer from outside the District into the West Oso ISD schools. Guidelines for transfer are established in order to help maintain a safe school setting and a quality learning environment. It is important that you understand and that your student meets or complies with all guidelines. A copy of the West Oso ISD Policy FDA (LOCAL) is attached. This agreement is based on allowances within the Policy FDA (LOCAL) and must be signed by the parent or guardian before a transfer will be granted.

Any transfer student violating District Policy or the Student Code of Conduct shall be subject to appropriate disciplinary procedures and after review by District administrative authorities may be subject to revocation of transfer agreement. Written notification of the transfer revocation shall be sent to the school district of residence.

The following is a list of reasons that will be considered and may result in revocation of a transfer request once an initial request has been approved.

1. The student is charged in any court with any felony or misdemeanor offense and a conviction resulting from those charges.
2. The student is indicted by a grand jury on a felony charge.
3. The student is declared by the courts to be a juvenile delinquent or child in need of supervision.
4. The student possesses or used any drug or narcotic considered to be dangerous while on school premises at any time, whether in the classroom, at an athletic event, or at any other event held on school premises or at any school sponsored function regardless of its location.
5. The student uses tobacco and/or alcoholic drinks on school premises or at any school sponsored activity.
6. The student has disciplinary referrals which require suspension or expulsion once admitted to West Oso ISD.
7. The student fails to meet attendance standards that follow the ninety percent rule or is habitually truant or tardy, or those who violate the compulsory attendance law or whose parents thwart the compulsory attendance law.
8. The student engages in any conduct requiring removal to an alternative education program or requiring expulsion as listed in Chapter 37.006 and 37.007 of the Texas Education Code.
9. Parent misconduct, including harassing of school personnel, or failure to abide by school policy.

To appeal the decision of the administrator contact, the superintendent's office in accord with board policy.

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

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

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact transportation services at 361.806.5900 extension 121 or 361.289.5158.

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

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

Students must:

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

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

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

Vehicles on Campus

Students who plan to drive are required to register their vehicle within the first week of school or whenever they begin driving to school. Parking decals and registration forms are issued in the office. These forms must be completed and returned for a parking decal. All cars must have a WOISD decal attached or affixed to the front passenger side window. A student must have a valid Texas driver's license and proof of insurance to be able to drive a vehicle to school.

At no time during the school day will a student be allowed to leave the building to go to the parking lot without first securing a hall pass. Once a car is parked, students must proceed to the building area; no loitering will be permitted in the parking lot. Driving privileges can be suspended for a length of time determined by school authorities, or can be revoked at any time if an infraction of driving regulations occurs, and could result in the car being towed away at the owner's expense. One serious offense can constitute permanent suspension of driving privileges. Parents will be notified of their student's loss of driving rights. The speed limit on school property is 5 miles per hour.

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. A student has full responsibility for the security of his or her own vehicle. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his or 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 at any time there is reasonable cause to do so, with or without presence of the student. (See also the Student Code of Conduct)

VANDALISM

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and for years to come—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the **Student Code of Conduct**.

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

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

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

Visitors Participating in Special Programs for Students

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

WITHDRAWING FROM SCHOOL

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

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

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

GLOSSARY

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

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

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

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

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

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

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

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

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

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

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

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

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

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

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

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

APPENDICES

APPENDIX I

WEST OSO INDEPENDENT SCHOOL DISTRICT ELEMENTARY DRESS CODE 2007-2008



The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect to authority. *Reference Policy FNCA (Local)*

Students shall be dressed and groomed in a manner that is clean and neat and will not be a health or safety hazard to themselves or others; allowing them to enhance high standards of achievement and behavior. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. *Special Note: No article of clothing or other accessories shall be worn in such a way as to advertise, promote, or be associated with gang activities.*

Clothing Items	Acceptable Dress	Special Comments and Interpretations
Shirts Blouses	Shirts : <ul style="list-style-type: none"> • Any solid color • Polo style • Solid color t-shirts • Short or long sleeve • 2-3 buttons with a collar • spirit shirt, any day of the week 	Shirts must be: <ul style="list-style-type: none"> • Shirts and blouses must be tucked if longer than wrist length. • standard or classic fit Students are prohibited from wearing shirts that: <ul style="list-style-type: none"> • Depict or reference alcoholic beverages, drugs, violence, vulgar, or obscene or profane slogans or other emblems or writing that may be expected to cause a disruption or interference with normal school operations.
Pants Slacks	Pants/Slacks : <ul style="list-style-type: none"> • "Dockers" style pants • navy, black, or Khaki • denim blue jeans • Capri pants • worn properly around the waist 	Pants/slacks may not be: <ul style="list-style-type: none"> • Touching the ground or covering the foot • Made of spandex or other form-fitting materials • Baggy, oversized, fringed or conspicuous holes • Worn below the waist <i>If pants have a belt loops, a belt must be worn at the waist, but if students choose to wear pants with an elastic waistband, then no belt is necessary</i> Prekindergarten students may or may not choose to wear a belt.
Dresses Shorts Skorts Skirts	Dresses/shorts/skorts/skirts: <ul style="list-style-type: none"> • Same as pants in color and fit 	Dresses/shorts/skorts/skirts/may not be: <ul style="list-style-type: none"> • Baggy or oversized • No slits on the sides • Immodestly split at the hem or seams • Dollar bill rule in length

Sweaters Vest Turtlenecks Jackets	Sweaters/vest/turtlenecks/jackets must be: <ul style="list-style-type: none"> • Appropriately sized • Any color • Solid color sweatshirt 	Students are prohibited from wearing shirts/blouses that: <ul style="list-style-type: none"> • Depict or reference alcoholic beverages, drugs, violence, vulgar, or obscene or profane slogans or other emblems or writing that may be expected to cause a disruption or interference with normal school operations.
Shoes	<ul style="list-style-type: none"> • Appropriate footwear must be worn 	Shoes not allowed: <ul style="list-style-type: none"> • Beach sandals • Flip flops • Open-toed shoes
Hair	Hair must be: <ul style="list-style-type: none"> • Clean, well-groomed and out of the eyes • Styled in a way that is neither distracting nor conspicuous 	Hair must not be <ul style="list-style-type: none"> • Distracting • Green, blue, purple, etc. • No facial hair
Jewelry	<ul style="list-style-type: none"> • Earrings, hair jewelry, that are not a safety hazard may be worn by females • Watches, bracelets, rings, and necklaces that are not a safety hazard may be worn by all students 	<ul style="list-style-type: none"> • No earrings for boys
General	<ul style="list-style-type: none"> • School-approved uniforms for physical education, athletics, pep rallies, etc., may be worn only during the class, activity or event for which they are approved • For unique special events the campus administrator may establish event-specific dress code requirements 	<ul style="list-style-type: none"> • Hats, caps, headbands, or sunglasses shall not be worn indoors except in the interest of safety, cleanliness, religious observances or with the permission of the principal • No article shall be worn that will in any way create a safety hazard, or create a distraction

**WEST OSO ISD
SECONDARY DRESS CODE
2007-2008**



The District's dress code is established to teach grooming and hygiene, instills discipline, prevent disruption, avoid safety hazards, and teach respect to authority. *Reference FNCA (Local)*

Students shall be dressed and groomed in a manner that is clean and neat and will not be a health or safety hazard to themselves or others; allowing them to enhance high standards of achievement and behavior. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. *Special Note: No article of clothing or other accessories shall be worn in such a way as to advertise, promote, or be associated with gang activities.*

Clothing Items	Acceptable Dress	Special Comments and Interpretations
Shirts Blouses	<ul style="list-style-type: none"> • Any solid color, striped, or plaid polo style shirt • Any solid color, striped, or plaid oxford style shirt • Any color t-shirt (Except White) • Any color blouse • School spirit shirts may be worn any day of the week <p><i>Shirts and blouses must be tucked in.</i></p> <p><i>Polo style shirt is with 2-3 buttons and a collar. Shirts and blouses may be long or short sleeve.</i></p>	<p>Students are prohibited from wearing shirts/blouses that</p> <ul style="list-style-type: none"> • Depict or reference alcoholic beverages, drugs, violence, vulgar, or obscene or profane slogans or other emblems or writing that may be expected to cause a disruption or interference with normal school operations. • No see through shirts or blouses • No halter tops • No tank tops without t-shirt underneath • No spaghetti straps, low cut, backless, sleeveless, or shirts that may reveal the belly button • No form-fitting materials (Example: Spandex) • Exclude White t-shirts
Pants Slacks	<p>All acceptable pants/slacks must be appropriately sized and worn at the waist at all times</p> <ul style="list-style-type: none"> • Any color pants/slacks • Capri pants • Wind pants 	<p>Pants/slacks may not be:</p> <ul style="list-style-type: none"> • Touching the ground or covering the foot • No form-fitting materials (Example: Spandex) • Baggy, wide-legged, oversized, fringed or have conspicuous holes • No carpenter pants • No pajama like pants • No sweat pants • No sagging garments <p><i>If pants have belt loops, a belt must be worn. If students choose to wear pants with an elastic waistband, then no belt is necessary.</i></p>
Dresses Shorts Skorts Skirts	<p>Dresses/shorts/skorts/skirts are:</p> <ul style="list-style-type: none"> • Worn at the waist (skirts/shorts) • No shorter than a dollar bill width horizontally from top of knee • Fit loosely enough to facilitate free movement and modest appearance <p><i>Dress tops must meet the guidelines required for blouses and shirts.</i></p>	<p>Dresses/shorts/skorts/skirts/may not be:</p> <ul style="list-style-type: none"> • Baggy or oversized • No slits on the sides • Immodestly split at the hem or seams • No Basketball shorts • No sagging garments

Sweaters Vest Turtlenecks Jackets	Sweaters/vest/turtlenecks/jackets must be: <ul style="list-style-type: none"> • Appropriately sized • Any color 	Students are prohibited from wearing sweaters/vest/turtlenecks/jackets that <ul style="list-style-type: none"> • Depict or reference alcoholic beverages, drugs, violence, vulgar, or obscene or profane slogans or other emblems or writing that may be expected to cause a disruption or interference with normal school operations. • No trench coats or “dusters” • No hoods in school facilities
Shoes	Shoes must be: <ul style="list-style-type: none"> • Worn at all times and chosen for safety, health reasons and for quietness • Sandals, as long as they have a heel strap • Tennis shoes acceptable • Dress shoes, loafers acceptable 	Shoes not allowed: <ul style="list-style-type: none"> • Beach style sandals • Flip flops • House shoes
Hair	Hair must be: <ul style="list-style-type: none"> • Clean, well-groomed and out of the eyes • Styled in a way that is neither distracting nor conspicuous • Facial hair must be neat and groomed appropriately 	Hair must not be <ul style="list-style-type: none"> • Distracting or disruptive hair styles (such as “spiked” hair or shaved designs with logos, etc.) • Non-natural colored hair (such as green, blue, purple, etc.) • Long hair; for boys should not fall below shirt collar. Hairpins, hairnets, or rubber bands should not be used to give the appearance of shorter hair. • No rollers or long-handled combs to be worn in hair
Jewelry	<ul style="list-style-type: none"> • Earrings that are not a safety hazard may be worn • Hair jewelry that is not a safety hazard may be worn by females • Watches, bracelets, rings, and necklaces that are not a safety hazard may be worn by all students 	<ul style="list-style-type: none"> • Body piercing other than earrings is not acceptable • No dangling earrings for boys • No heavy or spiked jewelry (such as dog collars or heavy chains)
General	<ul style="list-style-type: none"> • School-approved uniforms for physical education, athletics, pep rallies, etc., may be worn only during the class, activity or event for which they are approved • For unique special events the campus administrator may establish event-specific dress code requirements 	<ul style="list-style-type: none"> • Hats, caps, headbands, or sunglasses shall not be worn indoors except in the interest of safety, cleanliness, religious observances or with the permission of the principal • No article shall be worn that will in any way create a safety hazard, or create a distraction • Clothing may not reference music groups, tobacco product, alcoholic beverages, drugs, nudity, sex, death, violence, gang affiliation, obscene or profane slogans or other emblems or writing • No chains on clothing, wallets or as necklaces • No bandanas, hairnets, skull caps, or doo rags

REVISED 5/11/05

APPENDIX II

DISTRIBUTION DATES FOR REPORT CARDS

1st Six Weeks Thursday, October 11, 2007

2nd Six Weeks Thursday, November 29, 2007

3rd Six Weeks Friday, January 25, 2008

4th Six Weeks Thursday, March 6, 2008

5th Six Weeks Thursday, April 24, 2008

6th Six Weeks Wednesday, June 4, 2008

DISTRIBUTION DATES FOR PROGRESS REPORTS

1st Report: Wednesday, September 19, 2007

2nd Report: Wednesday, October 31, 2007

3rd Report: Wednesday, December 19, 2007

4th Report: Wednesday, February 13, 2008

5th Report: Wednesday, April 2, 2008

6th Report: Wednesday, May 14, 2008

APPENDIX III

RESOURCE PHONE NUMBERS

Alcohol Hotline (24-hour alcohol help line)
1-800-252-6465

Al-Anon/Alateen Hotline
1-800-356-9996

Substance Abuse (24-hour counseling and referral service)
1-800-262-2463

National Institute on Drug Abuse
1-800-662-4357

National Clearinghouse for Alcohol and Drug Information
1-800-729-6686

American Council for Drug Education
1-800-488-3784

Cocaine Anonymous
1-800-347-8998

National Inhalant Prevention Coalition
1-800-269-4237

American Lung Association
1-800-252-5864

American Heart Association
1-800-242-8721

National Council on Alcoholism and Drug Dependence
1-800-662-4357

Center for Substance Abuse
Treatment Information
1-800-622-HELP

Dept. of Public Safety
records.txdps.state.tx.
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