

La Vernia Intermediate School

Student Handbook

2009-2010

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La Vernia, Texas 78121

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<http://www.lvisd.org>



PREFACE

To Students and Parents:

Welcome to school year 2009–2010! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

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

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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.

Both students and parents must be familiar with the LVISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. A copy of that document will be provided to each LVISD family at the beginning of the school year.

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 handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices.

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office or online at www.lvschools.org.

Table of Contents

| | |
|--|----|
| PREFACE | 1 |
| Helpful people you need to know on the Intermediate campus | 5 |
| SECTION I IMPORTANT INFORMATION FOR PARENTS | 6 |
| QUICK REFERENCE: | 6 |
| Grading Guidelines | 6 |
| Medicine at School | 6 |
| Parental Involvement | 8 |
| Psychotropic Drugs | 12 |
| Release of Students from School | 12 |
| Report Cards, Progress Reports and Conferences | 13 |
| TAKS (Texas Assessment of Knowledge & Skills) | 13 |
| Steroids | 14 |
| Student or Parent Complaints or Concerns | 14 |
| Student Records | 14 |
| SECTION II CURRICULUM-RELATED INFORMATION | 17 |
| QUICK REFERENCE: | 17 |
| Computer Resources | 18 |
| Counseling: Personal | 18 |
| Credit By Exam | 18 |
| Extracurricular Clubs, Activities, and Organizations | 19 |
| Grades and Grading | 20 |
| Homework | 20 |
| Progress Reports | 20 |
| Promotion and Retention | 20 |
| Report Cards | 21 |
| Student Success Initiative (SSI) | 21 |
| Special Programs | 21 |
| Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education | |

| | |
|---------------|----|
| Summer School | 22 |
| Textbooks | 22 |
| Valuables | 22 |

SECTION III GENERAL INFORMATION AND REQUIREMENTS 23

| | |
|--|----|
| QUICK REFERENCE: | 23 |
| Absences -- Excused and Unexcused | 24 |
| Attendance | 24 |
| Cafeteria | 26 |
| Check-Out Procedure | 27 |
| Communicable Diseases/Conditions | 27 |
| Conduct | 29 |
| Distribution of Published Materials or Documents | 30 |
| Dress and Grooming | 31 |
| Field Trips | 32 |
| Fund-Raising | 32 |
| Harassment | 32 |
| Health Related Matters | 34 |
| Immunization | 36 |
| Law Enforcement Agencies | 36 |
| Make-up Work | 38 |
| Pledges of Allegiance and Minute of Silence | 38 |
| Prayer | 38 |
| Safety | 39 |
| School Facilities | 40 |
| Searches | 41 |
| Special Occasions | 41 |
| Student Fees | 42 |
| Transportation | 43 |
| Videotaping of Students | 44 |
| Visitors at School | 44 |

| | |
|--|----|
| GLOSSARY | 45 |
| Appendix I Options and Requirements for Providing Assistance | 48 |
| Appendix II Transportation | 50 |
| Appendix III Technology | 54 |
| Appendix IV Acknowledgment Forms | 59 |

Helpful People You Need To Know On the Intermediate Campus

Main Office: 830-779-6640

Principal: Hans Palmer

Assistant Principal: Shannon Burns

Receptionist: Michelle Raines, **ext 2**

PEIMS/Records Secretary: Matty Salinas, **ext 3**

Nurse: Kasey Dickson, **ext 4**

Cafeteria Supervisor: Joyce Emily, **ext 5**

Counselor: Tammie Kopecki, **ext 7**

Principal's Secretary: Cathy McWhorter, **ext 8**

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the La Vernia Intermediate Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:

Where to look when you need information about...

- Grading Guidelines page 06
- Medicine at school page 06
- Parental Involvement page 08
- Psychotropic Drugs page 12
- Release of students from school page 12
- Report cards/progress reports and conferences page 13
- TAKS (Texas Assessment of Knowledge & Skills) page 13
- Steroids page 14
- Student or parent complaints and concerns page 14
- Student records page 14

GRADING GUIDELINES

At the beginning of the school year individual teachers will provide parents with grading guidelines and procedures they will use in their classrooms for the year.

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:

Authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
- 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 provided by the parent along with a written request, and in the original, properly labeled container.
- Herbal or dietary supplements provided by the parent 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 who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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.

Medication Procedure:

An adult must transport medication to and from school.

Parents should make every effort to schedule the students' medication in a manner that medicine brought to school will be kept at a minimum.

Example: medication 2 times daily: before school and at bedtime
medication 3 times daily: before school, after school, bedtime
medication 4 times daily: before school, at school at lunchtime, after school, bedtime

Medicine must be prescribed by a licensed physician or dentist only.

All medication must have a physician's order. **THIS INCLUDES OVER THE COUNTER MEDICATION.** All medication must be accompanied by a medication requirement form completed by student's physician and signed by the parent.

All medicine must be in a properly labeled bottle (including over the counter medicine prescribed by your doctor). A bottle properly labeled will have the label affixed by the pharmacist who filled the prescription. The label will include the following: patient's name, dosage, hours for administering, doctor's name and the date prescription was filled.

All medications must be deposited with the school nurse or a person designated by the principal.

Students assume responsibility for coming to the clinic to take their medicine.

Unused medications must be picked up by the end of the last day of the school year unless arrangements have been made with the school nurse. Unused medications not

picked up by the last school day will be disposed of.

PLEASE NOTE: WE WILL NO LONGER PROVIDE TYLENOL/PEPTO-BISMOL TO STUDENTS UNLESS IT HAS BEEN SENT FROM HOME. IF YOU FEEL THAT YOUR CHILD MIGHT HAVE A NEED FOR SUCH ON A REGULAR BASIS, YOU MAY SEND IT WITH THE APPROPRIATE FORM COMPLETED BY YOUR PHYSICIAN AND SIGNED BY YOU.

If you have any questions or concerns, please call 830-779-6640 ext. 4.

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. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 830-779-6640 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences**]
- Becoming a school volunteer. [For further information, see policy GKG.]
- Participating in PTO, the campus parent-teacher organization. PTO meetings are held on the second Tuesday of each month at 6:30 P.M. in the Intermediate Cafeteria.
- 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 further information, see policies at BQA and BQB.
- 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**]

- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

Obtaining Information and Protecting Student Rights

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

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

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

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

Display of your child’s artwork, projects, and other special work products:

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed material, by

video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- 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 that 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 when needed. 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 14.]

- To grant or deny any written request from the District to make a videotape 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 Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 36, policy EC.]
- 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]
- To request in writing, if you are a noncustodial 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 misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request that your multiple birth siblings (e.g., twins, triplets, etc.) be assigned to the same grade and campus and 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 policies FDB(LEGAL).
- To request a transfer of your child to another classroom or campus if your child has been verified by the La Vernia ISD Board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal for information.
- To request a 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 was a victim of a violent criminal offense while in school or on school grounds. See policy FDD (LOCAL).
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. See policy FDD (Legal).

PSYCHOTROPIC DRUGS

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 will not 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.

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

[For further information, see policies at FFAC.]

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

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Late Arrival to School

Students who are tardy to school (are not in class at 8:15 A.M.) will be counted tardy. Tardies will be marked in the teacher's gradebook and on the student's discipline calendar along with the reason the student is tardy. Disciplinary action may be assigned to a student who has an excessive amount of tardies.

[See Attendance on page 23.]

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. A withdrawal form may be obtained by the parent 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 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.

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 9 weeks.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See Working Together on page 12 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal that have been 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.]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 2 days.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

Students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10 and 11
- Social studies in grades 8 and 10 and 11
- Science in grades 5, 8, 10 and 11 [See note below.]
- Any other subject and grade required by federal law.

STEROIDS

Parents and students should be aware that 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.

Under state law, 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.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

INFORMAL PROCESS The Board encourages students and parents to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal, or other campus administrator.

Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

FORMAL PROCESS If an informal conference regarding a complaint fails to reach the outcome requested by the student or parent, the student or parent may initiate the formal process described below by timely filing a written complaint form.

Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time. See FNG (LOCAL).

STUDENT RECORDS

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

The law specifies that certain general information about LVISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it.

Release of any or all directory information regarding a student 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 the child’s first day of this school year. [See the acknowledgment form attached to this handbook.]

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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. 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 or in response to a subpoena or court order.
- A school to which a student transfers 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 District must 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. The Principal or Superintendent is custodian of all records for currently enrolled students at the assigned school. The Principal or 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 requested records, or make other arrangements for the parent or student to review the requested 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: Dr. Tom Harvey, La Vernia ISD, 13600 U.S. Hwy 87 West, La Vernia, TX 78121.

The address of the principal’s office is: Hans Palmer, La Vernia Intermediate School, 369 FM 1346 S., La Vernia, Texas 78121.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) 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 defined by policy FNG. [See Report Cards/Progress Reports and Conferences on page 12, and Student or Parent Complaints and Concerns on page 14 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.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

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.

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look when you need help with...

- Computer resources page 18
- Counseling: personal page 18
- Credit by exam page 18
- Extracurricular activities, clubs, and organizations page 19
- Grades and Grading page 20
- Homework page 20
- Progress Reports page 20
- Promotion and Retention page 20
- Report Cards page 21
- Student Success Initiative (SSI) page 21
- Special programs page 21
- Summer school page 22
- Textbooks page 22
- Valuables page 22

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. See **Student Acceptable Use Policy** located in Appendix I at the back of this handbook.

Students and their parents should be aware that e-mail using District computers is not private and may be monitored by District staff. [For additional information, see policy CQ.]

COUNSELING

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 ask his or her teacher to contact the counselor to set up an appointment.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless 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 policy FFE and FFG(EXHIBIT).]

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

Grade 3, 4, 5: The District shall accelerate a student in grades 1-5 one grade level if the student meets the following requirements:

- The student scores 90 percent or above on a criterion-referenced test for the grade level to be skipped in each of the following areas: language arts, mathematics, science, and social studies;
- A District representative recommends that the student be accelerated; and
- The student's parent or guardian gives written approval of the acceleration.

Grade 6: The District shall give a student in grades 6-12 credit for an academic subject in which the student has received no prior instruction if the student scores 90 percent or above on a criterion-referenced examination for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript.

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. Call the school counselor for the dates on which exams are scheduled during the school year.

The passing score required to earn credit on an exam is 90.

The parent will be responsible for purchasing the test from a university approved by the State Board of Education. [For further information, see policy EEJB.]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and 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 as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two 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.
- A student who misses a class because of 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. [For further information, see policies FM and FO.]

GRADES AND GRADING

Individual teachers will notify parents of grading policies and standards. Grading policy is also located online at www.lvschools.net Progress reports will be issued approximately three weeks after the start of each nine weeks and will provide information about the student's grades and progress in any class he or she is failing. Parents are asked to sign and return the progress report within two days of its issue. See "Report Cards" and "Progress Reports" in this section for dates.

HOMEWORK

The main purpose for assigning homework is to reinforce the skills that are being taught in the classroom. Many times uncompleted classwork is assigned as "homework." Make-up work and make-up tests shall be made available to students after any absence.

PROGRESS REPORTS

Progress reports will be sent home approximately every 3 weeks through each nine weeks on the following dates:

- Tuesday, September 15th
- Tuesday, October 6th
- Tuesday, November 17th
- Wednesday, December 16th
- Tuesday, February 9th
- Tuesday, March 2nd
- Thursday, April 22nd
- Thursday, May 13th

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. In grades 2-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all academic subject areas (all courses except physical education or its equivalent and athletics) and a grade of 70 or above in the following subjects: language arts, reading, and mathematics. Students shall also have a combined average of 70 in science and social studies. EIE (LOCAL)

In addition, 3rd and 5th graders, 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. For more information, see "Student Success Initiative" on page 20 of this handbook or contact the counselor, principal, or special education teacher.

REPORT CARDS

The following dates have been tentatively set as the days when nine weeks report cards will be issued:

| | |
|-------------------|------------------------|
| First Nine Weeks | Thursday, October 29th |
| Second Nine Weeks | Thursday, January 21st |
| Third Nine Weeks | Thursday, April 1st |
| Fourth Nine Weeks | *Thursday, June 10th |

*Report cards are tentatively scheduled to be mailed out on this date.

STUDENT SUCCESS INITIATIVE

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics. Under the Student success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take TAKS-M.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction. [See policy EIE.]

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 the Intermediate school counselor at 779-2181, ext. 4236.

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 their rights if they disagree 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 school counselor, 830-779-6640 ext. 7.

SUMMER SCHOOL

Summer school will be provided to students who do not meet the promotion requirements set forth in district policy. This includes students who do not pass the required TAKS tests in grades 3 and 5.

TEXTBOOKS

State-approved textbooks are provided 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, a student will be provided textbooks for use at school during the school day.

VALUABLES

Students are discouraged from bringing valuables of any kind to school. This is for your child's protection. Electronic games, radios, etc. are not permitted at school and, if brought to school, will be taken up and kept in the office to await pick-up by a parent or guardian. It is also a good idea to put your child's name on all personal items.

SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE:

- Absences – Excused and Unexcused page 24
- Attendance page 24
- Cafeteria page 26
- Check-Out Procedure page 27
- Communicable Diseases/Conditions page 27
- Conduct page 29
- Distribution of published materials or documents page 30
- Dress & Grooming page 31
- Field Trips page 32
- Fund Raising page 32
- Harassment page 32
- Health-related matters page 34
- Immunization page 36
- Law Enforcement Agencies page 36
- Makeup work page 38
- Pledges of Allegiance and a minute of silence page 38
- Prayer page 38
- Safety page 39
- School facilities page 40
- Searches page 41
- Special Occasions page 41
- Student Fees page 42
- Transportation page 43

- Videotaping of students page 44
- Visitors to the School page 44

ABSENCES – EXCUSED AND UNEXCUSED

Excused absences are those for personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, serious personal or family problems, or any other unusual cause acceptable to the principal. Parents must send a note with their child that explains each absence. When a student’s absence for personal illness exceeds 3 consecutive days, students shall present a statement from a physician or health clinic verifying the illness or other condition that required the student’s extended absences from school. [FDD (LOCAL)-X]

Any absence not excused by law or for school-related activities shall be designated as unexcused. The grade for make-up work after an unexcused absence shall be no higher than 70 [EIA (LOCAL)-X]. If a student leaves during the school day for a doctor’s appointment and returns to school the same day, a note from the doctor must be given to the attendance clerk in order for the student to receive attendance credit for the day. Attendance is required for no less than 90% of the school year to receive credit.

ATTENDANCE

A student shall be given credit for a class only if the student has been in attendance 90 percent of the days the class is offered, unless an attendance committee appointed by the Board gives the student credit because there were extenuating circumstances for the absences.

The Board shall establish guidelines for determining what constitutes extenuating circumstances and shall adopt policies that establish alternative ways for students to make up work or regain credit lost because of absences. See FEC(LOCAL).

Late Arrival

Tardies affect the way a child's day starts. It is so very important for students to arrive at school and be in class without being rushed. Students who are tardy to school (are not in class at 8:15 A.M.) will be counted tardy. If students arrive late to school after 9:30 am, they will be counted absent for that day.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property thereafter is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class; from required special programs, such as additional special instruction (termed “accelerated instruction” by the state) assigned by the grade placement committee and basic skills for

ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate 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.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may 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 a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. 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 health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student's absences, the committee will attempt to ensure that its decision 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 District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

The actual number of days a student must attend in order to receive credit will depend on

whether the class is for a full semester or for a full year.

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

CAFETERIA

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. We also send applications for Free/Reduced meals home with each student on the first day of school. You may also go to our website: www.lvschools.org and print a Free/Reduced meal application at any time or pick one up at your child’s campus. You may apply for Free/Reduced meals at any time through out the year.

Students may also bring their lunch. Sack lunches for field trips may also be purchased in the cafeteria. This will need to be prearranged with the cafeteria. For convenience, you may also pay for all meals from the cafeteria online at www.lvschools.org.

| STUDENT MEAL PRICES | | TEACHER | VISITOR |
|---------------------|--------|-----------|---------|
| Breakfast | \$1.50 | Breakfast | \$2.00 |
| Lunch (Grades 3-6) | \$1.75 | Lunch | \$3.00 |

CHARGES

Charges are limited at each campus for Breakfast/Lunch meals. Parents are responsible for paying any charges that their children accrue. Students will be reminded by their cashier of any balances owed. No account notices are handed out at any campus. Your child is also responsible for asking the cashier about his/her account. Students are not allowed to charge ala carte items. Parents can make a deposit to their child’s account by sending cash, checks or going to My Nutrikids and making an online payment. Checks must be for the students’ meal account only (please do not include book money, field trip money or money one of your children on another campus). Make checks out to La Vernia ISD or LVISD, and please write your students’ name and account number on the check or envelope.

The Child Nutrition program offers a convenient, easy and secure online prepayment service to deposit money into your child’s account at any time. This service also provides parents the ability to view their child’s account balance, and any meals, or extra items they may be purchasing. You must know your child’s account number to access these services. If your child’s number has a 0 in front of it (example 012345), you must enter the 0. To begin:

1. Go to the District website: www.lvisd.org.
2. Click on My Nutrikids.
3. You will then set up your account using your e-mail address and a password.
4. Then click on My Kids and add child.

Please remind your child of these rules:

*Your child is responsible for asking the cashier about his/her account. The cashier will also help to remind your child to bring money.

*No notices are sent out to parents at the Intermediate campus. You may call the campus cafeteria to get an update on your child's account. There is someone on duty from 7 A.M. until 3 P.M. each day.

*No breakfast charges.

*No charges for milk, juice or other snack items.

CAFETERIA RULES

Stay in single file line. (If you get out of line, you must go to the end of the line.)

Use inside voice. (No loud talking or yelling.)

Clean up your own eating area. Properly dispose of trash, uneaten food and clean up spills.

Throwing food is not permitted.

When finished with lunch, push in your chair.

Take your own tray to the window.

Walk to the proper door to go the playground.

We want to thank you for letting us serve your child. We strive to provide excellent service to students and parents alike. For any questions please contact Mary Ohland, Child Nutrition Parent Liaison at mary.ohland@lvschools.net or call 779-6610.

CHECK-OUT PROCEDURE

Any adult who will be picking up a child during the school day must check the student out through the office. Students will be called to the office for dismissal when parent arrives. Please do not go to your child's classroom to pick them up. Students are not allowed to leave with unauthorized adults (including siblings) unless the parent has made that designation in writing.

Students are not permitted to leave the campus during the regular school day except in the following instances:

Students may be excused for emergency reasons on written request of the parents.

A parent may pick up his or her child during school hours provided a request is made through the principal's office as authorized by the Superintendent.

Parents will be notified in advance if students are to remain after regular school hours or are to be transported from the campus for any reason. The Superintendent may establish appropriate enforcement measures to ensure compliance with this policy

COMMUNICABLE DISEASES / CONDITIONS

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

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

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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.tdh.state.tx.us>.

CONDUCT

Applicability of School Rules

As required by law, the District has established 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 the standards. Students need to 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 of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the 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.

Disruptions

As identified by law, disruptions include the following:

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

- Disrupts 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 profane language or any misconduct.
- Interferes with the transportation of students in District vehicles.

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

For safety purposes, the district permits students to possess telecommunications devices, including cell phones; however, these devices must remain turned off and not in sight during the instructional day, including during all testing. If a student's cell phone is seen or is being used by a student during the school day, the device will be confiscated. The cell phone will be released to the parent/guardian of the student from the principal's office.

Students are not permitted to possess such items as telecommunications devices such as radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item.

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

[See policy FNCE.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school yearbook is available to students.

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

Nonschool Materials ... from students

Unless a student obtains specific prior approval from the principal, 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 may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated the front office hallway as the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

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

Nonschool Materials ... from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy 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).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

The District's dress code is established to teach grooming, hygiene, and modesty, and to prevent disruption, instill discipline, minimize safety hazards and teach respect for authority. Students shall be dressed and groomed in a manner that is clean, neat, and modest and is not a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the Administration's judgment may reasonably be expected to cause disruption or interfere with normal school operations. The campus administration has final authority in determining the appropriateness of a student's dress and grooming on their campus.

1. Boys shall not wear earrings. No visible body piercing will be allowed on campus or at any school sponsored event.
2. Hairstyles or designs that are disruptive or distracting to the school environment are prohibited (i.e. Mohawks, rattails, dreadlocks, patterns or shavings in the hair, or spikes), except for school-approved special events. It is to be no longer than the top of the collar in back or exceeding the ear lobes on the sides. Boys may not wear any length of ponytails, cornrows or braids.
3. No facial hair (i.e. mustaches, beards or goatees).
4. No steel-toed boots may be worn. Rubber "flip flops" of the type worn at the beach may not be worn. Examples of these are posted outside of each front door. Other types of sandals commonly referred to as "flip flops" may be worn.
5. Half shirts, shirts slit on the sides, crop tops, spaghetti straps, strapless shirts or others, which

- show the midsection (skin) on one's body are not allowed. Boys are to have shirts buttoned within the top button and tucked in. "Muscle shirts" are not allowed. White t-shirts are allowed.
6. Walking shorts may be worn. They must be hemmed and extend below the fingertips of the student when he/she is standing straight with relaxed shoulders. Shorts may not be rolled up and are to be worn at the natural waist. Coaching, wind, spandex, biker and boxer type shorts will not be allowed. Under certain situations, shorts will not be allowed (i.e. U.I.L contest, etc.). Writing across the seat of any garment is not permitted.
 7. No excessively short or revealing skirts will be allowed. All skirts shall be no shorter than 2 inches above the knee.
 8. Pants are to be worn at the natural waist, should be hemmed and may not be ripped, torn, "holey," or overly-long. Writing across the seat of any garment is against the rules.
 9. Students may not wear gang or cult-related attire including oversized clothing, or dangling chains and belts.
 10. Headbands, hats or caps, or head coverings of any kind may not be worn on campus during the regular school day.
 11. Other clothing deemed inappropriate for school include: halter tops, clothing tied around the waist, see-through clothing, blouses that are scooped, low-cut or have narrow straps/shoulders/spaghetti straps/no straps, clothing that is tight fitting or revealing, and clothing which reveals a person's undergarments or midriff. Inappropriate blouses/shirts may not be worn even if the student is wearing or jacket to cover it.
 12. The campus administration has final authority in determining the appropriateness of a student's dress and grooming on their campus

FIELD TRIPS

We encourage parental support throughout our students' education. The following guidelines have been established to make our field trips an optimum educational learning experience for our students.

Permission slips must be completed and signed by the parent or guardian for students attending field trips.

Chaperones must be parents, legal guardians, or siblings over 21 years of age.

No pre-school children are allowed to attend.

Students who participate in school-sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests that the student be allowed to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. FMG (LOCAL)

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the at least 30 days before the event and must be approved by the LVISD Central Office.

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 any 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, age, 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; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office. Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or 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, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District 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. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

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

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

NONDISCRIMINATION

In its efforts to promote nondiscrimination, the District makes the following statement: La Vernia ISD does not discriminate on the basis of race, religion, color, national origin, gender, 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 gender: Dr. Tom Harvey, 830-779-2181, ext 2221.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Tom Harvey, 830-779-2181, ext 2221.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Dr. Diane Fisher, 830-779-2181, ext 2227.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Dr. Diane Fisher, 830-779-2181, ext 2227.

Services for 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, contact the school counselor at ext 4236.

HEALTH-RELATED MATTERS

NUTRITION GUIDELINES

The Texas Department of Agriculture (TDA) issued the Texas Public School Nutrition Policy effective August 1, 2004 to promote a healthier environment in school across Texas. The La Vernia School district works closely with (TDA) and must meet the minimum guidelines or choose to have a stricter policy. Intermediate School campus is defined as EE-6th grades for the purpose of the policy.

To recap the policy:

Intermediate campuses may not serve or provide access to students “Foods of Minimal Nutritional Value” at any time anywhere on school premises.

No foods containing 28 grams of fat per serving / twice a week (23 by the 2007-2008 school years) are allowed.

Sugar is to be below 15 grams / serving.

Schools should eliminate frying.

There are strict portion sizes.

Fruit / Vegetables are offered daily.

A variety of milk choices is offered.

Chips should be baked or labeled “reduced fat” (no more than 5 grams of fat per oz.).

Practices at La Vernia Intermediate:

One snack per day per child may be allowed under a teacher’s supervision. These must meet the guidelines for portion size and “Foods of Minimal Nutritional Value.”

La Vernia Intermediate schools require snack items for a la carte sales to be below 9 grams of fat per serving. No more than 15 grams sugar and no more than one serving per package.

Parents may bring lunch (such as pizza) for their child, but it cannot be shared with other children.

BIRTHDAYS: Foods otherwise restricted by the Food Nutrition Policy are permitted at student birthday parties. The cupcakes or snacks must be store bought and shared with classmates after the students’ scheduled lunch time.

Interested parties may read more about the guidelines on the Square Meals website: <http://www.squaremeals.org> or the LVISD website: www.lvschools.org
If you have any questions you can also contact the Child Nutrition Director: Vicki Spessard (830) 779-2181 ext. 2224 or vicki.spessard@lvschools.org.

Physical Activity for Students in Intermediate Grades

The District will make available for public inspection a statement of the policy adopted to ensure that students in Intermediate grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District’s requirements and programs regarding Intermediate student physical activity requirements, please see the principal.

School Health Advisory Council

Information regarding the District’s School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

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 or at school-sponsored or school-related

activities. [See the Student Code of Conduct and policy GKA.]

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Maintenance office. If you have any questions, please contact Mark Engelke, Director of Maintenance at 830-779-2181, ext 2235.

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(ren)'s school assignment area may contact Mark Engelke, Director of Maintenance at 830-779-2181, ext 2235.

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 Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, 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 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 any 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 and the Department of State Health Services Web site: http://www.tdh.state.tx.us/immunize/school_info.htm.]

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 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.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also required by state law to notify:

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

[For further information, see policy GRA.]

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

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

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

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 coursework 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 coursework 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 by the District. [See policy FOCA.]

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.]

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.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

Each student has a right to individually, voluntarily, and silently pray or meditate in

school in a manner that does not disrupt instructional or other activities of the school. The school will not require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

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 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 any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

Fire Alarm Siren...all students and staff evacuate the building

Tornado Drill Bells

“Bad Weather Drill” will be announced over intercom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

In case of severe weather, listen to radio stations KKYX, KONO, KTSA, WOAI or KJ97 in San Antonio or KWED in Seguin for instructions. The following television stations will also be contacted: KMOL (4), KENS (5), KSAT (12), and KABB (29).

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.

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 rehearsal, club meetings, athletic practice, 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 code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

Loitering or standing in the halls between classes 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 Vicki Spessard, Food & Nutrition Service Director, to apply or contact the Intermediate school office and an application will be forwarded to you by mail or with your child.

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.]

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 student use from 7:30 A.M. to 4:00 P.M. Students may check out two books at a time for a period of 10 days. There will be a \$.05 fine per book, per day, for overdue books.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB (LOCAL).

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

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 in the coming years—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.

SEARCHES

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

Students' Desks and Lockers (or other individual storage units)

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

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

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

Trained Dogs

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

SPECIAL OCCASIONS

Flower and gift deliveries for students will be accepted in the offices and given to the child at the end of the day so classroom will not be disrupted. However, balloons will not

be allowed because of the distraction they cause in the classroom and on the bus. Please do not send birthday party invitations to school to be passed out. This practice causes hurt feelings and unnecessary concern for some students. If you wish for your child to share a treat with classmates on his/her birthday, please clear this with your child's homeroom teacher for an appropriate time.

STUDENT FEES

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

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

TRANSPORTATION

School-Sponsored

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. Further information may be obtained by calling the Transportation Dept., 830-779-6000, ext 5.

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

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, band 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.
- 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.

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will 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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

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

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and 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.

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 a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus 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 directory information, unless the 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, and program modifications or support for 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 Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

NCLB is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section 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 after he or she begins grade 9.

SAT refers to the second 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 under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests. Alternate assessment tests, developed by the state, may be given to students in special education and students identified as limited English proficient.

Student Success Initiative, created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics. Under the Student success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, and to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade. The requirements also apply to students served by special education who take SDAA II.

Student Code of Conduct, 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 Disciplinary Alternative Education Program. 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 current standardized achievement test given to students in certain grade levels and subjects in grades 3–11.

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

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

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

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

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

APPENDIX I

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

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

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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Tammie Kopecki, Intermediate School Counselor

Phone Number: 830-779-6640 ext. 7

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo, académicos o de comportamiento, disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Tammie Kopecki

Número de teléfono: 830-779-6640 ext. 7

APPENDIX II

TRANSPORTATION INFORMATION

The district provides school bus transportation to all students living within the district's boundaries. This service is provided at no cost to students; however bus riding is a privilege.

Our buses are filled to their maximum capacity. We ask that you **DO NOT** send notes requesting that your child ride the bus with a friend for a birthday party or overnight visit. Each student needs to ride the bus they are assigned to. **If there is an emergency situation, students must have written permission to ride any bus other than their regular bus or get off at a stop other than their designated bus stop.** This will also include regular car riders in an emergency. The Principal or Vice-Principal must initial all written changes.

Changes in bus routes may occur throughout the school year due to bus capacity. Parents will be notified by letter of any changes. For further information contact the Transportation office by calling (830) 779-6000 ext. 5.

The campus and transportation office must be notified of changes in telephone numbers for home or office to insure communication with parents or guardian.

SCHOOL BUS POLICIES

STUDENTS SHOULD BE AT THEIR DESIGNATED PICK UP LOCATION AND VISIBLE TO THE DRIVER AT LEAST FIVE MINUTES PRIOR TO THE DESIGNATED PICK UP TIME.

- Student passengers, bus drivers, and school district personnel are the only people authorized to be on the buses. Exceptions to this rule shall only be granted with permission from the driver.
- Once a child has boarded the bus, **the child will not be allowed** to leave the bus until they reach their designated stop. The driver is not to release any student to anyone from the bus. In emergency situations the parents will contact the campus and the bus will return to the child's campus where the parent will sign the child out at the office.
- **Primary school age students PK through 3rd and Intermediate school 4th grade will not be left at their designated stop if an adult is not present.** The

only exceptions are if older siblings are riding the bus or if we have written permission from a parent on file at the child's respective campus.

- All transportation changes regarding designated pick up or drop off addresses must be **in writing** and have campus administration approval.
- Students are to board their bus, in the afternoon, **at their assigned campus**. Those students boarding at another campus will be given a verbal warning on the first offense. On the second offense the student will be sent to their campus administrative office to call their parents or guardian. Students will not be allowed to board a bus without the permission of a principal or vice principal, no exceptions. A late boarding pass will be issued and signed by an administrator granting approval.

BUS CONDUCT GUIDELINES

- Bus riders will be expected to follow the written rules as outlined by their drivers, and the campus discipline management plan (Student Code of Conduct). Any student who fails to comply with these rules and policies shall be subject to disciplinary action and may be denied transportation services.
- A school administrator is the only person who can remove a student from a bus and reserves the right to modify consequences in conjunction with the Student Code of Conduct and with regard to the severity/frequency of the offense. **A student may be removed from a bus after any referral, if the school administrator feels that the incident is severe enough to warrant this action.**
- Whenever a student breaks a bus rule or commits any other action that jeopardizes the safety of the bus or passengers, a Bus Incident Report will be filled out and sent to the student's campus administrator.

SCHOOL BUS RULES

THE FOLLOWING RULES HAVE BEEN POSTED IN EACH BUS:

1. The bus driver may assign seats.
2. Be courteous.
3. No profanity.
4. Do not eat or drink on the bus. Keep the bus clean.
5. Violence is prohibited.
6. Remain seated facing forward.
7. No smoking.
8. Keep your hands and head inside the bus.
9. Do not destroy property.
10. For your own safety, do not distract the driver through misbehavior.

The following defines and expands on the 10 basic rules for school bus students:

1. Students may be assigned seating by the bus driver. This is optional and is strictly a driver's decision. If seat assignments are enforced, each student will be expected to sit in his or her assigned seat until further notice.
2. Students will not act in a disrespectful manner while riding a school bus. Students shall not in any manner harass or distract the bus driver.
3. Students shall not throw, pitch, or shoot articles within the bus, or out the windows.
4. Students shall not write upon, disfigure or destroy any part of the school bus.
5. Students shall not take or handle any emergency equipment inside the bus.
6. Students shall not extend any part of their body or other articles into the aisle or outside of the bus windows.
7. Students shall never board or leave a bus through the emergency door except in an emergency.
8. Students shall not carry explosives (such as fireworks), knives, weapons, or any object that can reasonably be considered a weapon, on the bus.
9. Students shall not scuffle or fight on the bus.
10. Students shall not use obscene, vulgar, or profane language on the bus.
11. Students shall not strike matches, use lighters, or use tobacco in any form on the bus.
12. Students shall not consume or have in their possession intoxicating beverages, narcotics, prescription or over the counter medications while aboard the bus.
13. Students shall not yell, scream, and whistle, on the bus. Radios or music devices may be used only with headsets and the approval of the driver.
14. Students will not be allowed to get on or off the bus except at their designated stop or assigned campus, unless authorized **in writing** by parent, legal guardian and the school administrator's approval.
15. Students shall not eat or drink on the bus, or litter the bus with debris.

16. Students **shall not bring visitors or over night guest** on the bus.
17. Students shall be assigned to only one bus and shall only ride their assigned bus.
18. Students will be on time; at their designated stop and visible to the driver at least 5 minutes prior to the designated pick up time.

APPENDIX III

La Vernia ISD Student Acceptable Use Policy

Introduction

La Vernia ISD incorporates technology as a natural part of the educational process. The use of educational technology empowers students and fosters development of life-long learning skills through access to the latest equipment, information and resources.

Computers and technology are integrated into every facet of the educational and administrative process. La Vernia ISD endeavors to provide appropriate educational technology and the skills required to use this technology responsibly for all students in order to prepare them for the classroom and workplace of tomorrow.

La Vernia ISD's educational technology includes campus-wide and District-wide computer networks utilizing direct Internet access. Distance learning, streaming web-based video content, electronic mail and fax services are also available. Secure access firewalls and content-filtering software are utilized in order to protect students from inappropriate content on the Internet/World-Wide Web.

The La Vernia ISD Student Acceptable Use Policy explains and defines responsible and ethical use of educational technology for all students. All rules embodied herein guide students in appropriate and acceptable use of District technology, and are designed to protect both the student and the District. This policy also governs the use of student-owned personal electronic devices including wired or wireless desktop, portable and handheld computing devices, cameras, and cellular telephones.

Access to technology and electronic communication systems, including computer networks and the Internet, is made available exclusively for instructional purposes in accordance with District guidelines and regulations. **Access to these systems is a privilege, not a right.**

All parents/legal guardians and students at least eight years old on September 1st are required to acknowledge receipt and understanding of the Student Acceptable Use Policy document and must agree in writing to comply with all regulations and guidelines contained herein.

Students will not be allowed access to any educational technology or computer equipment in La Vernia ISD until their Student Acceptable Use Policy Authorization Form has been signed and returned to their school office.

Once their authorization form has been returned, each student of appropriate

age will be issued a unique login identification code allowing access to the appropriate educational information systems. Students may choose are assigned a password.

All passwords are confidential and must not be revealed to other students.

Parents, legal guardians or students with questions or concerns regarding the Student Acceptable Use Policy should contact their campus principal or call the La Vernia ISD Technology Department at (830) 779-2181 extension 2232.

Student Acceptable Use Policy

La Vernia ISD declares the following unethical and unacceptable behavior just cause for taking disciplinary action, suspending or revoking access privileges, suspending or expelling the student, and/or initiating legal action in any case in which the student:

- Uses the network and/or any attached equipment for illegal, inappropriate, subversive or obscene purposes or activities. Illegal activities shall be defined as activities violating local, state and/or federal laws, including use of the network to commit forgery, fraud or assist in the commission of a felony. Inappropriate use shall be defined as a violation of the intended educational or administrative use of the network. Subversive activities shall be defined as activities undermining the security of local, state or national governments, or activities intended to cause mental anguish, bodily injury or death to any citizen or group of citizens, including “cyber-bullying” and “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via email or messaging forums). Obscene activities shall be defined as a violation of generally accepted social standards for use of a publicly-owned and operated communications vehicle, including possession or transmission of any form of pornographic or erotic material;
- Uses the network and/or any attached equipment for any illicit activity, including violation of copyrights, patents, institutional or third-party copyrights, license agreements or other contracts, whether the activity is conducted via the public Internet, private intranet or through peer-to-peer file sharing. Illicit activities also include transmitting or accessing information designed to aide or abet an individual or group in violating the law, including all forms of access to gang-related, terrorist-related or organized-crime-related web sites, weblogs and bulletin boards;
- Uses the network and/or any attached equipment to obtain and/or distribute illegally (“traffic”) via the public Internet, private intranet or through peer-to-peer file sharing any and all digital music, video, movie and/or software from copyrighted sources. This expressly prohibits accessing, executing or installing Internet and/or peer-to-peer file sharing software and prohibits accessing websites and web rings designed to traffic or disseminate non-public-domain content and entertainment including, but not limited to, MP3 audio files, videos, movies, and executable software code;

- Intentionally disrupts network traffic, deliberately “crashes” the network or connected systems or tampers with communications cabling and/or devices;
- Damages or destroys computer and/or network equipment or deliberately degrades system performance, including executing “Denial of Service” or similar attack code and/or infection of computers or servers with viruses or malware;
- Discloses his/her password to another student or attempts to disclose or discover another student’s or teacher’s password;
- Attempts to copy District-owned software for personal gain, attempts unauthorized transport of District-owned software beyond District boundaries, attempts to install privately-owned software onto a computer or the network or transmits any software via electronic mail or the Internet;
- Downloads, transfers, accesses or otherwise installs programs and/or executable code or files onto any computing device without teacher permission and supervision;
- Uses La Vernia ISD network or computer resources for commercial or financial gain;
- Steals or vandalizes data, equipment or intellectual property;
- Gains or attempts to gain unauthorized access to internal and external resources or entities, including “hacking” into networks, web sites, weblogs (blogs) or bulletin boards;
- Gains or attempts to gain unauthorized access to external resources or entities via use of Internet proxy sites and/or proxy servers designed to bypass District monitoring, security and content filtering devices;
- Forges or alters electronic mail messages or faxes, posts anonymous messages, acts as a “troll” (lurking anonymously on message boards for the purpose of disparaging other users), engages in “flaming” (flaming is a hostile and insulting interaction between Internet users, typically via e-mail or messaging forums),
- Invades or assists others in invading the privacy of an individual or group, including “cyber-bullying” and the use or deployment of any form of identity theft or phishing executable code or software;
- Possesses or conveys any data in any form including magnetic (disk/tape/memory device), optical (CD-ROM) or hardcopy (paper) which might be considered a violation of these rules.

Once logged into the system, students will be held accountable for all activities and data transfers occurring on their computer. Any illegal or illicit use will be tracked to the student logged in. Students will be held accountable for their computer whether they or another student initiate the activity and must not let other students access their computer. **Students must properly log off the system before leaving their computer.**

Group computer usage in which multiple students simultaneously share access to a single computer is permitted only under direct teacher supervision. It is the responsibility of the teacher to monitor group activity and prevent illicit use.

Usage of Personal Electronic Devices:

Students are restricted in their usage of student-owned personal electronic devices on District property and at District-sponsored events. Personal electronic devices include but are not limited to student-owned desktop, laptop, tablet and handheld computing devices, whether wired or wireless, USB drives, cameras and cellular telephones.

The following activities are regulated by the Acceptable Use Policy:

- Students are prohibited from using a Blackberry-type device (combination cellular phone including handheld computer and web browser functionality), traditional cellular phone or a camera phone (a cellular phone including a camera capable of capturing and transmitting still or full motion images) in any way that violates School or District policies, including illicit and illegal use.
- Students are prohibited from using **any** cabled or wireless (Wi-Fi) IP phone device, such as the Vonage V-Phone, on the District network.
- Students are prohibited from using film or digital cameras and film or digital camcorders in any way that violates School or District policies, including illicit and illegal use.
- Students are prohibited from using any handheld media player device (such as an iPod) or any portable handheld computing or gaming device (similar to a PSP) in any way that violates School or District policies, including illicit and illegal use.
- Students may not use any personal electronic devices or media including but not limited to CD/DVD burners and USB “pen” or “jump” drives (USB keys) to illegally duplicate and/or distribute copyrighted materials including music, video, movies and software.
- Students may not load a bootable, alternate operating system on any District-owned computer or attempt to boot a District computer directly from any student-owned source or media, including floppy disks, CD/DVD discs or USB devices (“pen” or “jump” drives, USB keys, USB hard drives or USB CD/DVD drives).
- Students may not acquire, through wired or wireless connection, District-provided network or Internet access from any student-owned computing device whether desktop, portable, tablet or handheld, without the prior permission of their instructor and the Technology Department.

Violations of these policies will result in the immediate confiscation of the involved device(s) or media as appropriate. Depending upon the nature and severity of the violation, the confiscated device(s) or media may be held in evidence indefinitely.

Disclaimer

The District shall not be liable for any student's inappropriate use of electronic communication resources, violations of copyright restrictions, users' mistakes or negligence or costs incurred by students. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet/World-Wide Web.

The District attempts to block, restrict, impede, or otherwise seeks to limit student access to web sites known to distribute file-trafficking software. Reasonable attempts are made to monitor student content maintained on District systems. It is the policy of La Vernia ISD to disclose information to the extent allowed by law when responding to notices of infringement received from copyright holders.

Electronic mail transmissions, faxes, and program or data files sent, received, created or accessed by students are not considered confidential and may be monitored at any time by District staff to insure appropriate use of the educational technology.

La Vernia ISD has the right to restrict or terminate Internet, network or computer access at any time for any reason. The District also has the right to monitor Internet, network and computer activity in any way necessary to maintain the integrity and security of the network and the privacy and accuracy of user information.

Consequences of Violations of the Student Acceptable Use Policy

Consequences of violations include but are not limited to:

- Suspension or revocation of Internet access privileges
- Suspension or revocation of electronic mail and/or fax privileges
- Suspension or revocation of network access privileges
- Suspension or revocation of computer access privileges
- Any and all consequences defined in the Student Code of Conduct, including:
 - In-school-suspension or out-of-school suspension;
 - Expulsion; and
 - Legal action and/or prosecution by the authorities.

Remedies and Recourse

Students accused of violating the Student Acceptable Use Policy have full rights to due process and appeals as set forth in District Policy and the Student Code of Conduct

Please complete pages 59-61 and return to your child's homeroom teacher during the first week of school.

**APPENDIX IV
ACKNOWLEDGMENT FORMS**

| | |
|---|-------|
| _____ | _____ |
| Student's Printed Name (last, first) | Grade |

1. RECEIPT OF THE STUDENT HANDBOOK My child and I have received a copy of the La Vernia Intermediate Student Handbook for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

Parent Signature

Date

2. 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 LVISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of the 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.

The District has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, date and place of birth, as well as major field of study, degrees, honors, and awards received, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams. FL(LOCAL)

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

Parent: Please circle one of the choices below:

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

Parent Signature _____ Date _____

3. USE OF DISTRICT NETWORKS, COMPUTER SYSTEMS AND THE INTERNET

I understand that this form must be signed and returned to the School Office before my child is allowed access to District networks, computer systems and the Internet. By signing below, I acknowledge that I have received and read the District's Student Acceptable Use Policy in the "Student Handbook" (page 51) governing the use of educational technology and understand that I am obligated to become acquainted with the rules, procedures and policies outlined in the student handbook. I certify that I understand this policy, and that I have read and reviewed it with my child and explained its implications. I understand that I will be held accountable for my child's actions, and that disciplinary and/or legal action will result from violations of this policy. I authorize my child to use the computers (including educational computers, the educational network, e-mail, the Internet and World Wide Web) in this school district.

Parent Signature _____ Date _____

4. DISTANCE LEARNING AND MULTIMEDIA PROJECTS (Page 42)

La Vernia ISD students are often involved in activities that require taking pictures and developing audio or video files for multimedia projects, Internet web design, video taping, yearbook photos, distance learning virtual field trips, video courses and/or interviews. Some or all of the media produced may also be used by the newspapers, broadcast on television or radio, presented during a videoconference or used in District or School Board publications.

I give permission for my child to be video taped, photographed or interviewed, and to participate in distance learning virtual field trips for educational purposes. I understand that if I have any questions regarding the above, I can contact my child's teacher or principal.

I hereby give consent for my child to be photographed, video taped, interviewed, and to participate in distance learning virtual field trips. I understand that these images and recorded appearances may be used in newspapers, television and radio broadcasts, video conferences, may be posted on school web sites, and may appear in District or School Board publications.

I give my permission for my child's participation in the activities described in #5 above.

Parent Signature _____ Date _____

5. PERMISSION TO PRINT YOUR CHILD'S NAME IN MEDIA FOR RECOGNITION PURPOSES

I give my permission for my child's name and grade level to be released to the newspaper for purposes of school recognition, including photo captions, honor roll lists, etc.

Parent Signature _____ Date _____