

Creek Valley Middle School Handbook

2009-2010

Dear Parents and Students,
Welcome to school year 2009-2010! Teachers and staff want this year to be an especially successful one for each child. Please read this campus handbook carefully. Both students and parents also need to be familiar with the LISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. Please watch for it to be sent home.

The Student 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 other types of communication. Most recent Board policy or the Student Code of Conduct is to be followed. We strongly recommend that you review the entire handbook with your child and keep it as a reference during the school year. If you have questions, please contact a teacher, a counselor, assistant principal, or principal. Please complete and return the acknowledgment form that will be issued from your child's DEN teacher.

ARRIVAL/DISMISSAL

Students arriving on campus should report to the cafeteria. If students are not picked up by 4:15, they will not be supervised by school personnel; parents assume full responsibility. Unless a student has a note from a parent or teacher to leave the cafeteria in the AM, the student will not be permitted to go to another area of the building or campus. Once students are dismissed from school and unless involved in an activity under the supervision of a teacher, the students must leave campus by 4:05 PM.

ATHLETICS

Students participating in the athletic program must have a physical examination form completed and returned to the coaching staff prior to practice or tryouts. CVMS has high expectations for behavior and academics for our athletes. It is a privilege not a right to be a part of the Wildcat Athletic Program. Students not making a specific team are required to participate in the off-season program. Criteria must be met to participate in the 8th grade athletic program. Athletes whose behavior is inappropriate may have office as well as athletic consequences.

ATTENDANCE POLICY

Attendance laws: State law requires that students be in attendance for 90% of the days in

which the class is offered. Once a student has 19 absences in any class, credit will be denied. The campus attendance committee will meet to consider restoring credit. Students may recoup skills lost during the 6 wks in which absence occurred.

Truancy: All truanancies or skipping class are unexcused absences. A student is unexcused and truant when absent without parental knowledge and/or consent.

Student absence:

- Call school by 10 AM and send note (child's name, grade, and the reason).
- Doctor/dental note required for visits.
- Admit pass needed for Arrival after 8:45
- After 3 days-ask office to get work.

Religious Holy Days: Students shall be excused from attending school for observing recognized religious holy days when it is a tenet of their faith that they must be absent from school during such time and if, **prior** to the absence, the parent submits a written request for the excused absence to the principal.

Makeup work: The student is responsible for getting makeup work from his/her teachers for assignments missed during an excused absence. Students have 1 day for each day they are absent in which to complete and turn in makeup work. Class assignments are not given prior to a child's absence. Once a student has been absent for 3 consecutive days, the parent may request assignments by 8:30 AM for pickup by 4 PM. The parent should call the office and make the request to the receptionist.

Planned absences-trips: Parents requesting their child to miss days for a planned absence must send a letter/email to the principal explaining the educational value or necessity for the student to miss school. Assignments will not be sent prior to the absence. Students are required to write a one-page essay for each day absent stating what they learned of educational value as related to core subjects: science, math, social studies, English, reading. When students return, they should give the essay/s to the attendance clerk to obtain an excused admit pass; then they may request assignments from the teacher.

Withdrawal/transfer: A parent request and signature is required for a student to be withdrawn from school. Parents should provide the name of the school in which the student will next enroll. A parent requesting that the student

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be transferred to another LISD campus should contact Student Services for the proper form.

AWARDS AND HONORS

Personality Awards: Students who are passing all classes at the end of the first semester, who have no more than 2 N's and no "U's" in citizenship, 90% attendance, no office referrals, and who are nominated by their teachers may be selected for one of these awards. An assembly will be held to present the winners.

BACTERIAL MENINGITIS

What is meningitis? Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, fungi, parasites, and bacteria can cause meningitis. 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 yr. 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 that 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? None of the bacteria that cause meningitis are as contagious as diseases like the common cold or flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ **does not** cause meningitis in most people. Instead, most people become **carriers** of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances including 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. 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%) but can cause mild side effects, such as redness and pain at the injection site

lasting up to two days. Immunity develops within 7-10 days after the vaccine is given and lasts for up to 5 yrs.

What you should do if you think you or a friend might have bacterial meningitis? Seek prompt medical attention.

For more information: The school nurse, family doctor, and the staff at your local or regional health dept. office are excellent sources for information on all communicable diseases. You may also call your local health dept or Regional TX Dept of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Dept. of State Health Services www.dshs.state.tx.us.

BOOK BAGS

Students may bring book bags to school. However, book bags will not be allowed in the classrooms. Neither book bags nor zipper notebooks are to be brought the last week of school.

BUS TRANSPORTATION

Bus transportation is provided for students at CVMS. Students are dropped off and picked up at the bus drop off area located near the breezeway entrance. Information about bus routes and schedules is located on the breezeway windows. Students are expected to follow all bus rules and instructions. Specific rules include the following:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.
- Keep all body parts and objects inside the bus.
- No higher than Voice Level 1 should be used.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will result in consequences, which may include loss of privilege to ride the bus.

CAFETERIA RULES

Meals: CVMS offers both a breakfast and a hot lunch program. Families who are unable to afford the regular lunch and breakfast prices may obtain applications from the office for free or reduced meals. The office does not loan money for breakfast or lunch.

Lunch visitors: We prefer that parents do not bring outside food for a child's lunch. Parents may NOT provide food for children other than their own. After checking in the office and obtaining a visitor's badge, parents are welcome to

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eat lunch with their child. A parent must accompany any visitor wishing to eat with his/her child. Procedures: Students must keep all food in the cafeteria. Students should get all food and/or drink needed prior to being seated. Each 6 weeks students sign up for a designated lunch table. Students are expected to deposit all lunch litter in wastebaskets and return trays and utensils to the designated spot after eating. Good behavior and table manners are expected. Possible consequences for failure to follow cafeteria rules include: clean-up duty, lunch detention, and/or office referral.

CELL PHONES

Students are prohibited from using, have visible or audible paging devices, cellular phones, or such devices during the posted school day times. Students in violation are subject to disciplinary actions including \$15 fee per offense. Phone must be picked up by parent.

CHECK ACCEPTANCE POLICY

If a check is written to any LISD campus, club, or organization and returned unpaid by the parent's bank, LISD or its agent will redeposit the check electronically. Plus, the district will electronically collect a returned check fee of \$30 plus applicable sales tax. The use of a check for payment is your acknowledgment and acceptance of this policy and its terms.

CLINIC

The student must have a pass from a teacher to go to the clinic unless it is an emergency. If a student needs to go home due to illness, he/she must check out through the clinic and call a parent from the clinic. Parents shall complete an emergency care card each year that includes a place for parental consent for school officials to request treatment for the child as per law.

CLUBS AND ORGANIZATIONS

National Junior Honor Society—Membership is open to students meeting the following: service, scholarship, leadership, character and citizenship. Students must have a GPA of 92 or higher from 1st sem avg. Five additional points are added into the GPA for each PreAP class. A teacher committee reviews candidates for eligibility based on set criteria and approves selection into the organization. Students

seeking to be considered should complete the necessary information packet. Once inducted students must continue to meet eligibility/set criteria to remain in good standing. New members are inducted during the second semester.

Student Council--Students wishing to be considered as a member should complete the necessary packet of information by the deadline, be passing all classes, have satisfactory citizenship, and be elected by their peers.

Cheerleading Squad--Middle school cheerleading is open to all 8th grade students who want to participate. All cheerleaders will belong to the squad, which will be under the direction of campus coaches. Students are required to pay for their uniform and other equipment. UIL eligibility applies.

Other clubs/organizations on campus include: Annual, band, speech/theatre, chess, guitar, scrapbook, science, Pen2Paper, Math Counts, reading, choir, and orchestra.

COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted. Among the more common of these diseases are the following: Amebiasis, campylobacteriosis, chicken pox, common cold with fever, fifth disease, gastroenteritis-viral, giardiasis, head lice, hepatitis A, impetigo, infectious mononucleosis, influenza, Rubella measles, bacterial meningitis, mumps, pinkeye, ringworm of the scalp, rubella, salmonellosis, typhoid fever, scabies, shigellosis, whooping cough, streptococcal disease invasive, tuberculosis.

COMMUNICATION AVENUES

Campus newsletter-The Paw Print

The newsletter is compiled by school personnel and posted on the campus website. A few times a copy is sent home with the progress and/or report cards. *Campus Calendar and Website-www.lisd.net/schools/cvms/index.htm*
Other sources: marquee/teacher letters

COMPUTER ACCESS-ACCEPTABLE USE

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Only students who have been authorized by LISD and who are under direct supervision of designated district employees are permitted to use a district computer or to access any local network/outside telecommunications resources such as TENET or the internet. Prior to such authorization, the student and the child's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation. Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else, transmitting obscene pictures or messages, revealing personal addresses or telephone numbers (either their own or another person's), or using the network in a way that would disrupt use by others.

COMPUTER DISKETTES

Due to network security issues, students are prohibited from possessing any computer diskette, personal or school-owned, while on school grounds.

DEN

This is a thirty-two minute advisory class on Wednesday and Thursday mornings. Various activities will include character education, communication and handouts to parents, additional tutoring, TAKS, large meetings as approved by the principal, and other activities deemed necessary.

DISCIPLINE

To achieve the best possible learning environment for all our 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 school-sponsored activities. LISD has disciplinary authority over a student regardless of time or location:

- During the regular school day and while a student is going to and from school on District transportation,
- Within 300 feet of school property,
- While a student is in attendance at any school-related activity,
- For any school-related misconduct,

- When retaliation against a school employee/volunteer occurs or is threatened,
- When a student commits a felony, as described by TX Educ Code 37.006,
- When criminal mischief is committed on/off school property or related event.

Consequences of misbehaviors

- Bus suspension may result if a student fails to follow rules of conduct on a school bus or at bus stops.
- Detentions may result from the teacher or office for infractions. These detentions may be of 15, 30 minutes, 1 or 2 hours in length scheduled before/ after school. If arrangements are not made with the teacher or administrator prior to missing a detention, the students will be required to serve the missed detention plus the next level of consequences.
- ISS-In-School Suspension is held during the regular school hours. Teachers send class assignments to the ISS instructor. Administration provides learning packets in which students are required to successfully complete as a part of their consequences.
- Home suspension is a consequence in which the student is not allowed to attend school or be on campus.
- DAEP-Discipline Alternative Education Placement is held at the Lewisville Learning Center, off-campus temporary placement, to which the district does not provide transportation.
- Expulsion is required for some offenses as specified by state law 37.007. An expelled student is withdrawn from CVMS, may not attend any activities in LISD, and is required to enroll in Juvenile Justice Alternative Education Program in Denton County. A student shall be expelled from school if the student commits a serious offense on school property or while attending a school-sponsored or school-related activity on or off of school property.

Administrators may conduct interrogations and searches as part of an investigation of any incident. Students shall not place, keep, or maintain any article or materials in

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school-owned lockers that is forbidden by district policy or that would lead school officials to reasonably believe that it would cause a substantial disruption on school property. Lockers are subject to search upon reasonable cause. Carrollton Police Dept and/or SRO officer/s may be asked to assist school personnel with any student misconduct that is serious. Citations for fighting and/or arrests for criminal behavior are options that school personnel may request.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits LISD to take action against any person—student or not—who interferes with the learning environment of the campus. See specifics in Student Code of Conduct.

DISTRIBUTION OF MATERIAL

All material intended for distribution to students that is not under the district's editorial control must be submitted to the principal for review and approval. If the material is not approved within 24 hours of submission, it must be considered disapproved. Students are not to bring, try to sell, or distribute food items or other items that are fundraiser items for non-school organizations.

DRESS CODE

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

- All students must be clean and neatly groomed with hair out of student's eyes.
- Student's hair, by the nature of the color or style including designs, shall not tend to create a distraction. Designs should NOT be cut into a student's hair nor should eyebrows be cut indicating possible gang involvement. Any of these infractions must be corrected or student faces discipline consequences.
- Students may not wear tongue rings, facial jewelry or facial decoration including body piercing.
- Male students may wear one small stud earring or one small loop earring in one

or both ears. Female students may wear appropriate earrings.

- Clothing, which in the opinion of the professional staff would be deemed inappropriate or offensive for school in general shall not be allowed (among but not limited to sweatbands [outside of athletics]), bike shorts, soccer shorts, athletic shorts, cut-off shorts, running shorts, boxer shorts, mini skirts, split sides, see-through clothing, halters, midribs, fishnet tops, tank tops, low-cut tops, garments too tight, lettering on the rear of pants or shorts, or pants not worn at the natural waistline.
- Midribs should not be exposed.
- Shorts worn by all should be of appropriate length (at least mid-thigh or longer in length) and must maintain modesty.
- Pants/shorts worn by male students should be worn at the natural waistline.
- Skirts worn by female students must be of appropriate length and style to maintain modesty even with tights/leggings.
- Appropriate undergarments shall be worn and straps must be completely covered by outer garments.
- Students may not wear clothing that advertises by name or symbol any products that are not permitted in schools, including but not limited to: violence, suggestive slogans, tobacco, alcohol, drugs, profanity and obscenities.
- Caps, hats, bandannas, headscarves, hair rollers, hair curlers, sweatbands, or other similar hair grooming items are not to be worn by male or female students in the school building.
- Flip-flops and house shoes pose a safety issue; it is recommended that they not be worn. Appropriate shoes are required, especially for PE or athletics.
- Administration reserves the right to determine any inappropriate clothing that it feels is inappropriate for the school environment.
- Pants that appear to look like pajamas shall not be worn.

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EARLY RELEASE

Options: (1) Time Saver: Call the school and request that the child have an early release for set time. Child may check in the office for the ER pass and come to the office at the specified time. Parents show ID and check child out. (2) Parents arrive at school and request child be released. School personnel sends for student. Parent signs child out. Because instruction is important, doctor and dentist appointments should be scheduled at times when the student will not miss class. A student will be released to a parent/guardian once picture identification has been presented to office personnel. In cases of emergency or parent request, a student may be released to a person listed in the student's records as having permission from the parent.

EMAIL COMMUNICATION

School personnel may communicate with parents through internet provided that the parent has granted permission, signed, and returned the Email Communication Form to the school.

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or event when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies or medications. Parents are asked each year to complete an emergency care consent form and to keep emergency care information up-to-date (doctor, emergency numbers, allergies, medication). Please contact the school nurse to update any information.

EXPECTED BEHAVIOR

Students are expected to daily behave appropriately and show respect for each other and school personnel.

- ✓ Keep hands and body parts to one's self.
- ✓ Use soft voices.
- ✓ Respect the rights and property of others.

VOICE LEVELS

- 0=No Talking
- 1=Whispering
- 2=Conversation
- 3=Presentation
- 4=Pep Rally

Appropriate Hallway Behavior

Walk in 1's or 2's on the right at a moderate pace
Appropriate language that is courteous and respectful
Level 2 voice
Keep body parts and objects on one's self

CVMS Expectations

Conduct yourself appropriately by not bringing gum, candy, or food into the classroom, and by leaving toys such as CD and tapeplayers, radios, electronic games at home

Value yourself by showing respect for teachers, administrators, and fellow students and by using low, soft voices, walking, and keeping body parts to one's self

Monitor yourself so that you have all supplies in class each day: textbook, pen, paper, pencil, planner

Succeed by being in your seat and ready to work when the tardy bell rings, keeping your materials organized in both your binder and your locker, and attending class each day prepared.

EXTRACURRICULAR ELIGIBILITY

A student will be eligible to participate in extracurricular activities unless a student receives, at the end of any grade evaluation period, an average grade below 70 in any class. If the student is ineligible, he/she may practice with the team but will not be able to dress out or participate in any competition. The student regains eligibility when the student has earned a passing grade of 70 in all academic classes at the next grade-reporting interval. Sponsors of student clubs and performing groups such as band, choir, orchestra, cheerleading, and athletics 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 local policy will apply in addition to any consequences specified by the organization.

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FIELD TRIPS

School sponsored field trips require parent signature for student participation. Students are required to ride the bus to and from the event. Exceptions may be granted with prior written request from the parent. All district and campus policies apply.

GRADES

All work and class work is due at the specified time as indicated by the teacher.

- eSEMBLER is a web-based program used by LISD for maintaining grades. Parents can log on and see their child's grades:
<http://www.LISD.net/sembler/index.htm>
- **Major grades** include, but not limited to, tests, essays, research papers, projects which are expected to be turned in on the due date. If an emergency arises, the major assignment may be turned in 1 day late with a max grade of 70.
- **Minor grades** include quizzes, daily homework assignments, journal entries, and other work specified by the teacher. No late work will be accepted. These assignments are considered to be pre-assessments. At the end of each six weeks, the lowest minor grade will be dropped.
- **Major test** is defined as one which measures mastery in a unit of study.
- **Pre-assessment** is used to determine students' readiness. Based upon analysis of the pre-assessment, teachers will reteach as needed prior to administering a major test. Techniques to be used for pre-assessment include but are not limited to: oral check, written quiz, satisfactory completion of homework, completion of study guides. When non-mastery is perceived, the teacher will monitor students' progress by the following methods: grades below 70, checking for understanding and comprehension.
- **Reteaching** is to be used by the teacher if based on pre-assessment the student is not attaining 70. Sample strategies for reteaching include: mandatory tutorials where material is retaught in individual or group format; peer tutoring within the class period or tutorial period; use of warm-up activities; supplementary materials/alternative instructional materials over previously taught materials/concepts in which students lack mastery; increase use of examples, manipulatives or models; collaborative/ cooperative learning; TAKS remediation classes and/or techniques; adjustments to pace; regrouping within the class; individual assistance; multi-sensory teaching techniques; computer-assisted instruction; utilization of special education or ESL (when appropriate); materials represented on a daily basis; presentation of the materials in a modified modality appropriate to meet the needs and learning style of the individual student (i.e. taped reading materials, visual aides, manipulatives)
- **Retesting** will be done following re-teaching if, in the professional judgment of the teacher, the students have put forth a concerted effort and fulfilled pre-assessment expectations. Retesting will occur by student/teacher arrangement outside the regular classroom time. The teacher will provide the opportunity for retesting; the student must take the initiative to retake the test. Only one retesting will be offered. Opportunities are provided to address retesting through one or more of the following methods: demonstration of mastery of material through a medium other than the written test; oral proof of mastery; a different version of the test or the same test; revision within the writing process; test correction; computer-aided testing. Retesting will take place within the grading period in which the test was originally given. Exceptions to retesting: unexcused absence, cheating, refusing to or failure to complete and turn in class work or homework assignments designed to prepare students for either test, habitually failing major tests on the first attempt and failing to take

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advantage of reteaching opportunities, creating a disturbance that results in an office referral during reteaching and/or retesting, failing to consistently take advantage of mutually acceptable scheduled tutorials, failure to take a retest at the appointed time, failure of semester exams. When the teacher provides opportunity for retesting, the student must take the initiative to retake the test. Only one retesting will be offered. Assignments which culminate a unit of instruction, reteach/retest (CBA) does not apply. The test/major assignment is considered to be the second opportunity for students to demonstrate mastery of previously non-mastered concepts. The highest score a student can earn on a retest is a 70. However, both the original score and the retest score will be recorded in the grade book. Ex: A student's original grade is 52. On the retest, the student scores an 85. The highest grade the teacher may record for the student is a 70 that is used in averaging the 6-wks grade. A student earns an original grade of 68. On the retest, the student earns a 62. The teacher records both grades, but uses the higher of the two, the 68, in determining the 6-weeks grade. Grades for products that result from a full, extended process, such as lab practicals, process/research papers do not fall within the reteach/retest guidelines.

GUM

Gum chewing is not allowed anytime or anywhere on campus. Students chewing gum will receive consequences.

HALL PASSES

Each 6 wks students will have 8 passes (located in the planner) to use to go the restroom, locker, retrieve items lost, or use the phone. Permission from the teacher is required prior to use so not to interfere with instruction. Students who leave a class for any reason must have with them a written hall pass from the teacher. This is the student's responsibility.

HEALTH AND SCREENINGS

Vision and hearing screening is mandated for new students and Grade 7. Spinal Screening is done on student in Grade 8. Acanthosis Nigricans screening is done in Grade 7.

IMMUNIZATION REQUIREMENTS

All immunizations should be completed prior to enrollment. Students must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The statement must be renewed yearly. The immunizations required are: mumps, diphtheria, rubeola (measles), rubella, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A & B, and varicella (chicken pox). The school nurse can provide info on age appropriate doses or on an acceptable physician-validated history of illness required by TX Dept of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with appropriate signature.

INJURIES

The Texas Tort Claims Act states that school districts in Texas are immune from any liability because of bodily injury or property damage which occurs as a result of the operation of the school district except for the operation of motor vehicles. LISD is not financially responsible for any student, parent, volunteer, or visitor injury that occurs on any property owned by LISD or while the injured party was under the supervision of the District, unless the injury was the direct result of the District's use of a motor vehicle. If you have questions, please contact the District's Insurance Office at 972-539-1551. LISD does maintain student accident insurance for UIL participants 7-8 grade Max \$25,000 per injury. Any student that is injured as the result of participating in the activity is covered on a secondary basis by a policy purchased by LISD. Parents must first file on their own insurance. The LISD accident policy will only pay after the parent/s has filed on his/her own policy and submits proof. In addition, LISD makes available each year a voluntary accident policy that parents can purchase for their children. Brochures and/or letters are sent home with students each year offering this coverage.

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LAW ENFORCEMENT

When law enforcement officers or other lawful authorities wish to question or interview a student at school, identity of the officer or other authority will be verified and recorded. He/she will be asked 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 and be present unless the interviewer raises what the principal considers to be a valid objection and will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. TX law requires the district to permit a student to be taken into legal custody if the law authority provides official authority.

LIBRARY

Library hours are 8:15 AM-4 PM. Two books per week may be checked out for per 2-weeks. If more books are needed for special reports, check with the librarian. Restitution is required for lost and damaged books.

LOCKERS

The school maintains jurisdiction of lockers. Individual students will be assigned lockers and a combination. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain that it is locked and the combination is not available to others. Searches of lockers may be conducted at any time there is reasonable cause to do so, whether or not the student is present. Unacceptable items should NOT be stored in the locker. Students should NOT share lockers or combinations with other students, deface the lockers, apply stickers or tape to locker, nor leave food in locker overnight.

LOST AND FOUND

All items are turned into the office and stored in the closet for lost and found. Each six weeks items not claimed are donated to those in need.

MAKEUP WORK

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

who have excused absences are allowed to submit assignments for credit. Class assignments are not given in advance of a student's absence. Once a student has been absent for 3 days, the parent may request assignments by 8:30 AM for pickup by 4 PM.

MEDICINE AT SCHOOL

No LISD employee will give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees, per policy, -If the medication is prescription, it must be provided by the parent, a written request, and be in the original, properly labeled container. -If the medication is nonprescription, it must be provided by the parent, a written request, and be in the original, properly labeled container. --If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if the student's Individual Educ. Program (IEP) or Section 504 Plan requires it. Emergency situations, per LISD policy.

A student with asthma who has written authorization from his/her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school events. The student and parents should see the school nurse if the student has been prescribed asthma medication for use during the school day.

MOVIES/VIDEOS

Teachers sometimes show a movie/video that directly relates to the curriculum. A Parent Notification will be sent home with the student prior to the teacher showing the video/movie. If parents object to their child viewing the video/movie, they should send a written note to the teacher stating their objection. The student will be given an alternative assignment.

NONDISCRIMINATION

LISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education services, activities and programs, including vocational programs, in acc. with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educ. Amend. 1972; Sect. 504 of the Rehab. Act 1973, as amended.

OPEN HOUSE

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Fall Open House is set up with a mock bell schedule so parents can move from class to class to meet each teacher. Spring Open House starts at 6:30 PM with emphasis on information about registration for next school year.

PARENT INVOLVEMENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that strives on communication.

- ✓ Check your child's planner each day.
- ✓ Check the school's website.
- ✓ Discuss with the counselor, asst. principal, or principal any questions you may have about the options and opportunities available to your child.
- ✓ Monitor your child's grades.
- ✓ Request/attend scheduled conferences.
- ✓ Review your child's student records.
- ✓ Criminal background checks are required to volunteer or chaperon; complete an on-line form through LISD.

PLANNERS

Each student will be issued a school planner that contains a copy of the campus handbook, school calendar, and passes that may be used each six weeks. Students are charged a pass to use the restrooms, go to their locker during class time, to use school phones, to receive delivered items such as homework or lunch money. It is the student's responsibility to keep up with the planner. Replacement planners will cost \$6 each and will not contain any passes. A limited number of replacement planners are available. A \$5 donation is requested to help cover the expense of the planner.

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the US flag and the Texas flag each 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.

POSTINGS

Permission from the principal is required before posters, flyers, and other such materials may be placed on school walls or passed out.

PRIVILEGES REVOKED

Privileges to participate in many groups/activities may be revoked for the following reasons:

1. Attendance-truancy, excessive tardiness
2. Discipline-referrals and/or suspensions
3. Academics-failing 1 class or more
4. Unpaid school fees or fines

Privileges may be revoked from field trips, socials, assemblies, contests, concerts, Student Council, NJHS, office workers, recognition programs, computer access, and/or any special event.

RADIOS, CD PLAYERS, IPODS, MP3, ELECTRONIC DEVICES, GAMES

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, cards, or electronic devices or games at school, unless prior permission has been obtained from the principal. If permission is granted, the student assumes total responsibility of the item. Without such permission, teachers will collect the item and turn it in to the assistant principal's office. The administrator will determine whether or not 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 to the school's discipline management plan.

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Promotion: Course assignments and unit evaluations shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade. Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be incorporated into unit or final exams or may be administered separately. Mastery of at least 70% of the objectives shall be required. Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level standards for all subject areas and a grade of 70 or above in math and language arts. In addition, a grade of 70 or above on a scale of 100 shall be required in

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either social studies or science. Beginning in 2007-08, students must pass TAKS math and TAKS reading for promotion to 9th grade unless placed by the grade placement committee.

Report cards/progress reports: Written copies of your child's grades are issued to you each 6 wks-progress reports (end of the 1st 3 wks) and a report card at the end of the 6 wks. Both should be signed and returned to your child's DEN teacher.

Conferences: Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, assistant principal, or principal. A parent who wants to meet with a teacher may call the office for an appointment, leave a voice mail message, or email the teacher.

SCHOOL/PTA SOCIALS

All socials are for CVMS students only. Students in attendance will not be allowed to leave early from a social unless the parent comes to get the student. Tickets are sold in the breezeway before school. Generally, all tickets must be purchased prior to the event.

SEMESTER TESTS

First and Second Semester tests count 10% of the semester average and are given the last 3 days of each semester. Tests may NOT be taken prior to the scheduled time or day.

SITE BASE DECISION MAKING TEAM

One parent representative is nominated and elected to serve for one year as member of the Creek Valley Leadership Team.

SKATEBOARDS/BICYCLES/SKATES

Students are to carry their skateboard and walk bicycles on campus. Once on campus the item must be chained to the bike rack during the school day. Skates are not to be used on campus and should be stored in student's locker. Violations will result in discipline actions.

STUDENT/PARENT COMPLAINTS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher. For those issues

that cannot be handled so easily, the next level is an assistant principal, and then the principal.

STUDENT WITH LEARNING DIFFICULTIES

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 one of the CVMS counselors 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 yes, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and report within 60 calendar days of the date the district receives 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*.

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights (18 or older OR who is attending an institution of postsecondary education). The law specifies that certain general information about LISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it including:

- Student's name, address, telephone number, and date and place of birth, email address.
- The student's photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

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- The student's dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

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 after the parent has been provided this notice. Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential education 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 eligible, control of the records goes to the student. 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. (school officials, staff)
- Various govt. agencies/ subpoena or court order
- A school to which a student transfers/ enrolls.

The principal is custodian of all records for currently enrolled students and withdrawn students. Records may be inspected during school hours. Copies of student records may be requested but will not apply to all records such as personal notes on a student/former student.

Change of address and/or phone number

In order to make address changes, the parent must submit proof of address change to verify residence in the campus attendance zone.

TARDY POLICY

On the 4th tardy to a class for the school year, students will be given an office referral and will be required to serve an hour detention for the first offense. Consequences increase if the tardiness is not corrected. Teachers may assign consequences prior to the office referral.

TESTING

The following subjects and grade levels will administer TAKS testing: Reading 6, 7, 8; Math-6, 7, 8; Writing-7; social studies-8; science-8.

Other types of state tests are administered as the state requires. Eighth grade students must pass both math and reading TAKS to be promoted to 9th grade.

TELEPHONE USE

School phones are for school business. Students and parents are encouraged to make sure transportation arrangements are made prior to students coming to school. Students will be required to use one of their planner passes in order to use the office phone after gaining permission from office personnel.

TEXTBOOKS

Textbooks will be issued at the first of school. The student/parent is responsible for the proper use and care of textbooks and are responsible for stolen, lost, or damaged text-books and are required to pay the school for any replacements or fines. Texas Education Code 31.104(d): Each student/parent is responsible for each textbook not returned by the student. A student who fails to return all text-books forfeits the right to free textbooks until each one previously issued but not returned is paid for.

VIDEO/AUDIOTAPING OF STUDENTS

Visitors are not permitted to photograph, audio or videotape students or classroom instruction. Student confidentiality must be maintained. State law 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 school activity, or media coverage of the school.

VISITORS TO THE SCHOOL

Visitors must check in the office and present picture identification. Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher and so long as the visitor's duration/frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Visitors other than parents are not permitted to attend classes or lunch with students.

WHAT IS IT?

DEN-advisory time Wed. & Thurs. mornings;
hub of communication

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Detention-consequence for misbehavior; teacher or administrator assigned

Planner-organizer issued to each student; contains campus handbook and passes

Lockers-assigned individual combination locker in hallway plus PE locker in PE dressing area

ID Card-photo picture ID from fall picture; used in cafeteria and library

Backpack-great for taking items back and forth to school but remains in locker at school

Cell Phone-okay to have but \$15 fee, taken up, and consequences if used, audible or visible during posted school day times.

WILDCAT CAMP

During the first two days of school students will participate in activities prepared to orient students to the facility, lockers, curriculum, cafeteria procedures, discipline management plan, campus expectations and traditions, and school personnel and their roles. Clothing requirements for physical education will be available during Wildcat Camp.