

Medina Valley Middle School

8395 FM 471 S
Castroville, Texas 78009



**Student Handbook
2009-2010**

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Medina Valley Middle School

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Administrative/Office Staff

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Mrs. Cindy Wisener	Counselor
Mrs. Diana Humiston	Student Success Specialist
Ms. Kona Brunkenhoefer	Social Worker/ Counselor
Mrs. Dana Rutherford	School Nurse
Mrs. Carol Hagen	Computer Instructional Technologist
Mrs. Karen Ashinhurst	Sp. Ed. Department Chair
Mrs. Melinda Burell	Campus Secretary
Mrs. Robin Schneider	Receptionist
Mrs. Eva Jimenez	Attendance Clerk
Mrs. Chris Iozzi	Counselor's Secretary/Registrar

Administrative Staff

Mr. James Stansberry	Superintendent of Schools
Mr. Paul Holzhaus	Assistant Superintendent of Operations
Mr. Michael Nesbit	Assistant Superintendent of Instruction, Curriculum & Assessment
Mr. Chris Martinez	Assistant Superintendent for Human Resources and Public Relations
Mr. Tommy Ellison	Director of Plant Management
Dr. Lonna Clinch	Director of Special Education
Mr. Carl Lyles	Director of Technology

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Preface

To Students and Parents:

Welcome to school year 2009-2010! Education is a team effort, and we know students, parents, teachers, and other staff members, all working together, will make this a successful year for our students. The Medina Valley Middle School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year.

In an effort to make it easier to use, the handbook is divided into 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, and extra-curricular 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.

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 also need to be familiar with the Medina Valley ISD Discipline Management Plan and Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and in the principal’s office.

The student handbook is designed to be in harmony with Board policy and the Medina Valley ISD Discipline Management Plan and Student Code of Conduct adopted by the Board. Please be aware that the handbook is updated annually, while policy adoption and revision takes place throughout the calendar 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 encourage parents to review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out form 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 board policy. A copy of the district’s policy manual is available for review in the district office or online at <http://www.mvisd.com>.

Section I Important Information for Parents

This section of the Medina Valley Middle School Student Handbook includes information on topics of particular interest to you as a parent.

Parental Involvement Working Together

Both experience and research tell us that a child’s education succeeds best when there is 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.
- Reviewing the information in the Student Handbook (including the attached Student Code of Conduct) with your child and sign

and return the acknowledgment form(s). A parent with questions is encouraged to contact the principal.

- 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. (See section on Academic Counseling)
- Exercising the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Attending scheduled conferences and request 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)931-2243 ext. 1161 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, see policy GKG and contact John Slaton, Principal.
- Participating in campus Parent Teacher Organization (PTO).
- Offering to serve as a parent representative on the District-level (DWAC) or campus-level planning committees (CPOC) assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact John Slaton, Principal.
- 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.
- Attending School Board meetings to learn more about District operations, including the procedure for addressing the School Board. (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 and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes
- Illegal, antisocial, self-incriminating, and demeaning behavior
- Critical appraisals of individuals with whom the student or the student's family 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 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 any teaching material 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 of and deny permission for your child's participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any 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 do not want your child's artwork, special projects, photographs and

the like to be displayed on the District's Web site, in printed material, by video, or by any other method of 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 :
You may review:
 1. Attendance records,
 2. Test scores,
 3. Grades,
 4. Disciplinary records,
 5. Counseling records,
 6. Psychological records,
 7. Applications for admission,
 8. Health and immunization information,
 9. Other medical records,
 10. Teacher and counselor evaluations,
 11. Reports of behavioral patterns, and
 12. State assessment instruments that have been administered to his/her child. (See also Student Records)
- 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:
 1. when it is to be used for school safety;
 2. when it relates to classroom instruction or a co-curricular or extra-curricular activity; or
 3. when it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- 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 minute of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the text 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 State government extends diplomatic immunity. See policy EHBK.
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to 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 transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer

to another campus. See the campus principal for information. (See policy FDB).

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. (See policy FDD Local).
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for the assault. (See policy FDD Local).

Grading Guidelines

Secondary teachers are encouraged to use a variety of assessment measures in order to determine academic progress in their content area. Cooperation among departments and/or teams in assigning major projects or scheduling major tests will be the responsibility of the campus principal, team leaders and teachers.

All Grade Levels

For nine weeks grade reporting, no grade lower than 50 will be placed on the report card for the 1st and 3rd nine weeks. The 2nd and 4th nine week grade will be the exact numerical average that the student earns.

SIXTH GRADE

Language Arts Social Studies
Science Math

Physical Education (PE)

Choice of one elective:

- Band, Choir, Golf, Spanish, Art, Technology Applications, Library Aide, Math Academy or Reading Academy

SEVENTH GRADE

Language Arts Texas History
Science Math

Physical Education (PE)/Athletics/Health

Choice of one elective:

- Band, Choir, Leadership, Spanish, Golf, Art, Agriculture, Technology Applications, Library Aide, FPS, Theatre Arts, Math Academy or Reading Academy.

EIGHTH GRADE

Language Arts American History
Math or Algebra I Science

Choice of two electives:

- Athletics or Physical Education (PE)
- Art, Band, Spanish, Leadership, Choir, Technology Applications, Library Aide FPS, Agriculture, Golf, Theatre Arts, Math Academy or Reading Academy.

Report Cards/Progress Reports and Conferences

Report cards of your child's grades or performance and absences in each class or subject are issued to parents at least every nine weeks.

At the end of each three weeks of a grading period, parents will be given a written progress report of their child's performance in each course (in English language arts, mathematics, science and social studies). If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal/superintendent and 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 the teacher did not follow the district's grading policy. The board's decision is not subject to appeal. (See policies EIA).

Questions about grade calculations 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 5 days.

Grading and Report Cards

Report cards will be given to students after the end of the nine weeks. Report cards are to be returned to the first period teacher within 5 days after the report card is issued to the child with a parent signature. Numerical grades shall be used

on report cards. The letter equivalent of these scores is as follows:

100	-	90.....	A
89	-	80.....	B
79	-	75.....	C
74	-	70.....	D
69	or	below.....	Failing

When a student is transferred from a course in which he/she is failing to a different course in the same subject areas, the following procedures will be in effect:

1. Previous nine weeks grades will be transferred to the new classroom for the same course.
2. The grade earned in the classroom which the student transferred from will be used in computing the overall nine weeks grade in the class to which he/she transferred.
3. The teacher may require that the student make-up all or part of the work missed during the portion of the course not attended by the student. The extent of make-up work required is at the discretion of the teacher.
4. The student will take and be graded on his/her performance on the nine weeks test in its entirety, regardless of whether or not all missed work was make-up.

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 5 days.

Conferences may be scheduled at the request of a teacher or parent.

School Calendar: Track I & Track II

This year the Middle School will employ the same two-tiered school calendar as the High School. Students who the previous year passed the Reading, (Writing) and Math TAKS tests will be on the Track I calendar. For these students, school will end May 27. Students who did not pass one or more TAKS tests the previous school year, or students who failed the third Science or Social Studies benchmark exams the previous year will be placed on Track II. For students entered into Track II, the last day of instruction will be June 3. Additionally, students on Track II must attend school on the following Saturdays: February 27, April 10, and April 24. Revisions to the Track I and Track II rosters may occur during the school year.

Final Exam Exemptions

Students who meet guidelines for attendance, course grades, and TAKS scores may earn exemptions from some MVMS final exams. The guidelines and courses available for exemptions will be distributed to students and parents during the first grading period of the school year.

State-Mandated Tests

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

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

Medicine at School

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

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education plan (IEP) or

Section 504 plan for a student with disabilities.

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district’s medical advisor and
- When the parent has previously provided written consent to emergency treatment on the district’s form. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

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

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other District employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they 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. [For further information, see policies at FFAC.]

Steroids

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

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

Student Records

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

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

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

intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal or designee 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 principal's office is:
Medina Valley Middle School
8395 FM 471 South
Castroville, Texas 78009

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG. (See Student or Parent Complaints and Concerns).

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 lunches and the parents are unable to view during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Directory Information

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

However, release of a student's directory information may be prevented by the parent or

an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year.

Directory Information for School-Sponsored Purposes

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

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

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

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

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 the law regarding student records. The District's policy regarding student records is available from the principal's or superintendent's office or on the district's website at www.mvisd.com

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

Student or Parent Complaints and Concerns

Usually student or parent complaints or concerns can be addressed by a phone call or conference with the teacher or principal. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy at FNG (LOCAL) in the District's policy manual. A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's website at www.mvisd.com.

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

Some complaints require different procedures. Any campus office or the Superintendent's Office can provide information regarding specific complaint processes for the following complaints. Additional information can also be found in the designated Board Policy, available on line.

Topics and policies include:

- Discrimination on the basis of sex: policy FB
- Sexual abuse or sexual harassment of a student: policy FNCJ and the Student Code of Conduct. (See the section on Sexual Harassment/Sexual Abuse).
- Loss of credit on the basis of nonattendance: policy FDD
- Removal of a student by a teacher for disciplinary reasons: policy FOAA and the Student Code of Conduct.
- Removal of a student to a disciplinary alternative education program: policy FOAB and the Student Code of Conduct.
- Expulsion of a student: policy FOD and the Student Code of Conduct
- Identification, evaluation, or educational placement of a student with a disability: policies FB and EHBA. (See the section on Special Programs).
- Instructional materials: policy EFA
- On-campus distribution of non-school materials to students: policy FMA
- Harassment of a student on the basis of race, color, religion, national origin, or disability: policy FNCL and the Student Code of Conduct.

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/her parent that morning and follow the campus sign-out procedures before leaving the campus.

Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

Late Arrival to School

Students are expected to arrive at all classes on time. A student who is tardy to class will report to the attendance office and be issued a tardy slip prior to admission to class. Tardies are accounted for cumulatively and consequences are administered accordingly. Repeated instances of tardiness will result in more severe disciplinary action.

Withdrawing from School

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

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

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature. Books, materials and any fines or money owed will be given to the proper person. Grades will not necessarily be on the withdrawal form but will be sent to the new school when records are requested or transferred.

Section II

Curriculum-Related Information

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents – especially if they are entering 6th grade or 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.

Academic Programs

The school counselor provides students and their parents' information regarding academic programs to prepare for higher education and career choices.

Awards-Honors

Academic Awards

There are two types of awards presented to students in grades 6th, 7th and 8th. These awards are based on the grade average of the core courses (Language Arts, Math, Science and Social Studies).

1. Academic Excellence Award: Students with a core subject grade average of 92.00 (no rounding-up) or higher will be recognized at an awards ceremony and presented a certificate by the Medina Valley ISD School Board. These awards are presented at an evening ceremony in May.
2. Most Improved Award: Students who have shown the greatest improvement in their grade average in their core subjects will be recognized during the above stated awards ceremony as well.

Honor Roll

Students will be included in the Honor Roll listing if they meet the following conditions:

- Grade requirements for each list

A Honor Roll

Student with a core subject grade average of 89.50 or higher will be named to the A Honor Roll. (Core subject areas include Lang Arts, Math, Science and Social Studies)

B Honor Roll

Student with a core subject grade average of 79.50 to 89.49 will be named to the B Honor Roll. (Core subject areas include Lang. Arts, Math, Science or Social Studies)

Scholarships and Grants

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the TEXAS Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Class Schedules

Medina Valley Middle School builds its master schedule according to students' selection of courses. The course selection process is designed to encourage careful decision making by students and their parents.

Changes needed because of clerical errors will be made upon recognition of the error. Decisions concerning schedule changes will be made on careful considerations of their impact on the educational needs of the child with final approval by the campus principal.

The school day begins at 8:13 a.m. and ends at 3:50 p.m. each regular school day. A bell schedule is posted in each classroom and is provided in this handbook.

Computer Resources

To prepare you 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. The student and parents will be asked to sign a user agreement (separate from this handbook)

regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action.

The student and parents should be aware that e-mail using District computers is not private and may be monitored by District staff. (See Policy CQ)

Counseling

Academic Counseling

Students and parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the various course requirements, and intervention programs. Each spring, students in grades 6th, 7th, and 8th will be provided information on anticipated course offerings for the following year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future students should work closely with the counselor so that they take the Middle School courses that best prepare them for attendance at a college, university, or training school, or for pursuit of some other type of advanced education.

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. Students who wish to meet with the counselor should complete a request form with their teacher.

Counselors will be involved on a regularly scheduled basis in personal counseling with students. They will work with students and parents, both individually and in groups. The counselor will record all visits to his/her office.

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

Credit by Exam

If a Student has Taken the Course

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to receive credit for a course by passing an examination. A student may not use this examination, however, to regain eligibility to participate in extracurricular activities. (For further information, see the counselor and policies EEJA.)

Credit by Exam

If a Student Has Not Taken the Course

A student will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction. The dates scheduled for examinations are October 15, 16, 17, 18, 19, 2007 and March 3, 4, 5, 6, 7, 2008. A student will earn credit with a passing score of at least 90 on the exam.

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

Extracurricular Activities, Clubs and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; however, participation is a privilege.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL) – a statewide association of participating districts.

- 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 Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks.
- An ineligible student may practice or rehearse.
- The District shall make no distinctions between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular 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. The principal of a school may grant a student up to three additional absences if the student is involved in more than one type of extracurricular activity and has a grade of at least 80 in the courses or subjects to be missed.
- A student who misses class because of participation in an activity that has not been approved will receive an unexcused absence.
- Any restrictions on participation related to discipline are set out in the Student Code of Conduct.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.

Please Note: Sponsors of student clubs and performing groups such as the band, choir, cheerleading and athletic teams may establish

codes of conduct-and 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 will apply in addition to any consequences specified by the organization's standards of behavior. For further information, see policy FM and FO.

Promotion and Retention

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

In grades 1-8, promotion is based on an overall average of 70 on a scale of 100 points based upon course level, grade-level standards (TEKS) for all subject areas and a grade of 70 or above in reading, language arts, mathematics, and either science or social studies.

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment in English.

Parents of a student in grades 3, 5, or 8 who do not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction

the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. (See policy EIE).

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

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

Special Programs

The District provides special programs for gifted and talented students, homeless students, migrant students, bilingual students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations. A student or parent with questions about these programs should contact the campus principal.

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 that parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Diana Humiston at (830)931-2243 ext. 1161 at the Middle School campus.

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

Listed below are some but not necessarily all of the special programs offered by Medina Valley ISD:

1. PAASS/Intervention Process: Students in danger of not graduating from high school are identified through referrals from professional staff and parents as well as through an on-going screening process by the school's counseling and administrative

staff. Identified students are given extra services such as tutoring, peer assistance, cooperative efforts between parents and the school, Math, Reading or Science Academies, AIMS program, special education placement, and special monitoring.

2. ESL Education: English as a Second Language (ESL) programs shall be provided at the Middle School for the purpose of assisting the learning ability of limited English proficient students and enhancing their use of the English language. Identification for possible ESL placement is done through the use of a home language survey. Potentially eligible students are administered TEA approved tests and depending upon the results assigned, with parental approval, to appropriate special language programs.
3. Drug Prevention: A drug prevention program is also coordinated in the District through counseling services. Through this program, special counseling will be available to both students and parents of those students.
4. Gifted and Talented: Eligibility for the Gifted and Talented program will include students who have been identified as Gifted and Talented in any of the four core academic areas of Language Arts, Mathematics, Science and Social Studies. Students that are identified and that have parental permission will participate in a program designed to foster and promote critical and creative thinking within their specific content area of identification.
5. Compensatory Education: Eligibility will include students who have been identified as being at risk of dropping out of school as well as those students who have failed to master any portion of the most recently administered TAKS test. The Middle School offers Reading and Math Academy classes for a 50 minute period each day for students who failed the recently administered TAKS test and are reading below grade level. Math Academy and Reading Academy are offered as required elective classes for qualifying students in 6th, 7th and 8th grades.
6. Special Education: Eligible handicapped students shall be provided a free appropriate public education, which may include instruction in the regular classroom, instruction through special teaching, or

instruction through approved contracts. To be eligible for special education services, a student must have been determined to have one or more of the handicapping conditions listed in federal regulations or in state law.

Parents of students receiving special education services are encouraged to attend and participate in the decision making process of ARD meetings. A five day advance written notice will be provided.

Summer School

The Middle School administrative staff will establish criteria for summer school participation.

Attendance during summer school is critical in order to be considered for promotion. A student must be in attendance 90% of the time and must present good reason for any absences incurred. Mastery of material presented must be acquired during summer school in order to be considered for promotion. Established criteria may vary due to availability of grant funding.

Textbooks

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Textbooks are the property of the State of Texas.

The use of these textbooks is the right of every student in Texas. However, this right also carries with it the basic responsibility of proper use and good care. Each student, and his/her parent or guardian, shall be responsible for all books not returned by the student. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid by the parent or guardian; however, the student will be provided textbooks for use at school during the school day.

Textbooks are issued to students during the first two weeks of school. The books will be kept at home until the end of the school year or upon withdrawal from school. Classroom sets of books will be used while the student is in class. Each student shall also be responsible for keeping covers on all textbooks issued to them. Textbooks may not be written on or marked on. Fines or replacement costs will be assessed for any damages done to textbooks by students.

Section III

General Information and Requirements

Topics in this section, while they may not be needed as frequently by students and parents, contain important information regarding school operations and requirements. Included are provisions such as health and safety issues; various aspects of attendance; the school's expectations for student conduct; textbooks; and cafeteria, library, and transportation services. For additional information or questions you may have, please see the principal.

Academic Teaming

The Medina Valley Middle School will focus on academic teams that lead to high-performing students. Teachers will receive training in Academic Teaming in order to enhance student achievement. The Middle School is organized into six academic core teams consisting of four to six core area teachers on each team. These academic teams consist of at least one teacher in each of the core areas of Language Arts, Math, Science, Social Studies. The AIMS team at each grade level consists of two teachers in which one teaches Math and one teaches Language Arts. Students are heterogeneously grouped into these six core area teams. Teachers will utilize a team planning/conference time during the school day in order to plan and enhance students' performance in their respective teams. Team leaders will be responsible for the team functions and duties as assigned by the school administration. Academic teaming is one of the critical concepts of the Middle School Concepts that exemplify our commitment to leading our school to exemplary status.

Arrival/Dismissal

Students should arrive on campus no earlier than 7:30 a.m. and be picked up by 4:15 p.m. in front of the Middle School Campus.

1. The drop-off and pick-up area for 6th grade students is the covered pavilion area on the 6th grade campus outside the gym entrance. Students are to enter the 6th grade building and either go to the gym or the cafeteria for breakfast. After breakfast students are to go to the gym until the bell rings at 8:13 a.m. After the new 6th Grade Center is completed, students will still continue to eat breakfast in

the current cafeteria and should report either there or to the gym as usual.

2. The drop-off and pick-up area for 7th & 8th grade students is the covered pavilion area on the 6th grade campus outside the gym entrance. Students are to go to the 7th/8th grade cafeteria for breakfast or the 7th/8th gym until the bell rings at 8:13 a.m.
3. Buses will unload and load students in the main parking lot area by the main campus. Sixth grade students will use the crosswalk and enter the 6th grade building through the front entrance and either go to the cafeteria or the gym until the bell rings at 8:13 a.m. Seventh and Eighth grade students will use the crosswalk and enter the main building through the front entrance and go to the cafeteria for breakfast or the gym until the bell rings at 8:13 a.m.
4. All students will need to be picked up by 4:15 p.m. unless parents have communicated with the administration (principal or assistant principal).

Attendance

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

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or 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. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter is would be unauthorized and may be considered trespassing.

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

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

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

In addition, in situations where the district feels there is neglect to provide for the educational welfare of the child, the parent will be reported to Child Protective Services.(CPS)

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 campus principal or 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 make-up work is completed, absences for religious holy days and documented health care appointments will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has been enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.

- The principal or committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The principal or committee will consider the acceptability and authenticity of documentation expressing reasons for the student’s absences.
- The principal or 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, parent, or other representative will be given an opportunity to present any information to the principal or campus committee about the absences and to talk about ways to earn or regain credit.

If credit is lost because of excessive absences, the principal or attendance committee will decide how the student may regain credit.

The student or parent may appeal the committee’s decision to the board of trustees by filing a written request with the Superintendent in accordance with policy FNG. The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

In The Event of a Student Absence

The parent or guardian should notify the school. You may call the attendance office at 830-931-2243 ext. 1163 or send an email to the attendance clerk.

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. This documentation must be received no later than three school days after the absence has occurred. It must contain the following information:

- First and last legal name of the student
- Dates for absence
- Reason for absence
- And supporting documentation (doctor’s note; funeral notice; etc.)
- Parent signature
- Student ID number

Notes should be turned in to either the 3rd period teacher or the attendance office.

Absences will be considered EXCUSED for the following reasons:

- Personal illness
- Sickness or death in family
- Quarantine
- Weather or road conditions make travel dangerous
- Participation in school activities with permission of the principal
- Juvenile court proceeding documented by a probation officer
- Absences approved by the principal prior to the absence. Requests for an absence approval need to be submitted in writing at least one week prior to the absence.
-

Please Note:

- A student absent from school for any reason other than for a documented health care appointment will not be allowed to participate in school-related activities on that day or evening.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.
- Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.
- A parent wishing to withdraw a student from school must notify the school registrar located in the counseling office and provide the effective date of withdrawal. A parent must sign appropriate withdrawal forms at the time of withdrawal.
- The District shall make no distinctions between absences for UIL activities and absences for other extracurricular activities approved by the Board. A student shall be allowed in a school year a maximum of ten extracurricular 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. The principal of a school may grant a student up to three additional

absences if the student is involved in more than one type of extracurricular activity and has a grade of at least 80 in the courses or subjects to be missed.

- For further information, see policies at EHBC, EIA, FDC, and FDD.

Driver License Attendance Verification

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

Make-up Work

For any class missed, the teacher may assign the student make-up 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 make-up work in a satisfactory manner and within the time specified by the teacher. (See policy EIAB)

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

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

After the third day of a student's absence due to illness, parents may request homework through the office.

DAEP or In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. (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. The campus shall not impose a grade penalty for make-up work after an absence due to suspension.

Release of Students from School

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.

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

Change of Address

Students who change their mailing address or telephone number after enrollment should report the change promptly to the office so that records may be corrected on the emergency care form.

Closed Campus

Medina Valley Middle School is considered a closed campus. Students will not be allowed to leave the campus during the school day, except under the following conditions:

- A parent/guardian must sign a written permission to be brought to the principal if the student is leaving with someone other than a parent/guardian.
- A student who becomes ill, or must leave for some other reason, must go to the principal's office. If it is necessary for the student to go home, proper arrangements will be made and parents will be contacted.
- Parents wanting to pick up their child from school during school time must come to the office and sign the student out.

Students choosing to leave campus without permission will be subject to disciplinary action.

Health-related Matters

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council; held monthly

meetings. Additional information regarding the district's School Health Advisory Council is available from the superintendent or designee. (See policies BDF and EHAA.)

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food service guidelines from restricting student access to vending machines. For more information regarding these policies and guidelines see the principal. (See policies CO and FFA).

Other Health-Related Matters

Tobacco Prohibited

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and 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 Superintendent's office. If you have any questions, please contact Tommy Ellison, MVIDS Maintenance Director at 830 985-3460, ext. 3312.

Pest Management Plan

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact:

Tommy Ellison
MVIDS Maintenance Director
8449 FM 471 South
Castroville, Texas 78009
(830) 985-3460 ext. 3312

We also ask that you read the attached letter regarding notification of Asbestos-related activities at Medina Valley ISD.

Health Services

A Registered Nurse will be available to assist children who become ill or injured at school, and to conduct various screenings as required by state law. In the event of an emergency or screening at another campus, other school personnel will assist students as needed.

Parents are encouraged **not** to send their children to school when they are ill; however, children should attend school every day that it is possible.

Children with a temperature of 100 degrees or greater, an SpO2 of 92% or less who are vomiting or have diarrhea, or those with communicable diseases (including head lice) are not allowed to attend school. Parents of a student with a communicable or contagious disease should phone the school nurse so that other students who might have been exposed to the disease can be alerted, if necessary. Students should be free of fever for 24 hours before returning to school. A Texas Department of Health Communicable Disease Chart is available in the school nurse's office. Further information may be found at policy FFAD.

Students should notify a teacher, the nurse, or an administrator if they become ill or injured at school to insure that the appropriate medical attention is given. Students are well supervised at all times, but accidents do occur at school just as they do at home. School nurses provide first-aid only and are unable to diagnose illness. Please be prepared to take your child home should he/she become ill or injured during the school day. Please make arrangements to have someone pick-up your child within 30 minutes of the school calling you. The classroom cannot function as a sickroom; a child with a fever, vomiting, diarrhea or communicable disease needs to be at home. Sick children left in school are exposing all the students to illness. Students who become ill or injured at school shall check out of school through the nurse's office.

Emergency Forms

Emergency forms must be on file in the office for every student at all times. These forms should be returned to school by the second day of attendance. Should an accident or injury occur which requires medical attention, current information such as name of doctor, several emergency telephone numbers, allergies or medical problems are necessary. **Please notify the school nurse of any changes during the school year.**

Immunization Records

Immunization records for every student must be on file with the school nurse. All immunizations should be completed by the first day of attendance. According to Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code, every child in the state shall be immunized against vaccine preventable diseases caused by infectious agents in

accordance with the following immunization schedule:

Minimum State Requirements:

Grades Kindergarten through 12 vaccines:

- Four doses polio vaccine unless the 3rd dose was on or after 4th birthday. 1 dose must be after 4th birthday.
- Five doses of any combination DPT/DTaP vaccine (Diphtheria Tetanus Toxoid and Pertussis) unless 4th dose was given on or after 4th birthday. 1 dose must be after 4th birthday.
- Students 7 years or older: Three doses of any combination Td/DT/DTP/DTaP/DT vaccine. (Pertussis vaccine is not required.) One dose of Td required ten years after last dose of DTP/DTaP/DT.
- Two doses of a measles-containing vaccine (MMR) measles, Mumps, Rubella, with the first dose on or after the first birthday; second dose by age 5 or entry into kindergarten.
- Three doses Hepatitis B vaccine are required
- One dose of Varicella vaccine received on or after 1st birthday (Two doses if vaccine is given at 13 years of age or older)
- Two doses of Hepatitis A vaccine on or after 2nd birthday for grades K-3 only.
- Documentation of previous chickenpox illness may substitute for vaccination.
- Hepatitis A is only required by law for Pre-K students in Medina County at this time.

Medication and Medical Procedures

In the best interest of safety concerning medication and medical procedures, the following recommendations are made:

1. Parents are encouraged to schedule the administration of student medication in such a manner that medication required at school is kept to a minimum.
2. The principal shall appoint one responsible person, e.g. the school nurse to supervise the storing and dispensing of medications. Medication may be given by any school employee, including, but not limited to principals, secretaries, teachers, nurses, counselors, teacher's aides, or any other classified person employed by a school district.
3. Medications shall be provided by the parent and **should be brought to school by the parent.** If this is not possible, and the medication is sent to school via the child the parent must remember that they are

responsible for the medication until medication is delivered to a school district employee in the nurse's office. If the medication must be sent with the student, the parent must call the school nurse and notify her that the student is bringing the medication to school. The original container with the proper labeling should be placed in a sealed envelope and placed in the student's backpack.

4. Students may not carry medication or administer it to themselves, unless specified by the physician. A student having written authorization from his/her parent and physician and who meets all other requirements including demonstrating to his or her doctor and the school nurse that he/she has the skills necessary to self administer may be permitted to use prescribed diabetic, asthma or anaphylaxis medication at school or school-related events. The student and parent should see the school nurse if the student has been prescribed diabetic, asthma or anaphylaxis medication for use during the school day.
5. Medication shall be kept in the nurse's office in a locked cabinet or drawer that is not easily accessible to others.
6. Medications from outside the United States will not be administered.
7. Natural or homeopathic medications and/or treatments will not be administered.
8. **Prescription Medication**
 - a. Prescription medication must be in the original container with the proper label.
 - b. Prescription medication must include written parental permission.
 - c. If a prescription medication is to be given for more than 10 days, a physician's permission and a parental permission form must be on file.
9. **Non-Prescription Medication**
 - a. Non-Prescription medications must be in the original container with the proper labeling.
 - b. Non-Prescription medications must include written parental permission.
 - c. The parent may send non-prescription medication one time during the school year with a written parental permission. This parental note will be honored for 5 days from the date it is received. Any further administering of this same medication at any time throughout the

school year will require a physician's permission form.

10. **As Needed Medication**

- a. If medication, prescription or non-prescription, is to be kept in the nurse's office and administered "as needed"; the requirements for prescription and nonprescription medications apply.

11. **Medical Procedures**

- a. Medical Procedures require a physician and parental authorization.
- b. Routine procedures that involve bodily fluids should be performed in the nurse's office.

12. Medication permission forms are available from the school nurse. Children with chronic conditions requiring medications should have these forms on file from the beginning of the school year.

13. All permission slips and/or authorization must be renewed each school year.

14. Any change or discontinuation in medication and/or medical procedures during the school year will require a physician note.

15. It is the responsibility of the student to report to the nurse's office to take his/her medicine.

16. The only medication bottles sent home with the student will be empty medicine bottles. The parent must pick up bottles with medicine left. Medicine will be kept for 2 weeks, after which the medicine will be disposed of. The only exemption to this rule is antibiotics, eye drops, ear drops and inhalers that at the discretion of the nurse may be sent home with the child.

17. The school nurse or a designated representative may provide and administer:

- Tylenol (or generic acetaminophen) if a student has a temperature of 101 or higher;
- Benadryl (or generic antihistamine) if a student experiences a local or systemic allergic reaction such as hives, welts, severe swelling, generalized itching, or tingling of the mouth or throat; or
- Epinephrine Injection if a student experiences an allergic emergency (Anaphylaxis). The school will attempt to contact the parent as soon as possible if such action is necessary.
- The following products are kept in the nurse's office for a student's use if needed: hydrogen peroxide, rubbing alcohol, triple antibiotic ointment, throat spray, Caladryl, burn gel, antifungal cream, Oragel, hand

sanitizer, eyewash, nail polish remover, and adhesive remover (or the generic equivalent of the above)

Students are not allowed to carry prescription or over the counter medication themselves - except as specified in number 4 above.

Health Screening

Vision and hearing exams are given in grades PK, K, 1, 3, 5, and 7.

Heights and weights are done in grades PK, K, 1, 3, and 5.

Acanthosis Nigrificans screenings are done in grades 1, 3, 5, and 7.

Scoliosis Screenings are done in grades 5 and 8. Any other student can be screened if necessary.

Bacterial Meningitis

Senate Bill 31 requires the District to provide information relating to bacterial meningitis to its students and their parents each school year.

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord – also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

There are two common types of bacteria that cause meningitis:

- Strep pneumoniae causes pneumococcal meningitis; there are over 80 subtypes that cause illness.
- Neisseria meningitidis - meningococcal meningitis; there are 5 subtypes that cause serious illness - A, B, C, Y, W-135

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. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain. 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, such as deafness, amputations or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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.

What is the risk of getting bacterial meningitis?

The risk of getting bacterial meningitis in all age groups is about 2.4 cases per 100,000 population per year. However, the highest risk group for the most serious form of the disease, meningococcal meningitis, is among children 2 to 18 years old.

How is bacterial meningitis diagnosed? The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

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: www.cdc.gov, and the Texas State Health Services: www.dshs.state.tx.us.

Communication between Home and School

Good communication between home and school regarding a child’s education is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this handbook, progress reports and report cards, student agenda planner, student work for parents’ review and signature, and continues with other items such as: messages and phone calls from teachers, and school open houses or orientation days. Communication might also include requests for conferences (initiated by the school or the parent):

- to discuss student progress,
- to find out more about the curriculum,
- how the parent can support learning,
- to head off or resolve problems, etc...

A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office at (830)931-2243 ext. 1161 for an appointment.

Generally, a teacher will be able to meet with parents or return calls during his/her conference period, although other mutually convenient times might be arranged as well.

(See the section on Parent Involvement, Responsibilities, and Rights)

Freedom from Discrimination

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 or district’s website www.mvisd.com.

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.

Reporting Procedures

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

Investigation of Reported Harassment

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board 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 actions even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy. Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the district makes the following statements: Medina Valley I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator for concerns regarding sex discrimination:
Annette Gonzales, Assistant Superintendent for Instruction
8449 FM 471 South

Castroville, Texas 78009
(830)931- 2243 ext. 1103

- Section 504 Coordinator for concerns regarding disability discrimination:
Lonna Clinch, Director of Special Education
8449 FM 471 South
Castroville, Texas 78009
(830)931-2243 ext. 1180
- All other concerns: See the superintendent:
James Stansberry, Superintendent
8449 FM 471 South
Castroville, Texas 78009
(830)931-2243

Services for the Homeless

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students:
Joe Romo, District Attendance Officer
1000 Madrid
Castroville, Texas 78009
(830)931-0054

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 Lonna Clinch, Director of Special Education at (830) 931-2243 ext. 1180

Conduct

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

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

- Avoid violations of the Student Code of Conduct.

Applicability of School Rules and Discipline

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and establishes 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 our students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct:

- During the regular school day or 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, regardless of time or location.

Corporal Punishment

Corporal punishment – spanking or paddling the student – may be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO(LOCAL) in the District’s policy manual.

Disruptions

As identified by law, disruptions include the following:

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

leaving District property without authorization from an administrator.

- Disruption of classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.
- Interference with the transportation of students in District vehicles.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, cameras, electronic devices, I-Pods, MP3 players, or games, or telecommunications devices with text messaging at school, unless prior permission has been obtained from the principal. Without such permission, prohibited items will be collected and turned in to the principal’s office. Retrieval of confiscated items will be according to the following schedule:

1st offense – Parent pickup, \$15 fine

2nd offense – 10 day hold, parent pickup, \$15 fine

3rd offense – 30 day hold, parent pickup, \$15 fine

Additionally, students may be subject to disciplinary action. For safety purposes, the District permits students to possess cell phones; however, cell phones must remain turned off and out of sight during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. [See policy FNCE]

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 a student 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.

Law Enforcement Agencies

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify 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.

Student Taken Into Custody

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

- To comply with an order of 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.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Family and Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his 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 block a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The District is required by state law to notify:

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

For further information, see policy GRA.

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, flyers, etc.

The school newspaper, Panther Prints, and the yearbook, Banter Stolz, are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

Non-school Materials from Students

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

The principal has designated the cafeteria bulletin board as the location for approved non-school 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 displays without this approval will be removed.

Non-school 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 persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for 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) or a noncurriculum-related student group meeting held in accordance with FNAB (LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

Dress and Grooming

The District's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. Students must adhere to the MVISD Dress and Grooming Code found at the end of this handbook, **page 39/40**.

Expectation Levels

Medina Valley Middle School has accepted the challenge of designing a bridge to make the transition from the elementary campuses and entry to the high school campus as smooth as possible. Students have been assigned to one academic team of teachers who work together to coordinate instructional programs. Instructional teams and the administration will effectively monitor students' progress.

The middle school curriculum is developmentally appropriate and encourages critical thinking for all students. It challenges students across a range of subjects and promotes active learning strategies with auditory, visual, and tactile modes of instruction. Ways in which teachers can foster critical thinking and active learning are supported by programs and activities that teach young adolescents to become active citizens and promote their healthful physical and social development.

Homework

Some homework will be assigned in each course. The number and frequency of these assignments will be left up to the teacher discretion.

Homework will be independent practice designed to reinforce skills already learned. In advanced level classes, independent research projects or papers will be assigned in lieu of homework.

Homework will be due on the date designated by the teacher with consideration given to the length of the assignment. Homework will be relevant and built from concepts already learned.

All homework will be checked, reviewed and/or graded within three days.

The following guidelines are to be observed in regard to homework assignments:

1. Type of Homework: Assignments will be of a length and difficulty so as to reinforce or build knowledge in the subject area.
2. Evaluation of Homework:
 - All homework, including preparatory assignments will be evaluated.
 - If a student is absent on the day homework is due, it must be turned in the day of the student's return to class.
 - All homework adheres to the make-up policy.
3. Reinforcement of Taught Concepts: Homework assignments will be limited

- to concepts covered in class or preparation for class.
4. Communication: Teachers will maintain communication to ensure daily homework assignments are balanced within the curriculum.

Intervention Programs

The following intervention programs are in place through Special Education:

- Learning Lab (SpEd, 504, ESL, and students identified through Intervention Process)
- Self-Improved Disciplinary Education (BIP)
- Inclusion classes for academic areas of Language Arts and Mathematics

In regular education, we offer intervention in reading and mathematics. Our intervention programs for students at risk of failure include:

- Reading Academy
- Math Academy
- Science Academy
- AIMS – Accelerating Instruction for Mastery of Skills
- Reading Enrichment

Fees(student)

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/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, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when the District provides uniforms.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Student identification cards.

- Fees for lost, damaged or overdue library books.

Any required fee or deposit may be waived if the student and parent are unable to pay.

Application for such a waiver may be made to the Principal. For further information, see policy FP.

Fund Raising

Student clubs or classes, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal's office at least 2 weeks before the event.

Except as approved by the principal, fund-raising is not permitted on school property. For further information, see policies FJ and GE.

Hall Passes

Any time a student leaves class during the class period he/she must have in possession a hall pass, these passes are given to the student by the teacher and states the purpose in being out of the classroom. Students who must leave the campus must first receive a pass from the office.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of Health, 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 Texas Department of Health. 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 Texas Department of Health Web site: http://www.dshs.state.tx.us/immunize/school/school_info.shtm)

Parties

There will be no food or drink brought to school for the purpose of a classroom party unless it is an occasion which has been approved in advance by the principal.

Pledge of Allegiance and a Minute of Silence

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

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others.

Prayer

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

Programs Offered

The Medina Valley Middle School schedule offers all students two 50 minute periods in the core areas of Language Arts, and Math, one 50 minute period in Science and Social Studies and one elective choice and Physical Education (four semesters required) or Athletics.

Electives

Reading Academy: (selected students)

The primary goal of the Reading Academy is to accelerate reading instruction for students who are two years or more below reading level. The Reading Academy is designed to improve students' reading levels. The Reading Academy is a fifty minute period that serves general education as well as special education students through a diagnostic and prescriptive program. A certified teacher will use various instructional methods along with computer software to

increase reading skills and reading comprehension. This elective is a required elective for students meeting the following criteria:

- ✓ Failed reading section on TAKS Test
- ✓ Identified to participate in dyslexia program
- ✓ Receives special education services in reading
- ✓ Recommended from Intervention Committee

Math Academy: (selected students)

The primary goal of the Math Academy is to accelerate math instruction for students who are behind in math skills. The Math Academy is designed to improve students' math ability levels and problem solving skills. The Math Academy is a fifty minute period that serves general education as well as special education students through a diagnostic and prescriptive program. A certified teacher will use various instructional methods along with computer software to increase math skills and problem solving skills. This elective is a required elective for students meeting the following criteria:

- ✓ Failed math section of TAKS Test
- ✓ Receives special education services in math
- ✓ Recommended from Intervention Committee

Agriculture:

This course offers students an introduction to agriculture with an emphasis in horticulture. Students will be involved in campus landscaping projects. Various topics within the field of agriculture will be introduced.

Athletics:

Students in grades 7th and 8th may participate in the Middle School Athletic Program. The University Interscholastic League (UIL) sports include football, cross-country, basketball, volleyball, and track. A satisfactory physical exam must be on file with the coach before a student will be allowed to participate. Participation in athletics in both 7th and 8th grades will take place before school or after school. Students participating in athletics will have to take Athletics during the school day. This course will consist of weight lifting and strength and conditioning activities. Arrangements for physical exams are made by the athletic director prior to the beginning of the Fall semester of each school year. These exams are given free of charge. Physical Exams any

other time must be arranged for, and paid for, by the individual. While participating in an athletic program, a student is under the direction of his coach and is subject to the rules and regulations specified by the coach. Failure to comply may result in the student's dismissal from participating in the sport for the year.

Insurance for Athletics

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

Before participating in a school-sponsored trip outside the District or in school - sponsored athletics, students and parents are encouraged to purchase the student accident insurance, or have a signed statement in lieu of this coverage, or another company will provide coverage for injuries. School insurance will not pay the claim if a student is covered and collects from some other company.

Eligibility for Athletics

A student participating in Athletics will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 points in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is 70 or over. The first week of the new six weeks is an assessment period before making students eligible for participation in Athletic events.

Art:

Art at the middle school level emphasizes the essential vocabulary of art, the art elements, and principles. Using art history as a guide and self-discovery as a motivational tool, students will produce art that is reflective and challenging. Students will be introduced to several mediums and modes of expression during the course of the school year. This class also serves as fine preparation for art at the high school level.

Band:

The sixth, seventh, and eighth grade band is an instrumental music program designed to give the student an opportunity to acquire musical and

technical proficiency through group performance. Each student will be challenged with individual and group goals, which work to develop industry, persistence, and self-motivation. There will be several public performances.

Choir:

The creation and performance of music, alone and with others, is fundamental to the understanding of music. Through these endeavors students acquire and use technical skills of music, learn and apply the expressive qualities of music, make music their own, engage their imaginations, explore and evaluate multiple solutions in problem solving, acquire flexible ways of thinking, develop disciplined effort and self-confidence, and attain a means of expression beyond oral and written communication.

Future Problem Solving (FPS):

The Future Problem Solving class is a year-long curriculum project and a program that encompasses state and international competition. FPS students work in teams and apply the creative problem solving process to current topics. The FPS class is designed to motivate students to:

1. develop creative thinking
2. increase awareness of and an interest in the future
3. improve oral and written communication
4. learn and utilize problem solving strategies
5. develop and improve research techniques
6. develop critical and analytical thinking skills
7. develop team work skills.

Golf:

Golf is a physical activity course. Students will learn the basics of golf, including rules and technique. Instruction will take place in the classroom as well as on the high school golf course. Students may enter the course with varying levels of experience, from complete beginners to those more advanced.

Leadership:

The Leadership class will focus on the attainment of the following goals:

- ✓ Shaping Visions and Goals
- ✓ Helping groups make decisions
- ✓ Resolving conflicts

- ✓ Motivating members
- ✓ Getting recognition for the group in its community
- ✓ Getting respect for the group, and
- ✓ Cooperating with other groups to accomplish shared goals.

The class will be taught in a combination of lab and traditional settings. Also, students will be taught to follow parliamentary procedure in order to conduct meetings in an orderly manner. The focus of the class will be to teach students ways in which to channel their leadership potential in both school and business settings. Community service projects are undertaken each semester in an effort to involve the students in community wide affairs.

Library Aide:

Students will be chosen to assist the librarian with various library responsibilities. These responsibilities include using the computer to check books out to students, re-shelf returned books, and assist students with research needs by locating books as well as with Internet services for research purposes. Library aide students will also assist with Accelerated Reader needs such as finding books and taking tests. Students will be selected for this class by completing an application and securing teacher recommendations.

Spanish 6th:

Ole Espanol is the program studied by 6th grade Spanish students. An opportunity to build understanding of Spanish in different contexts, Specifically, Ole Espanol focuses on conversational Spanish and cultural understanding. Ole Espanol is very useful as a foundation for students who may wish to begin their language study in grade 6.

Spanish 7th/8th:

This course will provide an introduction to the Spanish language as a new form of communication. Emphasis will be placed on enhanced basic language development through vocabulary study, grammar lessons, conversational practice, written practice, reading comprehension practice, listening practice, and cultural studies. Students will gain a greater understanding of the Spanish-speaking world and the value of language study. Students completing both years of Spanish can challenge an end of course exam that may earn them high school credit for Spanish I.

Physical Education and Health:

The Physical Education Department follows closely the President’s Council on Youth Fitness recommendations. Tests are administered twice yearly to determine a student’s physical fitness. All sixth grade students are required to take Physical Education all year. All seventh grade students are required to take Physical Education for one semester and Health for the other semester. Student athletes in 7th grade will also take one semester of Health. Eighth grade students that choose to participate in the Athletics Program are required to take Athletics.

Technology Application:

In this course students will be given the opportunity to learn basic computer operations. They will learn computer terminology, computer history, computer applications, and how to access, analyze, and evaluate the information found on the Internet. Students will have hands on experience in using the Microsoft Office applications. This will include, but not limited to word-processing, database, spreadsheet, graphics, and PowerPoint.

Theatre Arts:

At the Middle School, this serves as an introduction to many levels of theatre. While the basics of acting are learned through theatre games and improvisational activities, the finer aspects of play production are practiced first hand with several plays put on annually for school audiences.

Additional Programs:

Pre-AP Classes:

Placement in the Pre-AP program is done by taking parent and teacher recommendations. The purpose of the College Board Advanced Placement Program is to prepare students for college and/or for AP exams that give them the opportunity to obtain college credit. Pre-AP classes prepare students for AP courses, which are different from regular high school courses in that they are taught with college curricula and college-level materials. Other characteristics of Pre-AP and AP courses include content immersion, a fast pace, and performance assessed at the analysis and synthesis levels.

Typically successful Pre-AP and AP students are task-oriented, proficient readers, writers, and thinkers who are able to prioritize their time. Parent support also plays a key role in the

success of these students. Pre-AP classes will be offered in the core academic areas of Language Arts, Math, Science and Social Studies. Students failing to maintain a grade of 70 or higher after the first six weeks progress report grade will be exited from the Pre-AP class and will be scheduled into a regular class. A grade of 70 or higher must be maintained throughout the school year or the student will be exited from the program. Please note that a student removed from Algebra I Pre-AP will be placed in a regular 8th grade math class. If students leave school for extra-curricular activities, student council activities, or field trips and an assignment is due that day, it is the students' responsibility to turn in the assignment either to the teacher or to the office on the due date. A contract will be signed by the student and the parent agreeing that this level of performance will be maintained throughout the school year.

AIMS (Accelerated Instruction for Mastery of Skills Program):

The AIMS program is designed for students who have not been successful in a traditional schedule. Students in AIMS need assistance with organizational skills and with transition into a multiple period schedule. The AIMS program provides smaller teacher/student ratios (about 1:18). Flexible scheduling allows for lesson extensions and the opportunity for integration between the subjects. The students will spend two 90 minute periods with each core area of Language Arts and Math. Students are invited to participate in the AIMS program based on teacher and parent input, report card grades, TAKS results, and intervention plans. A signed contract between the parents, students and teacher will describe the expectations and level of commitment between all parties. The Middle School counselors can be contacted if more information is needed.

Safe and Drug-Free/ Safe Schools Services:

The following services and programs are provided at MVISD schools as appropriate:

- School resource officers
- Social workers
- Abstinence curriculum
- Parenting program
- Character education programs
- Drug/alcohol awareness programs

For more information, contact a campus administrator or counselor.

Student Organizations

Student organizations allow our students to participate in activities where they will learn and experience skills of leadership, develop character, participate in service projects and improve academic skills. Students belonging to these organizations will be held to a higher standard of conduct as described in each organization's constitution.

Student Council

The Student Council will focus on the attainment of the following goals:

- Shaping Visions and Goals,
- Helping group make decisions,
- Resolving conflicts,
- Motivating members,
- Getting recognition for the group in its community,
- Getting respect for the group, and
- Cooperating with other groups to accomplish shared goals.

Community service projects are undertaken each semester in an effort to involve the student body in community wide affairs. Students will attend district student council activities to get ideas for the upcoming year.

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the appropriate faculty members before consideration for election or appointment to a student office or position of honor. The areas suggested to the teachers for consideration and approval are:

- ❖ SCHOLARSHIP
- ❖ CITIZENSHIP
- ❖ DEPENDABILITY
- ❖ CONDUCT

Causes for Disqualification

Students seeking or holding class, student council, or club office or honorary positions may be disqualified or removed from holding office or the position of honor for the following reasons:

- Suspension from school
- Failure to comply with rules and regulations of the school
- Lack of cooperation with sponsors
- Failure to maintain the grade average required by the organization
- Conduct/discipline or attendance problems.

Removal from office will be subject to administrative review.

To help ensure that this will occur, the authority to veto any nominations of students for offices, honors, or honorary memberships will be extended to the following staff members:

1. Principal and Assistant Principal
2. Sponsoring Teachers

A student must have a majority vote to be declared elected. Elections of every type must be by secret ballot. Class officers shall consist of President, Vice President, Secretary/Treasurer and a minimum of two Student Council Representatives. The student council sponsor and the administration must approve selected persons. The student council sponsor will conduct elections for the upcoming school year during the last grading period of the previous school year.

National Junior Honor Society

Membership to the National Junior Honor Society (NJHS) will be by invitation only. Students with a cumulative grade point of 90.00 and above by the end of the third nine weeks grading period in the core academic subjects – Math, Language Arts, Science and Social Studies – will be invited to apply for membership.

Students will complete an application which includes two teacher and/or adult leader letter of recommendation to be completed and returned to the NJHS sponsor. After the application form is completed and recommendations collected, a point value will be assessed based on activities in which the student has been involved in. This data will be placed on a rubric to determine if membership will be extended to the student.

All members will be inducted in a formal Induction Ceremony during the spring semester of each year.

Members will be involved in service projects agreed upon by the sponsor and the students.

UIL Academic Contests

All students are allowed to try out for participation in the University Interscholastic League (UIL) contest each spring. The District literacy contest is held each spring and several other practice meets are held during the year. Events that are usually included in the meets are number sense, oral reading, spelling, calculator, science, ready writing, music memory, picture memory, modern oratory, impromptu speaking,

listening, etc. In order to participate in any extracurricular activity, a student must be passing all of his/her classes with a minimum grade of 70.

Safety

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

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus or threats made by any person towards a student or staff member.
- Know emergency evacuation routes and signals.
- Follow the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses, in the event of injury to their child. Under state law, the District cannot pay for medical expenses associated with a student's injury. The District does make available, however, an optional, low-cost accident insurance program for students to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying insurance premiums and for submitting claims through the MVISD office.

Emergency Medical Treatment and Information

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

to update any information that the nurse or the teacher needs to know.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

3 Bells Leave the building
2 Bells Return to the room

Tornado Drill Bells:

1 continuous bell students will move quietly but quickly to the designated locations
2 Bells Return to classroom

Emergency School-Closing Information

When questions of school closings arise, listen to or watch the following broadcast stations:

Radio Stations	TV Stations
WOAI	Channel 4
Y100	Channel 5
KKYX	Channel 12

School Facilities

Use by Students Before and After School

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

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

- Cafeteria
- Gym

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, no later than 4:15 p.m.

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 standards of behavior for extracurricular participants established by the sponsor.

Use of Hallways During Class Time

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

Loitering on school premises after 4:15 p.m. will not be permitted. Parents are to make arrangements to pick up their student(s) after school is dismissed. (Students participating in extracurricular activities will be under the supervision of their adult sponsor.)

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. Information can be obtained at registration and upon request from the office. Breakfast costs are \$.75 for students and \$1.25 for adults. Lunch costs are \$1.75 for students and \$2.50 for adults. The reduced price is \$.30 for breakfast and \$.40 for lunch.

If charges become excessive, the District may notify Child Protective Services for neglect to provide for the nutrition of the child.

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

Lunch ID Numbers

Due to our large number of students, students are required to memorize their lunch ID number and to have on hand their student picture ID. Parents are encouraged to pay for their child's lunch on a monthly basis.

Students may bring their lunches, eat the meal served in the cafeteria or buy snacks from the snack bar. Milk or water may be purchased to

drink with sack lunches. Breakfast will be served in the cafeteria from 7:45 a.m. to 8:13 a.m. Students must be finished eating by 8:13 a.m.

Freedom to move between the cafeteria and the courtyard is based on student responsibility to manage their behavior.

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. Other books may be checked out for 2 weeks and may be renewed. Overdue books will be assessed a fine of five cents per day, with one day grace period. Lost books must be paid for regardless of circumstance. If a student checks out a book, the student is responsible for all fines and fees regardless of who uses the book. For that reason, it is recommended that students do not lend library books to others.

The library is to be used for the following:

1. Reference use.
2. Homework.
3. Recreational reading.

Any teacher may write a pass for use of the library. Students must have a legitimate reason for asking for a library pass. The purpose for using the library will be put on the pass and will be checked by the librarian when the pass is used. The library is not to be an escape from other activities. Persons consistently abusing their pass privileges will not be allowed to use the library.

Students will be required to participate in the Accelerated Reader Program. The school offers a number of comprehension tests over various groups of library books. Students will check out, read, and be tested over library books periodically. Parents are encouraged to ask students about this program. By rewarding students for participating in the program, parents can greatly impact the effectiveness of the program. The 21st Century workplace will have very few opportunities for non-readers. Please encourage your students to read daily.

Meetings of Non-curriculum-related groups

Student organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before or after

school. These groups must comply with the requirements of policy FNAB(LOCAL).

Vandalism

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

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

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

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

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

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

Searches by Trained Dogs

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

The visits to schools shall be unannounced. The dogs shall not be used for random sweep searches of students.

REMEMBER, STUDENTS WILL BE HELD RESPONSIBLE FOR ANYTHING FOUND IN THEIR POSSESSION AND THAT EXPULSION WILL BE CONSIDERED FOR ANY STUDENT CAUGHT IN POSSESSION OF ANY AMOUNT OF ILLEGAL SUBSTANCE.

Vehicles on Campus

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

Transportation Policies and Procedures

The Medina Valley Independent School District provides bus transportation to and from school as a courtesy service for eligible students residing in the District. A student being allowed to ride the bus is considered a privilege provided by the school district and students and parents are asked that it be treated as such.

The state of Texas prescribes the conditions governing school bus operations. All drivers and bus assistants have been trained, instructed on all current rules and regulations that pertain to school transportation and have been certified by the State of Texas. In order to meet the conditions outlined by the state of Texas in providing safe and timely transportation of all students, the Medina Valley school district has adopted rules/regulations and has provided disciplinary procedures for violations of these rules/regulations. The rules are outlined in the text that follows and we ask they be read and explained to your child/children.

Discipline procedures have been designed to provide our student-riders with every opportunity to resolve any problems they may have on the bus. In general three documented warnings will be given. After this, a conduct

report will be issued and sent to the campus administrator who will then take appropriate action.

Due to continued increase in enrollment in our school district, many of our buses are running at or near capacity. Therefore, we do not honor “passes” for students to ride a bus other than the one to which they have been assigned. It is the position of the Transportation Department that transportation is offered to and from a student’s established residence and any variation to what is being offered is the responsibility of the parent.

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 Department at (830)931-2243 ext. 1115.

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, instruments 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.

General Safety Rules

1. Obey the instructions of the bus driver/assistant. At no time will a student act toward, or address comments to a bus driver/assistant in a disrespectful manner, or refuse to cooperate with the driver.
2. Board and exit the bus at designated stops only.
3. All students must ride their assigned bus as determined by their physical address.
4. It is the responsibility of the parent to provide transportation if a child misses the bus.

Procedures while Waiting for the Bus

1. Be at your stop five (5) minutes before scheduled pickup time. The driver will not wait or honk.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a line and be prepared to load immediately.
4. Stand clear of the bus until it comes to a **complete stop** and the door opens.
5. Parents should instruct their children on what procedures to follow if the bus is missed.

Procedures for Loading the Bus

1. Do not push or shove.
2. Wait until the door opens before approaching the bus.
3. Use handrail and steps.
4. Go to your assigned seat quickly. Drivers are instructed to make sure all students are seated before moving the bus.
5. The driver and/or assistant will assign students seats.

Conduct on the Bus

1. Remain seated while the bus is moving.

2. Do not change seats without driver/assistant approval.
3. A student shall not refuse to sit in an assigned seat or deny another student a place to sit.
4. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
5. Scuffling, fighting and the use of obscene, vulgar or profane language and gestures, including gang signs, on or near the bus are forbidden.
6. Do not throw objects inside or out of the bus.
7. Do not litter.
8. The emergency door, equipment, and exit controls should be used by pupils only during supervised drill or actual extreme emergency.
9. Students shall never attempt to operate the passenger door or other controls except in the case of extreme emergency.
10. Students shall not shove, push, trip or intentionally harm others.
11. Students shall not possess or distribute pornographic or obscene material.
12. Students shall not engage in harassment of any type including sexual.
13. Students shall keep their feet in front of them and out of the bus aisle.
14. Students will not extend any part of the body out of a bus window.
15. In case of emergency, all riders will stay seated until instructed otherwise by the bus driver.
16. Riders must observe any reasonable request established by the driver/assistant for safe operation of the bus and control of the students.

Getting off the Bus

1. Stay seated until the bus is completely stopped at your designated stop and the door has been opened.
2. Use the handrail and take one step at a time when leaving the bus.
3. Wait for your turn to leave the bus. Pushing and crowding will only slow exiting and may cause an accident.
4. Stay clear of the bus. Do not chase or hang onto the bus at any time.

5. If an article drops or rolls near or under the bus. **DO NOT GO AFTER IT WITHOUT THE DRIVERS CONSENT.**

Crossing the street or highway

1. All students needing to cross the roadway after exiting the bus must move to a point **10 to 15 feet in front of the right bumper and wait for the driver to signal that it is safe to cross.**
2. Look both directions and walk directly across the road.
3. Never cross the road behind the bus.
4. **CAUTION!** Be alert for the vehicles that do not stop when the bus is loading or unloading students.
5. Obey all traffic signals and signs on your way to and from the bus stop

Accidents or Emergencies

1. Follow the driver's/assistants instructions.
2. If you must leave the bus, stay in a group.
3. The following procedures will be used for evacuation:
 - a. The students nearest the door will open the door and hold it open.
 - b. Leave the bus in a single file as quickly as possible.
 - c. Evacuation will start with the seat nearest the front door unless otherwise instructed.
 - d. Follow the driver's instructions completely.

Prohibited items

1. Tobacco and any tobacco product.
2. Food and chewing gum (eating on the bus is not allowed).
3. Glass containers.
4. Alcoholic beverages, controlled substances, dangerous drugs, and any volatile chemicals.
5. Weapons and explosive devices.
6. Any object (musical instrument, shop or school project) too large to be carried by the student. Items must be kept on the student's lap or within the seating compartment and may not deny another student a seat.
7. Matches or cigarette lighters.
8. Live animals or insects.
9. Hats, bandanas and sunglasses.
10. Earrings (boys).
11. Laser lights of any type.

Behavior

The school bus is an extension of the classroom. All school board policies that apply to student conduct, dress code and other student related activities apply to the school bus.

The student may be removed by any school official or law enforcement officer in the case of serious misbehavior which endangers the safety of any individual. The campus administrator and the student's parents will be notified as soon as possible if this action is necessary.

Behavioral Outcomes

The following minimum outcomes will result from a conduct report to the administration.

Secondary School (6th – 12 Grade)

- 1st referral 3 day bus suspension
- 2nd referral 10 day bus suspension
- 3rd referral 20 day bus suspension
- 4th referral Removal from the bus for the remainder of school year

Behaviors Which May Warrant an Immediate Removal

1. Conduct that contains elements of an assault or terroristic threat.
2. Selling, giving, or delivering to another or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug or an alcoholic beverage.
3. Conduct containing elements of an offense related to abusable glue or aerosol paint or relating to volatile chemicals.
4. Flagrant language and/or gestures directed toward the driver, assistant or another student.
5. Damaging the bus, i.e. ripping seats, damaging equipment, etc. **(Damages will be paid by the offender)**
6. Fighting on the bus.
7. Possessing or using materials that are potentially unsafe or dangerous to passengers (weapons, matches, fireworks, chemicals, cigarettes).
8. Retaliation against the bus driver or bus assistant, on or off school property.

Please note that video monitoring equipment may be used on the buses at any time to help ensure the safe transportation of your child.

Students will not be allowed to ride a bus other than the one to which they have been assigned. There will be no "one day" passes approved. If you need to request that a student ride a bus daily

that is different from his/her assigned route you may fill out a form at the school office. The form is forwarded to the transportation department for review, and their decision is final.

Video Cameras on Buses

Medina Valley Independent School District has video cameras installed on some of the buses to enhance student safety. The video system assists drivers, managers, and school administrators in monitoring student bus activity. It is the District's desire that student awareness of the video cameras provide them with an incentive to exhibit positive behavior on the bus as the district continually works toward the safest possible bus environment. Pursuant to [Texas Education Code § 26.009\(b\)](#), schools can videotape students without parent permission for purposes of maintaining order and discipline.

However, under the [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#), the parent may only view the video if that child is the only student in the video. If the video reveals other students, then that video cannot be viewed by any parent. The Texas Attorney General has addressed this issue and determined that videotapes made on school buses are education records under [FERPA](#) and are exempted from disclosure. Texas Attorney General OR 95-821 (1975).

Video Cameras

For safety purposes, video/audio equipment may be used to monitor student behavior on buses (and in common areas on campus). Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

Visitors to the School

General Visitors

Parents and other visitors are welcome to visit district schools. For the safety of the school and those within it, all visitors must first report to the principal's office, sign in, and secure a visitor's pass to be worn on lapel.

Visits to individual classrooms during instructional time are permitted only with

approval of the principal and teacher if 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.

Parent/Guardian volunteers are required by board policy to have a criminal history check report before he/she is allowed to chaperon students during school sponsored activities such as, field trips, school dances, or any activity whereby the parent/guardian is supervising students. A form must be signed and returned to the campus two weeks before the activity is to take place.

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

Visitors Participating in Special Programs for Students

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

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.

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 district wide tests, etc.

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

NCLBA 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, appropriate regular educational services will be provided.

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

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

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.

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

STUDENT APPEARANCE AND GROOMING RULES

It is recognized that parents bear primary responsibility for setting standards for their children's dress and grooming. However, because of health and safety factors, because of the influence of dress and grooming on students' attitudes and behavior, and because of the need to prevent disruptive influences and preserve the academic environment of the school, student dress and grooming are proper concerns of teachers and administrators, as well.

Student attire and grooming shall not distract, disrupt, create a safety hazard, or take away from the learning process. Appropriate dress and personal grooming by each student for all school activities shall reflect the high standard of the school District and community and not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.

Medina Valley students will use the following standards when dressing for school:

GENERAL REQUIREMENTS

1. All clothing will fit properly.
2. Clothing will be clean with no rips or tears.
3. Clothing will be non-revealing and exhibit modesty in styling.
4. Undergarments must be worn appropriately and not show.
5. Students will practice personal hygiene. Visible tattoos and/or body piercing are not allowed.
6. Students may not wear clothing that advertises drugs, sex, alcohol, or tobacco.
7. No article of clothing or accessory may display any obscene, profane, or vulgar statements or signs/symbols.

At anytime during the school year, the campus principal may prohibit any grooming practice, article of clothing, or accessory including emblems or logos, that is determined to be a safety concern or distraction. The principal may determine the definition of various articles of clothing (i.e. pants, sleeves, etc.) with acknowledgement of fashion. **The final determination of acceptable dress and grooming rests with the campus principal.**

To assist the student and parent with choosing school attire, the following are standards of dress:

SHIRTS

- Acceptable styles are plain, geometric, floral, plaids, stripes, tee shirts, polo shirts, dress front button shirts, blouses, etc.
- All shirts must extend below the waistline and be tucked in if it is below the middle of the hip.

PANTS

- Traditional cut, full length jeans and pants are to be worn at the waistline and when appropriate with a correctly sized belt.

SHORTS

- Are acceptable in grades PreK - 3
- Knee length shorts in traditional styles are acceptable in grades 4-12

SKIRTS/DRESSES

- Skirts and dresses must be knee length or longer

OUTER WEAR

- Oversized outerwear, trench coats, dusters or military jackets are not allowed.
- JROTC uniforms are allowed as determined by the JROTC instructors.

SHOES

- Shoes must cover the entire foot. Girls may wear dress shoes or sandals with appropriate clothing but the shoe must be strapped to the back of the foot.

HAIR

- Must be a natural color, traditionally styled, with no unusually shaved areas.
- Hair must not cover the eyes.
- Boys' hair may not touch the bottom of the collar; sideburns may not extend below the bottom of the ear.
- All students must be clean-shaven

ACCESSORIES

- Traditional rings, watches, bracelets, and necklaces are allowed.
- Girls may wear non-conspicuous earrings.
- Nails must be neatly manicured in a traditional fashion.
- Girls may wear natural or flesh toned shades of makeup in grades 7-12.

VIOLATIONS

If the principal or designee determines that a student's dress or grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. A student who repeatedly disregards the dress and grooming code shall be declared insubordinate and shall be subject to appropriate discipline procedures, including suspension or expulsion if circumstances warrant, in accordance with procedures and requirements in the Student Code of Conduct.

EXTRACURRICULAR ACTIVITIES

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students, who violate dress and grooming standards established for such an activity, may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

DRESS FOR SPECIAL OCCASION DAY(S)

The principal has the authority to allow all or part of the student body to vary from dress code and establish a particular mode of attire for special occasion days or for particular school-sponsored or school-related activities.

Student's Printed Name

Student's Signature/Date

Parent's Printed Name

Parent's Signature/Date