



Shive Elementary School  
2011-2012 Student Handbook

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Vernon, TX 76384  
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<http://www.vernonisd.org>

# PURPOSE

Effective learning requires a team approach. Every member of the team – the student, the parent, and teacher- must be fully equipped to set and reach educational goals.

All students can learn, but not all understand that “If I plan to learn..., I must learn to plan.” This concept of planning to learn is one that Shive Elementary School is emphasizing. To challenge and improve themselves, students have to be taught to plan and organize.

This student handbook is an organizational tool that will assist students on their way to success. For this program to work, all partners need to be involved. The old saying, “It takes a whole village to raise a child”, illustrates that it is only in an atmosphere of cooperative learning, ---where the school, the parents, and the community interact together in a supportive way, that learning goals and objectives will be best met.

In addition to this handbook, your child will receive an agenda/planner as a method of communication between the school and parent/home. Teachers will be instructing students to record their

assignments and making notes to the parents when needed. This system is an effort to establish an open line of necessary communication. By consulting your child’s agenda/planner daily, you will stay well informed about daily assignments and school activities. Each child will receive a handbook and agenda/planner and is responsible for these books throughout the year, (like a textbook).

To some people, good organizational skills come naturally. Many of us, however, find ourselves struggling to manage our affairs and complete our tasks. Establishing good routine involves self-discipline and hard work. Shive Elementary School supports this process by providing student handbooks and an agenda/planner to students in grades four and five to establish and strengthen these organizational skills.

THANK YOU FOR YOUR SUPPORT.



## **PARENTS**

On behalf of the faculty and staff, I would like to extend an invitation for you to visit our school, attend your child's programs, and initiate conferences with your child's teacher, the counselor, or the principal whenever you feel it is necessary. We are very happy to have you and your child with us at Shive Elementary.

### **Parental Rights**

- You may have your child "opt out" of participating in surveys, displaying of child's work or photographs on school websites or publications.
- You may request information regarding professional qualifications of your child's teachers, review teaching materials and assessments, and review any of your child's student records.
- Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education. All information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records.
- You may request that your child not participate in activities including saying pledges to flags and participating in a moment of silence due to religious beliefs.
- You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]
- You may 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 FDE(LOCAL).]

- As a parent, you may request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]
- As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]
- Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time.
- Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want VISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of the child's first day of instruction for this school year.

## **General Information**

### **ATTENDANCE**

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

#### **Failure to Comply with Compulsory Attendance**

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

A student shall not be given credit for a class if he or she has been in attendance less than 90% of the days the class is

offered, unless an attendance committee appointed by the Board gives credit because there were extenuating circumstances for the absences. An excessive amount of absences may result in assignment to Saturday School.

#### **Parent's Note after an Absence**

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

#### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

#### **Early Release of Students**

Because class time is important, doctor's appointments should not be scheduled, if at all possible, during school hours. If a student becomes sick during the school day, the teacher will send the student to the school nurse. The nurse will decide whether or not to send the child home.

## **BULLYING**

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of physical harm or of damage to the student's property, or is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying.

## **CAFETERIA**

The district participates in the National School Lunch program offering nutritionally balanced lunches daily. **All students** are expected to eat lunch in the school cafeteria. Students may purchase a five or twenty day lunch ticket or may pay cash on days when they choose to eat in the cafeteria. Students may not charge more than **five meals in the cafeteria**. Students who bring their lunch will also eat only in the school cafeteria. Students may not share food in the cafeteria. Parents may bring food to the school for their child only. 2011-2012 student costs: Breakfast \$1.60; Lunch \$2.10.

## **CHILD SEXUAL ABUSE**

VISD has established a plan for addressing child sexual abuse, which may be accessed through the principal's office or at the office of the superintendent. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected

has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy 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 Web site at [www.vernonisd.org](http://www.vernonisd.org).

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the District has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that e-mail and other electronic communications using district computers are not private and will be monitored by District staff. [For additional information, see policies at CQ.]

## **CONDUCT AND CITIZENSHIP**

Students are expected to maintain high standards of citizenship and conduct themselves in a manner which will bring credit to themselves and their community. Some of the factors involved include: respect for fellow citizens, respect for property of others, obedience of rules and regulations, and respect for authority.

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **COUNSELING**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student

who wishes to meet with the counselor should contact Mrs. Kieschnick, Counselor.

## **DISCIPLINE**

Discipline at Shive Elementary is structured around the *Student Behavior Chart*. This chart is a guideline of possible consequences used to address inappropriate student behavior. In addition to these steps, with parent permission, Corporal Punishment may be used if deemed necessary. Parents will always be contacted before corporal punishment is used as a consequence. If you do not want corporal punishment to be administered to your child as a method of student discipline, please contact the school in writing to make your request known. A signed statement must be provided each year. You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student. A copy of the *Shive Elementary Student Behavior Chart* is attached at the end of this handbook.

## **DISCRIMINATION**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

## **DISMISSAL**

Classes will be dismissed at **3:15 P.M.** Students still on campus at **3:30 P.M.** may be picked up by the parent in the office. Please plan to be punctual when picking up your child.

## **DISTRIBUTION OF PUBLISHED MATERIALS**

### **School Materials**

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

### **Nonschool Materials...from Students**

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

## **DRESS AND GROOMING**

Dress and grooming guidelines are attached below. If you have any questions regarding dress please contact the school office.

## **EMERGENCIES/ILLNESSES**

If a child is injured or becomes ill at school, the nurse will notify the parents, and render simple first-aid only. Students who are ill or have fever must be picked up immediately by

parents or a person designated by the parent. Therefore, it is mandatory that we know where to reach the parents (home, business, neighbor's phone number) and the name, address, and phone number of your family doctor.

## **HARASSMENT**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the District's Web site. **Examples of harassment may include**, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

## **HARASSMENT- SEXUAL**

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. **Examples of prohibited sexual harassment may include**, but not be limited to, 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.

## **HARASSMENT-RETALIATION**

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or academic performance in the classroom.

## **HARASSMENT-REPORTING PROCEDURES**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other District employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate District officials to whom to make a report.

## **HARRASSMENT-INVESTIGATION OF REPORT**

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the District.

In the event prohibited conduct involves another student, the District will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy. If the District's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The District may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **GRADING GUIDELINES**

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. This includes makeup work due to absences.

## **HEALTH-RELATED MATTERS**

### **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the high school main office. If you have any questions, please contact Max Tatum at (940) 553-1900.

### **Bacterial Meningitis**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death. **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. **PREVENTION:** 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. **ADDITIONAL 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 Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

### **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.

### **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### **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 Max Tatum at (940) 553-1900.

### **Physical Activity for Student in Elementary School**

In accordance with policies at EHAB, EHAC, EHBG, the District will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week. For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

## **Physical Fitness Assessment**

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

## **School Health Advisory Council (SHAC)**

During the preceding school year, VISD established the District's School Health Advisory Council. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. [See policies at BDF and EHAA.] Additional information regarding the district's School Health Advisory Council is available from the District Office.

## **Tobacco Prohibited**

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

## **Vending Machines**

The district has adopted policies and implemented procedures to comply with state and federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the principal of superintendent. [See policies at CO and FFA.]

## **HOMEWORK**

Home study is a necessary part of each pupil's educational program. Each student will be required to spend some time studying each day at home, in addition to scheduled class instruction time, to achieve satisfactory success in school. All grade 4 and 5 students should expect to have AR and AM assignments to complete at home each evening.

## **HONOR ROLL PROGRAM**

The staff feels it is very important to recognize those students who have demonstrated outstanding achievements in their academics. At the conclusion of each six weeks grading period, those students who have earned an 80 or above will have earned the privilege of making the "A/B" Honor Roll for that six weeks. Students will be recognized during an Award Celebration each six weeks.

## **IMMUNIZATION RECORDS**

State laws require certain immunization and health clearances of all students attending public school. Current laws require a valid record from a physician or public health agency. Parental statements will not satisfy these requirements. Current Texas law requires that all children entering Texas public schools must have been immunized against the following diseases, diphtheria, rubella (measles), rubella, tetanus, haemophilus influenza type B, hepatitis A, hepatitis B, varicella (chicken pox), poliomyelitis, and mumps. Students are required to have proof of the measles (rubella) record before they will be allowed to enter school. Students will be provisionally enrolled if the other required

immunizations have been started and continue to be received as "rapidly as is medically feasible." A student not immunized must have a certificate that is renewed yearly signed by a U.S. licensed physician.

## **INAPPROPRIATE ITEMS**

Cell phones, whistles, radios, tape-recorders, pagers, CD players, electronic devices or games, water guns or any type of "toys" serve no useful purpose at school and will not be allowed at school. Students bringing such items to school will have them taken up and turned in to the principal's office. Most items will be returned to the student at the end of the day with a warning. Electronic devices and cell phones will be confiscated and held for 10 days on the second offense. Parents will be required to pick up the device and pay a \$15.00 administrative fee.

## **INAPPROPRIATE USE of TECHNOLOGY**

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

## **LIBRARY**

Shive students are encouraged to use the library. There are special rules for reference books, magazines and reserved books. Learning the use of the library and observing its rules help develop good citizenship. The librarian will be available to assist those who need help. There will be a fine for each day a library book is overdue. If a book is lost, the full price of the book must be paid.

## **LOST AND FOUND**

The "Lost and Found" articles are kept on the stage in the cafeteria. Students having lost personal or school materials should check there to see if the materials have been turned in. Parents should check for lost articles in the cafeteria before or after school.

## **MEDICATION**

The dispensing of drugs and medicine will be under the direction and supervision of the school nurse, teacher, counselor, or principal. The drug or medicine must be in the original container (information indicating student's name, doctor's name, name of drug, dosage and prescription number). The school must have written permission from the parent, guardian, or person having lawful control of the child to administer the medication. This permission notice must also contain the time of the day the medicine is to be dispensed and be signed. Any change in dosage from that appearing on the medicine will not be made without written authorization from the physician. A student with asthma may be permitted to possess and use an asthma inhaler with written authorization from parent and physician.

## **PHYSICAL ACTIVITY/FINE ARTS**

Shive students will participate in PE classes three times a week and will attend health class once a week. Students will participate in Music one day per week.

## **PROMOTION\RETENTION POLICY**

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

In grades 4-5, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

A student in grades 4-5 who is not promoted shall be retained in the same grade or placed in an alternative education program. No student shall be retained more than once in grade 5 – 8 unless a committee of the student's teacher(s) and two administrators approve and the parent(s) agree because of special circumstances. In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessment of Academic Readiness (STARR), 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 STAAR is administered the first time.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessments.

Parents of a student in grade 5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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. . [See policies at EIE.]

## **REPORT CARDS**

Students will receive an academic achievement and conduct grade at the conclusion of each six weeks period. One report card is given to the student for all classes. The report card is to be taken home to the parents to be signed and returned to school the next day. **Progress Reports** will be sent home

with each student indicating progress at the mid-point of each six-week grading period.

## **SCHOOL PROPERTY**

Shive students take pride in the care of their building and equipment. Abuse of school property will result in disciplinary action against those involved. Any student who destroys school property **will be held** responsible for the damage and will be required to repair or pay for the damage, as well as being subject to disciplinary measures.

## **SCHOOL SPONSORED TRIPS**

Students participating in school sponsored trips are required to use transportation provided by the school to and from the event. An exception may be made if the parent makes a written request that the student be released to the parent or another designated adult.

## **SCHOOL SUSPENSION**

The principal may assign a student to In-School Suspension for such reasons as insubordination, truancy, excessive tardies, abuse of school property, and other disciplinary offences. In-School Suspension is used as a means to correct serious or chronic disciplinary problems. It is conducted at a neutral site under strict supervision. Students will not be allowed to participate in any extra activities while in In-School Suspension.

## **SPECIAL PROGRAMS**

### **Migrant Services**

Children who have moved within the past three years with their families or to join a parent due to agriculturally related jobs may be identified as migratory children. These children are entitled to receive special instructional support services to help them be successful in school. Support available for students includes school supplies, tutorials, health benefits, classroom assistance, free lunches, and summer school.

### **Dyslexia Services**

VISD provides dyslexia screening beginning in the first grade. Students meeting eligibility requirements are provided instruction utilizing

### **MTA**

(Multisensory Teaching Approach). Parents with questions regarding this program should contact the school counselor.

### **Advanced Academics**

Students identified as Gifted & Talented will receive instruction through differentiation in the classroom. Students will also be served via a pull out program one day per week. Parents with questions regarding this program should contact the school counselor.

### **Special Education**

If the child is experiencing learning difficulties, the parent may contact the campus principal or special education director to learn about the District's special education referral or screening process. A parent is entitled to request a special education evaluation. Within a reasonable time, the district must decide if the evaluation is needed. If declined, the District must provide written notice with an explanation and inform the parent of his or her rights. VISD provides

assistance to students who have learning difficulties or need Special Education Services.

## STATE MANDATED TESTS

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the **STAAR**, in the following subjects: Fourth grade students are administered a state mandated test (**STAAR**) in writing, math, and reading. Fifth grade students will be given a state mandated test (**STAAR**) in math, reading, and science. Successful performance on the reading and math assessments in grades 5 is required by Vernon ISD in order for the student to be promoted to the next grade level. For the 2011–2012 school year students will take a local assessment on the second administration to determine if the student will need to attend summer school for remediation. A third local assessment will be administered at the end of summer school to determine promotion or placement. The District will follow the rules of the grade placement process to involve all stakeholders on the student's academic achievement.

See **Promotion and Retention** additional information. **STAAR Modified** and **STAAR Alternate**, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

**STAAR-L** is a linguistically accommodated assessment that is available for certain Limited English Proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

## STORM WEATHER INFO

School personnel will be on alert for dangerous conditions by using radios which scan the Nation Weather Service, Law Enforcement and Civil Defense frequencies. Buses have two-way radios so drivers may also be informed. If severe weather is rapidly approaching, students will be held at school until the danger has passed. When sirens have sounded, students will be moved immediately to the safest places as recommended by safety experts. All elementary schools have specially designed storm shelters areas. Buses within the city will go to the NEAREST school for shelter.

## OTHER WEATHER CONDITIONS

Please listen to **KVWC** radio station or local TV stations during snow, ice, or flood for information concerning delay of starting time or cancellation of classes. The radio station will have the correct information concerning school, so please do not call the school principal.

## SURVEILLANCE VIDEO TAPING

Surveillance video taping will occur on school busses as well as in common places within the school building. Signs of this notification will be posted.

## TELEPHONE

**In case of emergency** the office telephone may be used by students. Students are required to have a note stating they have the teacher's permission to use the phone. Do not ask to

use the phone for matters which should have been arranged prior to school. Students will not be allowed to use the office phone for matters that should have been arranged prior to school. Student will not be called out of class to talk on the phone.

## TEXTBOOKS

All textbooks used in our school are the property of the State of Texas and are to be treated as such. Book covers are furnished free of charge and all textbooks **must** be properly covered at all times. The student is also subject to a fine for any damage that occurs to the textbook while in his/her possession. Students are responsible for all textbooks issued to them. If a book is lost, it must be paid for within a reasonable amount of time.

## TRANSPORTATION BUS POLICY

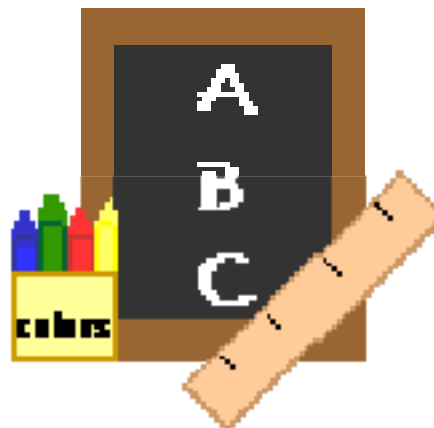
It is a privilege for you to ride the school bus. If you violate the posted rules and regulations, your privilege to ride the bus may be forfeited. Students are expected to follow all classroom rules while on the bus. The bus driver will notify the principal of any problem involving a student, and the principal will take disciplinary action.

## VISITORS

Parents are welcome to visit the school at any time. Parents wishing to request a conference with teachers should do so through the office by calling (940)553-4309. All visitors, upon entering the building, **must** check in at the main office. Visitor badges **must** be worn while in the building. Visits to individual classrooms during instructional time are permitted only with approval of the principal.

## WITHDRAWALS

Students withdrawing from school must clear textbook records with each teacher and turn in any supplies issued. Textbooks and all the debts to the school should be cleared before records may be forwarded to another school. The parent/guardian must initiate the request for withdrawal



## DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

### Hair

- No hair picks, comb
- No nets
- No sideburns below the earlobes
- Clean, well groomed
- No pins, curlers
- Not to cover eyes
- No unusual or distracting hairstyles or colors
- No symbols/initials cut into hair

### Footwear\*\*

- Acceptable footwear that does not create a health or safety hazard or does not disrupt the learning environment
- No house shoes

### Hats\*\*

- Hats or head coverings including head bands may not be worn during school hours and must be left at home or in vehicles.

### Shirts\*\*

- Collared, polo, or crew neck shirts with sleeves are required.
- No clothing; advertising Playboy, tobacco, alcohol, prohibited substances/items, vulgar, obscene topics or implications of above list.
- Tops must overlap waist bands so no midriff is showing at anytime.
- Clothing that reveals underwear or cleavage is prohibited.
- *With young men, excessively long shirts are not permitted and will be required to be tucked in their pants.*
- *Individual campuses may require all students to tuck in their shirts.*

### Other Clothing

- Pants and shorts will be worn at the natural waist line, no sagging.
- Large bulky coats and hood sweatshirts must be stored in the student's locker during school hours.
- Clothing that is torn or ripped or larger than one size extra is prohibited.
- Chains of any kind on billfolds, checkbooks, belts, or pants are prohibited.
- Sunglasses are not to be worn in school unless medically prescribed.

### Earrings/piercing

- Body piercing other than the ears is prohibited
- Young men may wear only one stud type earring per ear.

### Other hair

- Facial hair must be clean, neatly trimmed and well groomed.

### Odor

- Students are required to keep themselves clean and free of body odor.

### Shorts/Dresses\*\*

- Skirts/dresses must be at or below the knee, with no slits above the knee.
- Pants and shorts must be at or below the knee.

### Tattoos

- Tattoos with lewd writing, gang related, obscene or offensive pictures or emblems will be covered.

### \*\*Exceptions:

- Designated school events by the principal.

Any violation of this dress code shall be determined by the administration. Any disregard of the dress code will result in immediate placement in **ISS** or sent home to make necessary changes. A student placed in **ISS** for a dress code violation will remain there for the day or until the problem is corrected by a parent or guardian providing appropriate clothing.



## Shive Elementary School Student Behavior Chart

NAME \_\_\_\_\_ GRADE LEVEL \_\_\_\_\_

ID # \_\_\_\_\_ HOME PHONE NUMBER (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Work Ph. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Parent/Guardian \_\_\_\_\_ Work Ph. (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Email Address \_\_\_\_\_

Consequence Action	Date	Teacher	Infraction	Parent Contact
<b>Dress- 1 Verbal Warning</b> (Others will increase step plan)				
<b>2 D Halls Lunch</b>				
<b>3 D Halls Lunch</b>				
<b>5 D Halls Lunch</b>				
<b>2 Day ISS</b>				
<b>4 Day ISS</b>				
<b>6 Day ISS</b>				
<b>8 Day ISS</b>				
<b>Assignment to DAEP</b>				
<b>Bus Behavior</b>				
<b>Other Behavioral Consequences</b>				
<b>Other Behavioral Consequences</b>				
<b>1 Period ISS (2-5 Days) as needed Admin Discretion</b>				
<b>Every 5 Tardies = 1 Lunch D Hall</b>				
<b>Every 10 Tardies = 1 step on Behavioral Plan</b>				

## **SHIVE ELEMENTARY SCHOOL BEHAVIORAL PLAN WITH CONSEQUENCES**

### **DETENTION HALL ENTRY LEVEL**

1. Minor Class Disruption
2. Public Display of Affection
3. Take Ups
4. Undirected Profanity
5. Insubordination
6. After 3rd Step on Teacher's Discipline Plan
7. Other as deemed appropriate by Principal

### **2-DAY IN-SCHOOL SUSPENSION**

1. Pushing/Shoving
2. Obscenity (Student to Student)
3. Petty Theft
4. Extortion/Threats (Student to Student)
5. Possession of objects deemed inappropriate or dangerous by a school administrator
6. Defiance (bold public display)
7. Misuse of Technology
8. Second Absence from Lunch D-Hall  
(1 Day of ISS per remaining D Hall days)
9. Gambling
10. Leaving campus without being signed out by parent
11. Academic dishonesty, plagiarism, cheating
12. Other as deemed appropriate by Principal

### **4 DAY IN-SCHOOL SUSPENSION**

1. Obscenity (student to teacher/staff)
2. Verbal Abuse (student to teacher/staff)
3. Harassment (sexual, racial, verbal)
4. Theft over \$50
5. Other as deemed appropriate by Principal

### **8 DAY ISS (plus referral to School Resource Officer)**

1. Tobacco use or possession
2. Theft over \$100
3. Other as deemed appropriate by Principal

**REPEATED OR MORE SERIOUS INFRACTIONS MAY BE REFERRED  
TO DAEP AND/OR EXPULSION**

## **MANDATORY MOMENT OF SILENCE AND PLEDGES TO UNITED STATES AND TEXAS**

### **FLAGS:**

The legislature has passed and the Governor has signed Senate Bill 83 which amends Texas Education Code Section 25.082 and requires recitation of pledges to the United States and Texas flags followed by a moment of silence each day in each school.

Old section 25.082(b) permitted school districts to provide a period of silence at the beginning of the first class of each school day for student reflection or meditation.

The new provisions of Section 25.082 mandate that public school districts (1) require students to recite the pledge of allegiance to the United States and Texas flags during each school day throughout the school year; (2) provide for the observance of one minute of silence at each school in the district following the recitation of the pledges during which students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract other students. Teachers or other employees who are in charge of students during the minute of silence must “ensure” that each student remain silent and does not act in “a manner that is likely to interfere with or distract another student”. An additional change authorizes school districts to excuse a student from the pledge of allegiance (but not from observing the moment of silence) if the student’s parent or guardian provides a written request.

### **NOTICE OF NONDISCRIMINATION**

The Vernon Independent School District does not discriminate on basis of race, religion, color, national origin, sex, or disability in providing education or providing access to benefits of education services, activities, and programs, including vocational programs, in accordance with the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Section 504 Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Superintendent Tom Woody has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973.

The Vernon Independent School District does not discriminate on the basis of disability by denying access to the benefits of District services, programs, or activities. To request information about the applicability of Title II of the Americans with Disabilities Act (ADA), interested persons should contact Tom Woody.

**This handbook is neither a contract nor a substitute for the official District Policy Manual. It is a guide and a brief explanation of District policies and procedures related to employment. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible with the change.**