ORE CITY MIDDLE SCHOOL

100 REBEL ROAD

ORE CITY, TEXAS

903-968-3300

ORE CITY MIDDLE SCHOOL STUDENT HANDBOOK
2015-2016

Ore City ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in 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.

Ore City ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Lynn Heflin has been designated to coordinate compliance with the nondiscrimination requirements of Title IX of the Education Amendments of 1972, as amended. Dr. Ray Deason has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973, as amended. The compliance coordinators can be reached at Ore City ISD, 100 Rebel Road, Ore City, Texas 75683, and (903) 968-3300.

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PREFACE

To Students and Parents:

Welcome to school year 2015–16! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

This handbook contains information needed by both students and parents during the school year. It is organized alphabetically by topic. Students are addressed as "the student," "students," "the child," or "children." The term "the student's parent" refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

Both students and parents should become familiar with the Ore City Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted on the district website (www.ocisd.net) or available in the principal's office.

ADMINISTRATION

Address: Ore City ISD
100 Rebel Road
Ore City, Texas 75683

Phone: 903-968-3300
FAX: 903-968-4446
Superintendent - Lynn Heflin
Middle School Principal - Selenia Cato
Assistant Principal – Teddy Ott
Counselor – Ebony Morrow
Nurse –Mindy Hamilton

MIDDLE SCHOOL BELL SCHEDULE

1st Period:	7:55-8:45
2nd Period	8:50-9:40
3rd Period	9:45-10:35
4th Period	10:40-11:30
LUNCH	11:30-12:10
ADVISORY	12:15-12:50
5th Period	12:55-1:45
6th Period	1:50-2:40
7th Period	2:45-3:35

ORE CITY MIDDLE SCHOOL
OUR MISSION FOR ALL STUDENTS

A FOUNDATION FOR...

LIFELONG LEARNING
HIGHER LEVEL THINKING
EFFECTIVE COMMUNICATION
INTERPERSONAL SKILLS

CHARACTERIZED BY...

EXCELLENCE AND ACCOUNTABILITY

ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels)

Ore City ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district's financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district's evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by the No Child Left Behind Act.

Information about all of these can be found on the district's website at __www.ocisd.net_____. Hard copies of any reports are available upon request to the district's administration office.
TEA also maintains additional accountability and accreditation information at http://www.texasschoolaccountabilitydashboard.org and http://www.tea.texas.gov.

ARRIVAL AT SCHOOL

Students arriving at school in the mornings should enter the building and get things ready for first period. Students who eat breakfast should go directly to the cafeteria, eat, and **clear the cafeteria by 7:45 a.m.** They will begin serving breakfast at 7:15.

Students are not to be at the band hall, gym, central office, or the high school upon arrival at school.

ASSEMBLIES

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who engages in inappropriate behavior during an assembly will be subject to disciplinary action.

Enter the assembly quietly and orderly.

Leave only as instructed by the principal and/or teacher.

Dismissal is by row at a time with the remainder of the student body still seated.

Give courteous attention to the program. Express approval by applauding, not whistling or loud behavior. Unnecessary and excessive applause reflects badly on the student body.

No gum chewing or eating is allowed.

Refrain from conversations.

ATTENDANCE

COMPULSORY ATTENDANCE

In Texas, a child between the ages of 6 and 18 – must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action, which may include court action. [Board Policy Manual: Policy FDC (Legal)]

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.

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.
[See policy FEA (LEGAL).]

Exemptions to Compulsory Attendance

All Grade Levels

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student's arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
    - An activity required under a court-ordered service plan; or
    - Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments

ATTENDANCE FOR CREDIT

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be

considered days of attendance for this purpose.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

REGAINING CREDIT

If the attendance committee determines that there have been extenuating circumstances, it will decide how the credit may be regained.

If the attendance committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class. If a petition for credit is denied, the student or parent may appeal the decision to the Superintendent. [Board Policy Manual: Policy FDD (Local)]

The District may provide these alternative ways for a student to make up work or regain credit lost because of absences:

- Complete additional assignments as specified by the committee.
- Satisfy time-on-task requirements before and/or after school.
- Attend Saturday classes.
- Attend summer school.
- Maintain the attendance standards for the rest of the semester.
- Take an examination to earn credit in accordance with Board Policy EEJA.

In all cases, the student must also earn a passing grade in order to receive credit.

MAKE-UP WORK

Make-up assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the amount of time allotted for completing make-up work after an absence; however, the student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time. Students shall receive a zero for any assignment or test not made up within the allotted time. [Board Policy Manual: Policy FDD (Local), EIA (Local)]

ADMITTANCE TO CLASS

If it is necessary for the student to be absent from school, the parent should call the principal's office during the morning of the absence.

When returning to school after an absence, a student must bring a note signed by the parent that describes the reason for the absence. Notes signed by a student, even with the parent's permission, will not be accepted.

A student must submit this note to the office before the first bell rings. Students who are late to class from the office will be considered unexcused tardy.

PERSONAL ILLNESS
When a student's absence for personal illness exceeds four consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances. [Board Policy Manual: Policy FDD (Local)]

UNEXCUSED ABSENCES
Absences for reasons other than those listed above will be considered unexcused absences, whether or not the student has the parent's permission to be absent.

TARDIES
A student will be counted absent from class if he or she is not present for that class at least one-half the class period. A student who is late to class but present for more than half the class period, will be counted tardy. The student will be sent to the office to receive a tardy pass and sign up for silent lunch detention. If a student is tardy a second time on the same day, they will call home and schedule a day to serve after school detention. Repeated instances of unexcused tardies will result in more severe disciplinary action such as OCS or Saturday Detention for the parent and student to attend.

A student who is late to class will not be counted tardy if the student has an approved pass from a staff member.

LEAVING SCHOOL
A student who must leave school during the day must bring a note from his/her parent that morning, or the parent must call the principal's office.

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

If a student must leave school during the day, a parent/guardian must sign him/her out in the office.

To attend or participate in any school sponsored activity, students are required to attend school the day of the activity. Special situations may be excused by the Principal, such as a documented health care appointment.

AWARDS AND HONORS

A HONOR ROLL
Students earning grades of 90 or above in every subject except band, athletics, and physical education, are eligible for the A Honor Roll.

B HONOR ROLL
Students earning grades of 80-89 in every subject except band, athletics, and physical education, are eligible for the B Honor Roll.

Students will receive small rewards each time that they make honor roll. Also, each time that they make honor roll, their name will be placed in a drawing (once for B Honor Roll and twice for A Honor Roll) to win a nice gift that will be presented at our Honors Banquet in the spring. Ex.: Kindle Fire, Samsung Galaxy Tablet.

PERFECT ATTENDANCE
To receive a Perfect Attendance Certificate at the end of the school year, a student cannot be absent at any time during the school day except for a school sponsored activity. Students receiving perfect attendance for the year will also receive a gift card at our Honors Banquet. Each six weeks that perfect attendance is earned a small token of recognition is given to the student.

BEST/MOST IMPROVED
Eighth grade students are eligible for Best Student Award and Most Improved Student Award in the eighth grade subject areas. These awards are presented at the eighth grade program.

TOP STUDENT AWARD

Eighth grade students are eligible for the Top Student Award if an overall average of 90 or above is attained for the core subjects (English, math, science, social studies) for grades 6, 7, and 8. Students must be enrolled in Ore City Middle School at the beginning of their seventh grade year to be eligible for this award. This award is presented at the eighth grade program.

BICYCLES

Upon arrival, students are to park their bikes in the student bike parking area. At no time are students to ride their bikes on the sidewalks or inside the stadium area.

CELEBRATIONS (All Grade Levels)

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

[Also see **Food Allergies** on page 14.]

CHILDREN OF MILITARY FAMILIES

Children of military families will be provided flexibility regarding certain district requirements including:

- Immunization records
- Grade level, course, or educational placement
- Eligibility requirements for Extra-Curricular activities
- Graduation requirements
- In addition, absences related to a student visiting with his or her parent related to leave or deployment activities will be excused by the district

CLUBS AND ORGANIZATIONS

Student clubs and performing groups such as the student council, cheerleader, band 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.

COMMUNICABLE DISEASES

Parents of a student with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while contagious. These diseases include:

amebiasis
campylobacteriosis
chickenpox
common cold with fever
fifth disease (erythema infectiosum)
gastroenteritis, viral
giardiasis
head lice (pediculosis)
hepatitis, viral, (A, B, or C)
impetigo
infectious mononucleosis
influenza
measles (rubeola)
meningitis, bacterial
mumps
pink eye (conjunctivitis)
ringworm of the scalp
rubella (German measles), including congenital
salmonellosis, including typhoid fever
scabies
shigellosis
streptococcal disease, invasive
tuberculosis, pulmonary
whooping cough (pertussis)

[Board Policy Manual: Policy FFAD (E)]

COMPLAINTS BY STUDENTS/PARENTS

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be so easily handled, the District has adopted a standard complaint policy. For such matters, a student or parent should first discuss the problem with the principal within ten calendar days of learning about the event or problem. If the principal's decision is not satisfactory, the complainant may request, within ten calendar days, a conference with the Superintendent or designee. If the Superintendent's or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees, in accordance with Board Policy. [Board Policy Manual: Policy FNG (Local)]

Some complaints require different procedures. The middle school principal's office can provide information regarding specific complaint processes for the following:

- Discrimination on the basis of gender. [Board Policy Manual: Policy FB]
- Sexual abuse or sexual harassment of a student. [Board Policy Manual: Policy FNCJ (Local)]
- Loss of credit on the basis of attendance. [Board Policy Manual: Policy FDD]
- Teacher removal of a student for disciplinary reasons. [Board Policy Manual: Policy FOAA]
- Removal of a student to a disciplinary alternative education program. [Board Policy Manual: Policy FOAB]
- Expulsion of a student. [Board Policy Manual: Policy FOD]
- Identification, evaluation, or educational placement of a student with a disability. [Board Policy Manual: Policy FB, EHBA]
- Instructional materials. [Board Policy Manual: Policy EFA]
- On-campus distribution of non-school materials to students. [Board Policy Manual: Policy FMA]
- Complaints against District peace officers. [Board Policy Manual: Policy CKE]

COMPUTER ACCESS - ACCEPTABLE USE AND CODE OF CONDUCT

Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as TENET or the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation.

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or pictures; revealing personal addresses or telephone numbers - either their own or another person's; or using the network in a way that would disrupt use by others.

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 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.

As required by law, the District has developed and 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, in order to avoid violations and the subsequent consequences.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyber bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. (FFI Local)

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children. 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).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see
http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.
The following Web sites might help you become more aware of child abuse and neglect:
http://www.childwelfare.gov/pubs/factsheets/signs.cfm
http://sapn.nonprofitoffice.com
http://www.taasa.org/member/materials2.php
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml
Reports may be made to:
The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400) or on the Web at http://www.txabusehotline.org).

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Copying another person's work, such as homework, classwork, or a test, is a form of cheating. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties. [Board Policy Manual: Policy EIA(Local)]

CORPORAL PUNISHMENT

Corporal punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. **If a parent or guardian gives permission to the school to consider and use corporal punishment as a discipline management technique, they must indicate this in writing, sign it, and turn it in to the office to be placed in the student's file.**

A disciplinary record shall be maintained of each instance of corporal punishment. [Board Policy Manual: Policy FO (Local).

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels)

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.
The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. 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 website]. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is 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.
Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a

student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

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.

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.

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, intimidating, or humiliating 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.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of 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.

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, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

The student will not be required to present a complaint to a person who is the subject of the complaint.

If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within seven calendar days may request a conference with the Superintendent. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and the date of the conference with the principal, the principal's designee, or the Title IX coordinator. If the resolution by the Superintendent is not satisfactory, the student and/or parent may present the complaint to the Board as provided by policy. [Board Policy Manual: Policy FNCJ (Legal), FNCJ (Local)]

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.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if

proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.
The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged 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 FFH.

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.
If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.
During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.
If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.
All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).
A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

ELECTRONIC DEVICES/CELL PHONES/SMARTPHONES

Electronic devices and/or cell phones and **headphones** are not to be used on campus during the school day (**ANYWHERE)**, unless a teacher is doing a lesson that allows for bringing your own device as outlined in our acceptable use policy. Students are to turn the device off and put away before entering the building in the morning and may take them out again after the 3:35 bell rings. Violations of this will result in the device and/or cell phone being confiscated and a fine assessed as well as appropriate disciplinary action. [See policy FNCE (legal)]
1st offense: $15.00 fine
2nd offense: $15.00 fine
3rd offense: $15.00 fine – 5 days OCS
(All offenses after the third will be assessed a $15 fine plus 5 days OCS)

NOTE: We will continue to allow phone use during lunch as long as the principal determines that this is appropriate and no problems arise with increased violations of policy.

LASER POINTERS

Students are not permitted to possess or use laser pointers while on school property, while using District transportation, or while attending school-sponsored or school-related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

PARTIES AND SOCIAL EVENTS

All activities of the school shall be in conformity with the purposes of the school's educational program. The following regulations are applicable to all social activities:

- Programs which are not part of the school educational program are to be planned for and limited to non school hours.
- The principal will be in charge of all social activities sanctioned by the school.
- The rules of good conduct and grooming will be observed. [Board Policy Manual: Policy FMD(Local)]

VIOLATIONS OF LAW

- **ALCOHOL, DRUGS, TOBACCO, AND WEAPONS**

  Under state and federal law, a student is not allowed to possess, sell, give away, or use: alcohol, illegal drugs, tobacco products, electronic smoking devices, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having one of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited. See Student Code of Conduct.

- **DISRUPTIVE ACTIVITIES**
  State law prohibits a student from participating in disruptive activities. That includes acting alone or with others to:

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

GANGS AND OTHER PROHIBITED ORGANIZATIONS

Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.
Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the highest category of offense if they are committed in a gang-free zone. A gang-free zone includes a school bus and a location in, on, or within 100 feet of any district owned or leased property.

HAZING ACTIVITIES

State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

CONFERENCES

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance, (2) if the student presents any other problem to the teacher, (3) in any other case the teacher considers necessary.

A student or parent who wants information or wants to raise a question or concern should confer with the appropriate teacher, counselor, or the principal. A parent who wishes to confer with a teacher may call the middle school office for an appointment during the teacher's conference period or request that the teacher call the parent during the conference period or at another mutually convenient time.

COUNSELING

ACADEMIC COUNSELING

Students and parents are encouraged to talk with a school counselor, teachers, or principals to learn about the curriculum, course offerings, graduation requirements, and differences between graduation programs. All students in grades 7-12 and their parents will be provided information about the recommended courses for students preparing to attend college, as well as available school-to-work programs. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they take the high school courses to best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

PERSONAL COUNSELING

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional, academic, or substance abuse issue. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor should make an appointment.

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes. [Board Policy Manual: Policy FFE, FNG]

CREDIT BY EXAMINATION

WITHOUT PRIOR INSTRUCTION

A student in any grades 6-8 may use examinations in lieu of coursework for acceleration to earn credit in an academic course for which the student has no prior instruction. A student planning to take an examination for acceleration must register with the principal no later than 30 days prior to the scheduled testing date, and must score a minimum of 80% to earn credit.

Questions regarding these examinations and procedures for acceleration may be discussed with the Principal. [Board Policy Manual: Policy EEJB (Local)]

WITH PRIOR INSTRUCTION

A student who has received prior instruction in a course or subject but failed the course or subject with a grade of no less than 60 may be permitted by the District to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The attendance review committee may also allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this examination to regain eligibility to participate in extracurricular activities, however. [Board Policy Manual: Policy EEJA (Local)]

DISTRIBUTION OF MATERIALS

Written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be sold, posted, circulated, or distributed on any school campus by a student or a non-student without the prior approval of the principal and in accordance with campus regulations.

All material intended for distribution to students that is not under the District's editorial control must be submitted to the principal for review and approval. If the material is not approved within two school days of the time it was submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the disapproved material to the Superintendent; material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting when the student will have a reasonable period of time to present his or her viewpoint. [Board Policy Manual: Policy FMA (Local), FNG (Local), GKA (Local), GF (Local)]

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, to prevent disruption, and minimize safety hazards.

The administration and faculty shall have the right to appraise any current fashion or fad and determine whether it is appropriate or inappropriate for school wear. **The school has the right to ask students to change attire if it is of such nature that it provokes unfavorable comment.** A student who tries to attract attention by dressing in an irregular or unconventional manner is inviting criticism that may damage a good reputation.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

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 these standards 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. [Board Policy Manual: Policy FNCA (Local)]

Student dress shall conform to the following rules:

Clothing:

- Any form of dress that attracts undue attention, disrupts school or detracts from the learning process is not acceptable.
- Shorts may be worn provided the length is no more than 3 inches above the knee (front and back); this requirement also applies to dress and skirt length.
- Cut-off, micro-mesh, wind, biker, athletic or plastic shorts**, leggings/jeggings/or excessively tight jeans may NOT be worn**. **This prohibition also applies to shorts, athletic in appearance, made of a thin material such as nylon or knit.**
- Sweat suits/pants or other athletic wear are not permitted
- Pants with holes or tears are **prohibited**
  .
- Tops with holes or tears are not to be worn
- No sagging.
- Blouses or shirts that expose the midriff or chest area when the student goes through the normal activities of the school day (bending, stretching, reaching, or standing, etc.) are prohibited.
- Sleeveless shirts, blouses, tank tops, and sweaters with extreme armhole openings are not to be worn unless they are layered. No spaghetti strapped shirts are allowed.
- **Excessively tight garments are not acceptable.**
- Articles of clothing or jewelry that advertise alcoholic beverages, drugs, tobacco, or have a vulgar or suggestive slogan or picture are prohibited. Designs which promote criminal activity, tendencies toward self-destruction, or that contain pictures or writing which fail to meet the standards of good taste are not to be worn.
- No clothing items that advertise or suggest racially motivated supremacy or inferiority are allowed.
- Appropriate foundation garments must be worn at all times and **ARE NOT TO BE VISIBLE UNDER YOUR CLOTHING**
- Students are not to wear hats, caps or any other head covering in the buildings.
- Shoes are to be worn at all times. The wearing of flip flops (shower shoes), or house shoes is prohibited.

Jewelry:

Jewelry items that advertise alcoholic beverages, drugs, tobacco products, or have a vulgar or suggestive connotation are prohibited.
Designs which promote criminal activity, tendencies toward self-destruction, or that contain pictures or writing which fail to meet the standards of good taste are not to be worn.

NO facial/body or gaged piercings on males or females

Males may not wear earrings

Hair:

- Hair must be kept clean and well groomed. Hair must be cut short enough to stay out of the eyes when combed straight and should not cover more than ½ of the ear. It should be collar length in the back.
- "Pony tails" and "pig tails" are not acceptable hair styles for males.
- Bizarre styling and/or extreme coloring is prohibited.
- Male students must be clean shaven; no facial hair permitted.

Miscellaneous:

- Sunglasses are not to be worn in the buildings.
- Tattoos must be covered by appropriate clothing while at school or a school function.
- Chains of a non-jewelry nature, including those designed to attach a billfold or wallet to the person, are prohibited.

** Examples are not intended to be all inclusive. Instances not addressed by the code will be left to the discretion of the principal.

DRILLS-FIRE, TORNADO, AND OTHER EMERGENCIES

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

FIRE DRILL

Students and staff will march out of the building quietly in single file to exit areas when the fire alarm has been activated.

TORNADO DRILL

Warning--- 4 bells: Students remain in room. Stay away from windows. Sit on floor or get under desk if possible. Cover your face and head with your arms. Remain quiet and listen for instructions.

All clear-- 1 bell

EMERGENCY MEDICAL TREATMENT

Parents are asked to complete an emergency care form each year that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Parents are also asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary. [Board Policy Manual: Policy FFAC (Local)]

EMERGENCY SCHOOL CLOSING INFORMATION

During times of natural weather disaster or other emergency situations, please listen to the following stations for instructions as to whether school will be dismissed or when it will resume after a dismissal:

KYKX -	105 FM (radio)	Longview
KFRO -	1370 AM (radio)	Longview
KWKH -	94.5 FM (radio)	Shreveport
		1130 AM (radio)
KOOI -	106.5 FM (radio)	Jacksonville/Tyler
KEES -	1430 AM (radio)	Longview
KLTV -	Channel 7 (TV)	Tyler
KSLA -	Channel 12 (TV)	Shreveport
KTBS -	Channel 3 (TV)	Shreveport
KTAL -	Channel 6 (TV)	Shreveport/Texarkana
KLMG -	Channel 51 (TV)	Longview

School officials are not to be called during these times as their phones will be needed for official use.

EXTRACURRICULAR ACTIVITIES

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

- During the initial six-week period of the school year, students shall have been promoted into the next grade level.
- During subsequent six-week periods, students who receive a six-week grade below 70 in any course or subject or handicapped students who fail to meet the standards in their Individual Education Plan (IEP) may not participate in extracurricular activities during the following three-week period. The suspension from extracurricular activities goes into effect seven (7) days after the last day of the six-week period during which the grade lower than 70 was earned. Students that regain eligibility at the end of the three-week evaluation period must wait seven (7) days to participate in extracurricular activities. Students who regain eligibility at the end of the six-week grading period must wait seven (7) days to participate in extracurricular activities.
- Students are permitted up to fifteen (15) activity-related absences during a full-year course in order to participate in school-related or school-sanctioned activities on or off campus. All UIL activities come under this provision.

FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- The materials for a class project the student will keep.
- Membership dues in clubs or organizations and admission fees to extracurricular activities.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchase of pictures, publications, shirts, jackets, etc.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for damaged library books, textbooks, and school-owned equipment.
- Band uniform maintenance.

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. [Board Policy Manual: Policy FP, FP (Local)]

FUND RAISING

Student clubs, classes, organizations and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal for subsequent approval by the Superintendent.

Student participation in approved fund-raising activities shall not interfere with the regular instructional program. [Board Policy Manual: Policy FJ (Local)]

GRADING

Grading Scale: A = 90 - 100
B = 80 - 89
C = 70 - 79
F = 69 or below

Conduct Grades: S = Satisfactory
N = Needs Improvement (parent/teacher conference suggested)
U = Unsatisfactory (parent/teacher conference required)

Each core subject department will send home at the beginning of the school year an explanation of how grades are derived concerning daily work, homework, exams, projects, etc.

HEALTH- RELATED MATTERS

PHYSICAL ACTIVITY FOR STUDENTS IN MIDDLE SCHOOL

Students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, hemophilus influenza type B, hepatitis B and varicella (if child has not had chickenpox). 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.

In March 2009, the Department of State Health Services released revised immunization requirements. Beginning August 1, 2009, students entering grade 7 must show proof of receiving one dose of meningococcal vaccine. The Department of State Health Services Web can provide additional information: http://www.dshs.state.tx./immunize/school/default.shtm.

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 that states that, in the doctor's opinion, the immunization required would be harmful 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.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent if the student is a minor) that states that the immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is an adherent or member. This statement must be renewed yearly. [Board Policy Manual: Policy FFAB (Legal)]

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.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Ray Deason, at 903-968-3300, Ext. 2204.

HOMEWORK

Homework will be assigned in accordance with each middle school department's goals and objectives for student learning.

INSURANCE

Ore City ISD provides insurance coverage only for students engaged in UIL sanctioned extracurricular activities and only during the time the student is participating in the activity. It is the responsibility of the parent to provide insurance coverage. Student insurance coverage in addition to that provided for UIL participants is available at a nominal cost.

Any questions regarding student insurance should be directed to the middle school office.

LAW ENFORCEMENT

QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- The principal ordinarily will make reasonable effort to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- If the event is part of a child abuse investigation, the principal will cooperate fully regarding the conditions of the interview.

STUDENTS TAKEN INTO CUSTODY

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.
- By an authorized representative of Child 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 poses what the principal considers to be a valid objection to notifying the parents. Notification will most likely occur after the fact, since the principal does not have the authority to block a custody action.

NOTIFICATION OF LAW VIOLATIONS

The District is also required by state law to notify all instructional and support personnel who have regular contact with a student who has been arrested or taken into custody by a law enforcement agency. [Board Policy Manual: Policy GRA (Legal), GRA (Local)]

LEAVING SCHOOL CAMPUS

Students are not to leave the campus at any time without permission from the principal.

LIBRARY/MEDIA CENTER

The library offers opportunities for research and for reading enjoyment. It is to be used by the students in preparing lesson assignments and for recreational reading. Since the library is a place for reading and study, it is necessary that students respect the rights of others and that there is no loud or unnecessary talking or any violation of good behavior. The following information applies to the operation of the library:

- The library will be open at 7:30 a.m. and remain open until 4:00 p.m. for student and community use. The library is also open to student use during the lunch period.
- All books are to be checked out before they are taken from the library.
- All regular collection books are checked out for a period of two weeks with renewal privilege.
- Encyclopedias and other reference books may be checked out overnight. These books should be checked out after school and returned before classes begin the next day.
- Students may check out only two books at one time, except with special permission from the librarian.
- A fine of five cents per day is charged for a regular collection book kept overtime, and a fine of twenty-five cents per period is charged for a reference book kept overtime.
- A student must pay for a lost or damaged book which is checked out to him/her.
- All fines should be cleared at the end of each six weeks.
- Current magazines and newspapers cannot be taken out of the library.
- With the exceptions of before and after school and at lunch, all students must have a pass from a teacher to come to the library.
- Teachers may send students to the library single or in small groups but must accompany the class when the entire class comes to the library.
- The library office and workroom area is to be used by the library staff and assistants. Other students should stay out of this area. Ask the librarian or assistant for help if something is needed from this area.

LOCKERS

Lockers remain under the jurisdiction of the school, even when assigned to an individual student. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not the student is present. [Board Policy Manual: Policy FNF (Local)]

Students have full responsibility for the care and neatness of their lockers. Slamming the locker doors and unclean lockers could result in the student's locker privilege being suspended.

There are designated times for students to go to their lockers. Trips to lockers should be made as seldom as possible and never during class periods.

LUNCH

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information and applications can be obtained in the principal's office.
Prices for grades 6 - 8 are as follows:

Lunch	**Breakfast**	
Full Pay $2.55	Full Pay $1.30	Extra milk $0.25 carton
Reduced $0.40	Reduced $0.30	

LUNCH CHARGES

Students may charge no more than $15.00 before they will be given an alternative meal. There will be NO charging at the middle school snack bar.

CAFETERIA REGULATIONS

In order to make lunch more enjoyable, please follow these directives:

- Walk. Do not run to the cafeteria.
- Get in line quickly. Do not cut the line.
- Be orderly, polite, and speak in low tones.
- After getting your tray, you may return only once to the serving area to get any forgotten item.
- Each student is responsible for placing his tray, cartons, napkins, etc. in the disposal area after eating lunch.
- Conduct yourself so that others can enjoy their meals.
- Beverages and/or food will not be taken from the cafeteria at any time.
- When finished eating and putting away trays, return to your table to be dismissed.

MEDICINE AT SCHOOL

A student who must take a prescription medicine during the school day must bring a written request from his or her parent and the medicine, in its properly labeled bottle, to the school nurse. Nonprescription medication, upon a parent's written request, when properly labeled and in the original container can be given to the student. The nurse or principal will give the medicine at the proper times. [Board Policy Manual: Policy FFAC (Legal), FFAC (Local)]

NURSE

If you are hurt or sick, go to the nurse's office after securing a pass from an appropriate teacher. The nurse will sign your pass to return to class. If you are too ill to stay at school, the nurse will call your parent.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. The school asks parents to:

- Review the information in the Student Handbook, including the attached Student Code of Conduct, with your children; and sign and return the acknowledgment forms. Parents with questions are encouraged to contact the middle school office.
- Encourage their children to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
- Become familiar with all of your children's school activities and with the academic program offered in the District. Discuss with the principal any questions, including concerns about placement, assignment, or early graduation, and

the options available to your children. Monitor your children's academic progress and contact teachers as needed.

- Become a school volunteer. For further information, contact the middle school office.

- Attend Board meetings to learn more about District operations, including the procedure for addressing the board when appropriate.

- Exercise their rights to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to their children.

- Be aware of their rights to temporarily remove their children from an instructional activity that conflicts with their religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester, however. Further, such removal does not exempt the student from satisfying grade level or graduation requirements as determined by the school and the Texas Education Agency.

- Participate in campus parent organizations. The activities are varied, ranging from band boosters to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. For further information, contact the middle school office.

- Review your children's student records when needed. 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) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments administered to your children.

- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a co-curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.

- Attend 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 968-3300 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

- You may request, in writing, information regarding the professional qualifications of your child's teachers, license status, degree major, and undergraduate and/or graduate degrees. Qualifications of any paraprofessional who may provide services to your child must also be provided upon written request

- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at School Health Advisory Council on page 20.

PHYSICAL EXAMINATIONS

Students desiring to participate in the UIL athletic competition shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. [Board Policy Manual: Policy FFAA (Local)]

PROGRESS REPORTS

Progress reports are sent to parents of students at the end of the first three-weeks of each six weeks. These reports are to be signed by a parent and returned within two (2) days.

PROMOTION AND RETENTION

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas (excluding physical education/athletics, band, and choir) and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies. [Board Policy Manual: Policy EIE (Local)]

PROTECTION OF STUDENT RIGHTS

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation of information in any of the areas listed below. In order to ensure that parent and student rights are protected, the school will ask for written parental consent before allowing a student to participate when an educational program requires such information. The areas are:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sex behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers.
- Income, except when the information will be used to determine eligibility to participants in a special program or to receive financial assistance under such a program. [Board Policy Manual: Policy EF(Legal)]

RECITATION OF DECLARATION OF INDEPENDENCE

State law designates the week in which September 17 falls as CELEBRATE FREEDOM WEEK. State law also requires that students in Social Studies classes in grades 3-12 recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless:

- You provide a written statement requesting that your child be excused, that you have a conscientious objection to the recitation, or that you are a representative from a foreign government to whom the United States has extended diplomatic immunity. (See policy EHBK (LEGAL)

PLEDGES OF ALLEGIANCE, A MOMENT OF SILENCE / 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.
- Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.
- A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]
- Students may choose to "reflect, pray, meditate, or engage in other silent activity that is not likely to interfere or disturb another student."

PROVIDING ASSISTANCE TO STUDENTS WHO HAVE LEARNING DIFFICULTIES OR NEED SPECIAL EDUCATION SERVICES

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling 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 the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. Additional information regarding the IDEA is available from the school district in a companion document *A Guide to the Admission, Review, and Dismissal Process*.

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First
- Partners Resource Network

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

Contact Person: Ebony Morrow
Phone Number: 903-968-3300 Ext. 4240

HUMAN SEXUALITY INSTRUCTION

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.
State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:
■ Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
■ Devote more attention to abstinence from sexual activity than to any other behavior;
■ Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
■ Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
■ If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state laws, below is a summary of the district's curriculum regarding human sexuality instruction:

- Ore City ISD has selected the Choosing the Best abstinence-based sex education curriculum to be implemented beginning in the sixth grade and continuing through high school. Choosing the Best curriculum provides factual, age-appropriate information that helps students understand that abstinence is the expected standard for teens. As students advance from grade to grade, they receive more detailed information and learn lessons that build upon knowledge acquired in previous years.

6th Grade
Provides an introduction to puberty, teen pregnancy and STDs. Students also learn proactive life skills and goal setting.
7th Grade
Curriculum is more detailed, specifically regarding STDs and legal matters. Students learn refusal skills through role playing.
8th Grade
Detailed information is given on STDs, teen pregnancy, and the laws concerning teens and sex. Role playing is used to help students learn about peer pressure, goal setting and setting limits.
High School

Curriculum focuses on developing skills for life and healthy relationships.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

REPORT CARDS

Report cards which report numerical grades, conduct, and number of absences are sent to parents at the end of each six-week grading period. Any grade below 70 is not passing, and the parent is requested to schedule a conference with the appropriate teacher(s) by calling the middle school office. [Board Policy Manual: Policy EIA (Legal)]
Report cards must be signed by a parent if the student is failing one or more subjects and returned within two (2) days.

SCHOOL BUS

Students being transported in school owned vehicles shall comply with the Student Code of Conduct. Any student who fails to comply with the established rules of conduct while on school transportation shall be subject to disciplinary action and may be denied transportation services. Any damage done to a bus is chargeable to the parent of the student responsible for the damage.
The following rules shall apply to student conduct on school transportation:

- Follow the driver's directions at all times.
- Each student will have an assigned seat on the bus. This assignment will be made by the driver.
- Students must at all times sit in their assigned seats. Any damage done to a bus is chargeable to the parent/guardian of the student responsible for the damage. Marking, cutting, defacing, or otherwise damaging the bus is strictly prohibited.
- Students will not ride the bus other than the one to which they are assigned without written permission from the appropriate principal. Permission will be granted only for emergency situations. Rules for regular passengers will apply to visitors. Visitors on a bus will be assigned a temporary seat by the driver.
- Non-school groups or organizations that include a number of students must make arrangements other than the school buses for transportation. Available seats are non-existent, and students are not allowed to stand.
- Passengers on buses will not be allowed to eat, drink, or possess or use tobacco products.
- Throwing trash on the floor and out the windows is prohibited.
- Students should always be at the designated stop when the bus arrives. Drivers will not wait for students who are habitually late.
- After boarding a bus, either morning or afternoon, students will not be allowed to leave the bus until their designated stop unless parent/guardian picks them up. Students must board buses in the afternoon at the designated area.
- Passengers will remain seated while the bus is in motion and shall not stick arms, head, or any part of the body out of the windows of the bus.
- Students will allow oncoming students to board the bus without a hassle or hindrance.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language and gestures, will subject the passenger to disciplinary action.
- No object or article of any kind shall be thrown from the window of a bus.

PENALTY FOR MISCONDUCT

It should be pointed out here that riding a bus is a privilege - not a right. When a student violates the rules of conduct on school transportation:

- A conference with the principal, student, driver, and parent may be required.

- The principal may suspend the student's bus riding privilege. If such a suspension occurs, the parent shall be notified prior to the time the suspension takes effect.

SCHOOL FACILITIES

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

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. 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 assigned area may call Billy Billingsley. [Board Policy Manual: Policy CLB (Legal)]

SCHOOL SPONSORED TRIPS

All school sponsored trips must have administrative approval. All field trips, band trips, and athletic trips are included in this category and are governed by these regulations. All students must travel with the team or group in order to participate in the scheduled event. Students who travel with the team or group to a scheduled event will return with the group, with one exception. Any student may be surrendered by the principal, sponsor, director, or coach to that student's parent/guardian following the event if the parent/guardian personally requests that the student be allowed to ride with the parent/guardian or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent/guardian.

SEARCHES

Buildings, lockers, cars, backpacks, food and beverage containers are subject to search by school officials on the property of the Ore City ISD. [Board Policy Manual: Policy FNF]

SCHOOL HEALTH ADVISORY COUNCIL (SHAC)

During the preceding school year, the district's School Health Advisory Council held 4 meetings. 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.

SPECIAL PROGRAMS

The District provides special programs for gifted/talented students, ESL students, and for those with disabilities. Students or parents with questions about these programs should contact the principal.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), school officials, and employees of Communities In School Program with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents, or Trustees of the District; cooperatives of

which the District is a member; or facilities with which the District contracts for placement of students with disabilities, as well as their attorneys and consultants, who are:

- Working with the student;
- Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504;
- Compiling statistical data; or
- Investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Records are also released in accordance with court order or lawfully issued subpoena. Unless the subpoena is issued for law enforcement purposes and the subpoena orders that its contents, existence, or the information sought not be disclosed, the District will make a reasonable effort to notify the parent or eligible student in advance of compliance. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release records.

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Parents or 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.

Copies of student records are available at a cost of $0.10 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental right. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended, and other similar information. [Board Policy Manual: Policy FL (Local), FL(E)(Local)]

SPECIAL EDUCATION RECORDS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

STUDENT RIGHT TO PRAY

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

SUMMER SCHOOL

Ore City Middle School operates a summer school program for students who have failed or otherwise qualify for remediation in English language arts, math, and other core subject areas. Students who participate in an extended-year program must attend at least 90 percent of the program days and meet the academic proficiency standards of the course in order to be promoted. Information is available on the summer school program each May and is made available to eligible students.

TELEPHONE

The school phone is for official school business only, and students are permitted to use it only for emergencies. Please ask the secretary for permission to use the phone if such an emergency should arise.

TESTING

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 18 for additional information.

STAAR Alternate or STAAR Accommodated, 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).

TEXTBOOKS

State-approved textbooks, as well as electronic textbooks and technological equipment, may be provided free of charge for each subject or class; students are required to use these books carefully. Books must be covered by the student, as directed by the teacher. Students who are issued a damaged item should report that fact to the teacher. Any student who loses a book or technological equipment, or fails to return the item issued by the school shall lose the right to free textbooks until the book or equipment is returned or paid for by the parent or guardian. [Board Policy Manual: Policy CMD (Legal)]

All students must write their names in ink in each book issued to them.

TUTORIALS

A student must attend tutorial sessions required by the District. [Board Policy Manual: Policy EHBD (Legal)]

VEHICLES ON CAMPUS

Students in grades 6 - 8 are not allowed to drive vehicles on campus.

VISITORS

Parents and other visitors are welcome to visit District schools. All visitors must first report to the principal's office to obtain a pass. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave.

Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. [Board Policy Manual: Policy GKA (Local)]

WITHDRAWAL FROM SCHOOL

Students withdrawing from school should come by the principal's office before first period to obtain the proper withdrawal papers. Students must clear records with each teacher, librarian, and cafeteria. When cleared with all persons, return the withdrawal papers to the principal's office for final clearance.