2016-2017 VHS FACULTY AND STAFF HANDBOOK

This handbook must be followed in conjunction with the VISD Employee Handbook.

ABSENCES AND LEAVES

FACULTY AND STAFF - ABSENCES FROM WORK

You should notify the high school as soon as you determine it will be necessary for you to be absent from work. So that a substitute can be secured to take your place, staff will be required to call in or log in online to the Aesop Substitute Management Program. Ensure that you receive a confirmation number anytime you have to schedule a substitute. ***After 7:00AM, you must call the front office (951-8900) to schedule a substitute. Do not leave voicemail or email the front office to schedule a substitute.***

STAFF RESPONSIBILITIES

ATTENDANCE RECORDS AND PROCEDURES

Our funding from the state depends on average daily attendance or ADA.

• If a student is not in your class for at least 25 minutes, mark him absent. If you have a **double blocked** class, the student must be in attendance for at least 50 minutes to be marked present.

• If they bring back a doctor's note then there is a possibility that the absence in your class will be removed by the attendance office.

• Second period (10:00 A.M.) is very important because this is when a student is counted for ADA which affects our funding! **Please be careful marking second period (10:00 A.M.) rolls!**

• After each six weeks period is over, rolls are to be signed and turned in to the office to be filed. You may sign your rolls as soon as you receive them. Rolls are subject to be audited by TEA for up to 5 years. We must keep them on file and be able to present them on request.

CARE OF CLASSROOMS

A teacher is responsible for the condition of the classroom and its equipment at all times. Prior to the close of each period and before the close of school at the end of the day, teachers should hold students responsible for leaving the room clean. If more than one teacher uses a classroom, this becomes the responsibility of all the teachers using the room. On leaving the room for the day, teachers will turn off computers, projectors, etc., turn out all lights and close and lock all doors.

CLASSROOM AND HALL DUTIES

Teachers are to be in the classrooms no later than 7:45 a.m. each morning. All teachers are charged with the responsibility of supervising students during class changes. Stand by the door of your classroom at the beginning and end of each class period. Keep the students seated in the classroom until the dismissal bell rings.

CONFERENCE PERIODS

A conference period has been scheduled for each teacher. This time may be used to meet with the parents of your students, discuss problems with staff members, attend ARD meetings, make lesson plans, and grade papers. If you leave campus during the day you must sign out in Mrs. Kincheloe's office. Write the exact arrival and departure times.

CORRIDOR PASSES

Any student leaving your class for any reason must have a hall pass signed by you indicating the time and destination.

Principals and counselors use an **Office Request** form when requesting a student from your class. Please note on the form the time you permitted the student to leave your class and your initials. This helps us keep up with our students more efficiently. Only one student should be given a teacher's hall pass at a time except in emergencies. **Students should be kept in class and hall passes should be the exception, not the rule.**

CUSTODIAL NEEDS

Mr. Maines coordinates custodial and maintenance needs. Contact Mrs. Kincheloe or Mrs. Hester, who is in charge of the custodians, when you have a custodial or maintenance request.

DRESS CODE FOR FACULTY AND STAFF

Faculty and staff members are expected to dress in a professional manner. Proper grooming and attire have a positive impact on the teaching and learning environment. The campus principal and/or supervisor will be solely responsible for initially interpreting and enforcing the faculty/staff dress requirements. Questions concerning dress requirements may be appealed as provided by Board policy DGBE (Legal) and DGBA (Local).

Acceptable-All Professional/Paraprofessional Staff

• Dress professionally and take pride in your appearance (clothes should be clean and pressed)
• Sports coats/jackets/sweaters
• Buttoned shirts, polo style, turtle necks, dress shirts, or blouses
• Belted slacks/pants/Docker style pants
• Appropriate undergarments
• With regard to sleeve length, sleeveless shirts and tops are only acceptable for the workplace when worn under a jacket or a shirt-jacket at all times.
• Acceptable footwear includes dress shoes, casual style shoes, and nice tennis shoes. Boots are also acceptable.

Not –Acceptable-All Professional/Paraprofessional Staff

• Torn/ripped faded clothing
• Denim (jeans, shirts, skirts, and dresses); this also includes colored denim.
• Leather and/or spandex pants/skirts/dresses
• Cargo/carpenter pants
• Wind-pants/warm-ups &/or Shorts should only be worn in PE or athletic classes; coaches are to be in professional dress while in the regular classroom.
• Clothes that are too tight, too short, or too revealing are not appropriate for the workplace.
• T-Shirts – With the exception being for college days and spirit days.
• Overalls
• Visible undergarments or exposed cleavage
• Backless apparel and exposed midriff
• Visible tattoos
• Any visible body piercing or spacer (Nose, eyebrow, tongue, etc.)
• Ear piercing for women only is acceptable if not excessive
• Casual flip-flops (shower shoes)

Acceptable-Men

• Collared, polo style, oxford style or dress shirts
• Full-length slacks/pants

• Socks worn with all footwear
• Shirts that are not designed to be worn out should be tucked in (i.e. shirts with tail).
• Acceptable sweater styles include pullover and cardigan styles

Not Acceptable-Men
• T-shirts – With the exception being for college days and spirit days.
• Sandals or flip-flops

Acceptable-Women
• Dress/Jumpers
• Pants/Slacks/Capri pants that are mid-calf or longer
• Pantsuits
• Blouses/sweaters/knit tops that are not designed to be worn out should be tucked in (i.e. shirts or tops with a tail).
• Collared or un-collared tops may be pullover or button style
• Clothing should convey a professional image by being coordinated, modest and appropriate for a school setting.
• Skirts should be a modest, professional length, falling at or just above the knee or longer.

Not Acceptable-Women
• Leggings/Jeggings/Stirrup pants
• Low-fitting pants (hip-hugger style)
• Spaghetti-strap dress/tops
• Slits higher than 3 inches above the knee
• Low cut, tight, or revealing clothing including but not limited to exposed cleavage
• T-shirts – With the exception being for college days and spirit days.

Shorts may be worn in physical educational classes but must be no higher than 3 inches from the top of the kneecap. Professional dress is always required in the classroom. The principal may approve variations in the dress code for special situations as field trips, field day, spirit days, workdays, etc. and for those individuals whose responsibilities may necessitate an alternate form of dress, such as and not limited to physical education teachers.

The principal may also approve variations in the dress code due to medical conditions as approved by a physician.

DUTY ASSIGNMENTS
Mr. James Parsely will be the assistant principal in charge of the duty roster. It is important for duty stations to be covered during assigned times. If you are ill, please inform us that you have duty so a substitute can be arranged. If you know you are going to be out, please arrange for another teacher to cover your duty. Morning duty begins at 7:40 until 8:05. Afternoon duty is from 3:50 until 4:15.

E-MAIL, MAILBOX, AND MAILING PROCEDURES
Each faculty member has a designated mailbox in the first wing teachers' lounge. Teachers should check their mailboxes and e-mail in the morning and afternoon for any messages. Do not send students to get your mail, drinks, or vending items.
The postman comes to this campus around 10 a.m. each day. All outgoing mail must be appropriately stamped before being placed in the mailbox. There is also an inter-school mailbox that some of you may want to utilize.

GATE PASS KEY
Any staff member wishing to be issued an electronic gate key will need to fill out the proper paperwork with Mrs. Kincheloe. Gate keys are for faculty members only and should not be loaned or given out to non-staff members. Fee for replacing a gate key will be $25.

PARKING
Campus security is in charge of teacher and student parking. At the beginning of each year, teachers will be asked to request the number of parking stickers needed. Teacher parking spaces are provided immediately across the street from the front entrance to the high school and in the parking lot at the west of the campus.

PROMPTNESS TO CLASS
Please be at your door to greet your students at the start of each class. Teachers should stand at their doors during class changes to observe classroom and hall behavior. **IT IS IMPERATIVE THAT YOUR CLASS NOT BE LEFT UNATTENDED AT ANY TIME**! In case of emergencies, please contact another teacher to watch your class or push your panic button.

REQUIRED ACTIVITIES
Teachers are required to attend the following activities:
• Faculty meetings
• Award Ceremonies
• Any assembly, pep rally, emergency procedure, where the students have been dismissed from your class to attend

SIGN IN/OUT PROCEDURES
All staff are to sign-in each morning by 7:45 in their designated hallway listed below:

- 100/600/700/counselor's office/main office – Sign in at the secretary desk in the main office
- 200/300 – Sign in at the 200 wing office
- 400 – Sign in at the 400 wing office
- 500 – Sign in at the CATE office
- Gym – Sign in at Mrs. Mathews' office
- SWIS – Sign in at the SWIS office

If you leave campus during the day you must sign out in Mrs. Kincheloe's office. Write the exact arrival and departure times. If it becomes necessary in extreme cases to leave prior to dismissal time, you must get permission from Mr. Maines. **Regular dismissal time for teachers is 4:15 p.m.**

STUDENT AND STAFF IDENTIFICATION BADGES
All VHS students and school personnel will be required to wear identification. Identification cards and lanyards will be made at the beginning of the school year for no fee. A $4.00 fee will be charged to replace a lost ID. No one will be allowed to remain on campus without appropriate identification.

SUBSTITUTE TEACHERS
You should notify the high school as soon as you determine it will be necessary for you to be absent from work. So that a substitute can be secured to take your place, staff will be required to call in or log in online to the Aesop Substitute Management Program. Ensure that you receive a confirmation number anytime you have to schedule a substitute. ***After 7:00AM, you must call the front office (951-8900) to schedule a substitute. Do not leave voicemail or email the front office to schedule a substitute.***

SUPPLIES
All teachers get their supplies from their department heads. This includes all computer and printer supplies. All supply purchase orders must be submitted to your department head and submitted through Skyward.

COMMUNICATION

Staff should use professional judgement when communicating with via social media. Staff social media comments and profiles are often seen as a reflection of the campus and district.

TEACHER – STUDENT COMMUNICATION
Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. Parents are welcome and should be encouraged to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity regarding that activity. ***The employee is required to include his or her immediate supervisor and the student's parent as recipients on all text messages.***

TEACHER – PARENT COMMUNICATION
Parent communication logs should be turned in each 6 weeks to your evaluator and/or your students' grade level principal and counselor. Concerns with attendance, behavior, grades, etc. should be communicated with parents and students as they arise.

GRADES

VIDOR HIGH SCHOOL GRADING POLICY
The educational philosophy of Vidor Independent School District is that students' grades reflect mastery of the course content. To best serve the needs of the students, it is important for the following to occur:
• The faculty and staff to keep an open line of communication with parents
• Students have the right to expect feedback on daily and major grades within a reasonable amount of time
• Students should be aware of their grades in individual classes at all times
• Student shall make up assignments and tests after absence.
• Teachers will call the parents or guardian of students who fail a 6 weeks grading period. ***Parent contact forms will be turned in to your evaluator each 6 weeks.***

Grades are computed by the following method:

Grades:

Non-Core:	40% Daily	60% Test Grades	
Core:	40% Daily	50% Test Grades	10% Common Assessment

No grade in the 40% Daily category can count for more than 8%.

Semester Average:

1st six weeks 2/7
2nd six weeks 2/7
3rd six weeks 2/7
+Semester test 1/7
= 7/7

Non-core courses (per six-weeks)

- A minimum of 6 daily grades is required.
- A minimum of 3 major grades is required.

Core courses (per six-weeks)

- A minimum of 6 daily grades is required.
- A minimum of 2 major grades is required.
- One common assessment

The following are recommended definitions:

Daily Grades – "guided practice", may include skill, written or oral practice, participation in class discussions or projects, daily lab, short written reports. Daily grades also include "independent practice" such as homework.

Major Grades – the culmination of a unit, chapter, concept or set of related objectives covering several days work. This may include in depth book reports, projects requiring several days' preparation, research papers, chapter tests, unit tests, skill tests, or cumulative lab projects.

Any project, including a research paper, counting as a Test/Major Grade is subject to the Retest Policy.

Semester tests will be scheduled. Teachers and students are to adhere to this schedule and cannot reschedule exams without permission from the principal. Teachers are to turn in exams to their department heads on the dates designated. All exams will be kept in the principal's office.

RETEACH AND RETEST

Non-mastery of objectives as indicated by a test grade of less than 70 demonstrates that a student must receive additional instructional input in the form of individual instruction, additional assignments, peer tutoring, homework, tutorial or practice, etc. A retest grade must be given for any student who fails to demonstrate the necessary 70% mastery on tests, excluding the semester test. **An opportunity to retest is not given in any AP &/or Pre-AP class.** This retest may be given before school, after school, during lunch, etc. The average of the failing grade and the retest grade will become the new grade but not to exceed 70. For example, if the failing grade is 60 and the retest grade is 90, the average of the two is 75, but a 70 is the recorded score.
Students have one week from the date that they receive their grade to take a re-test. Any project counting as a Test/Major Grade, including a research paper, is subject to the Retest Policy.

TUTORIALS

All teachers who teach an academic class, elective or required, are responsible for tutorials for their students. Tutorial times are from 3:50 p.m. to 4:15 p.m. **or** 7:45 a.m. to 8:10 a. m. each day. Teachers who are sponsors or coaches are not excused from tutorials. Tutorials must be offered four days of the week. You must offer at least one morning and one afternoon tutorial. Students need to be made aware of the tutorial times. **Students will not be penalized for attending tutorials by any extracurricular activity. This includes demerits, extra running, derogatory comments, etc.** Tutorial documentation logs will be turned in to your evaluator each 6 weeks.

GRADE BOOK
It is extremely important that you maintain legible records of grades earned by the students. The recommended procedure is to make a distinction between daily work and homework and test grades. This will help someone who might have to interpret your grades at a later date.

Students should be informed during the grading period of items which are to be counted in his/her grade, the relative importance of each item, and the grades which he/she has received. This practice does much to eliminate surprise, misunderstanding, and the feeling of unfair treatment. The student should know during the grading period what grade he/she is earning. **Grades should be entered into Skyward weekly.**

MAKE UP WORK
Make-up work and examinations will be given to a student and should be completed by the student within a reasonable length of time after returning to school. Students are to be given a number of days equal to those he/she was absent plus one in order to complete the missing assignment(s).

REPORT CARDS/PROGRESS REPORTS
Official report cards are issued to students each six weeks. Specific information for preparation of report cards will be placed in your boxes at the appropriate time. Progress reports will be sent at three weeks. Please see Mrs. Powell if you have any questions.

Incompletes must be cleared within 7 days of the closing of a 6 weeks grading period. After 7 days, the "I"/Incompletes from the previous 6 weeks must be changed to a 0.

If a student moves/transfers in to your class and a grade is not been sent from the counselor within 10 days, please make the student's grade a 0 for the missing grading periods. (If a student is completing credit recovery, then the grade will be changed when the student has completed credit recovery.)

LESSON PLANNING

LESSON PLANS
Each teacher is required to have his/her lesson plans for the week on file with Eduphoria, no later than Monday morning each week. These lesson plans should include enough information so a substitute would be able to conduct the class. The substitute folder should be up to date with lesson plans. The lesson plans should be coded with TEKS. Failure to maintain lesson plans may be reflected on your summative evaluation.

Each week teachers should incorporate one creative writing activity and one cooperative learning activity into their lesson. Please document on your weekly lesson plan what you are doing and when.

INSTRUCTIONAL RESOURCES: ADMINISTRATIVE GUIDELINES FOR THE SELECTION AND ADOPTION OF SUPPLEMENTARY TEACHING MATERIALS
Supplementary teaching materials approved for use in the Vidor ISD shall be designed to enhance the delivery of instruction. Employed correctly, the learning and retention by the student can be improved through the use of appropriate and meaningful supplementary teaching materials. To facilitate the selection and use of appropriate and meaningful supplementary teaching materials, the following guidelines shall be employed on each campus of the Vidor ISD:

- Supplementary teaching materials shall be selected on the general criteria of

    - The suitability of the material to the age of the student
    - The relevance of the material to the subject being taught
    - The educational value of the material

- The teacher and/or evaluating principal shall carry the responsibility for approving materials not owned by the school for use in the campus classroom. The following procedure will be followed prior to the use of the selected materials in the classroom.
    - The teacher will review the media for appropriateness. Any possibly objectionable material will be documented and presented to the teacher's evaluating administrator. The administrator will make final decision regarding whether the material may be used in class.
    - Teaching aids to be used are to be noted on the teacher's weekly lesson plans
    - No filmed material is to be shown that has not been previewed by the teacher and/or the principal. School purchased media and United Streaming materials will not carry this requirement

- Recommended acceptable sources for securing suitable supplementary teaching aids are
    - Region V ESC
    - Governmental Agencies
    - Public Service Agencies
    - Vidor ISD Budgeted Material
    - United Streaming

- Acceptable topics for video tapes made from outside sources, such as television, in addition to meeting the criteria listed above, shall fall within the general areas of
    - Current events
    - Historical documentaries
    - Educational Programming
    - Scientific programs

These materials must still be reviewed by the teacher and administrator in accordance with the school policy.

- Specific types of materials that are not of appropriate use are
    - Movies rated PG, PG-13 or R
    - Material that contains language that may be offensive
    - Materials that contain subject matter that may not be appropriate in a public school setting
    - Materials primarily of entertainment value as opposed to educational value, except in certain approved circumstances

Mr. Maines must be notified of all movies, regardless of rating, that will be shown in your classroom.

LIBRARY SERVICES

Library Hours are 7:30 am – 4:45pm

BOOK SERVICES

Teachers may check out books, e-books, audio books, and/or magazines and keep them for as long as they are needed. If your class is doing research on a particular subject, inform the library to have the materials pulled and placed on reserve.

CLASSROOM BOOK DISPLAYS
Contact the library if you would like a classroom display of books over a particular unit of study. The library will pull appropriate books and check them out to you for classroom use.

ONLINE CATALOG
The library provides online and mobile (iPhone, iPad, Smart Phone, and tablet) access to our catalog, where teachers and students can locate books, e-books, audio books, etc. The library catalog also includes WebPath Express, a search engine that displays only research-worthy websites. Teachers must log in to library catalog to find materials such as equipment and videos. See the librarian for log-in password.

RESEARCH DATABASES
The VHS Library provides online research databases, including Britannica Encyclopedia Online K-12, EBSCO, ProQuest/eLibrary, and SIRS. Many options are available using these various databases. Please see the librarian for access passwords and for help planning your research projects.

LAPTOP CART WITH PRINTER
A laptop Cart with 36 student laptops is available for your classroom use. This mobile lab will be reserved on a first-come, first-served basis. Cart must be checked out by teacher and returned by 4:00pm each day of use. The cart may be reserved by making a reservation on Eduphoria.

DVDs AND VIDEOS
Library DVDs and videos are available for classroom use. Because all movies used during classroom time should support your curriculum, the library only provides videos of that type. Only teachers are allowed to check out DVDs and videos. Teachers, as educational professionals, MUST preview all movies to check for appropriateness for your particular students before presentation in the classroom.

AUDIO/VISUAL EQUIPMENT
The library has several televisions, DVD/VCR units, digital cameras, flip cameras, multimedia projectors, etc., available for teachers. Teachers must come to the library to check out the video equipment. Please do not keep the equipment longer then needed, as other teachers come in throughout the year to check out these items. The library does not have laptops available for check out.

LAMINATOR AND ART CRAFT PAPER
A roll laminator is available in the library workroom. The laminator takes 15 minutes to be heated for use. Art craft roll paper (in various colors) for bulletin boards is available in library. Please do not use large quantities of art craft paper for covering walls, tables, etc. An Ellison letter and die cutting machine is also available with two letter sizes and over 100 decorative dies.

LIBRARY RESEARCH LAB AND MAIN LIBRARY RESERVATIONS
Teachers may reserve the Library Research Lab or the Main Library areas for their classes. Only one class may sign up for an area each period. Teachers may reserve these areas by signing the reservation books in the library. Please notify librarian if you will need help with databases or research. Be aware that the library areas are booked regularly, so you are advised to sign up well in advance. **Substitutes are not allowed to bring classes to the library.**

MAKERSPACE DESIGN LAB, the D.E.C.K.

A place where students Design, Experiment, Create, and Know. Teachers and students will now have a fun, designated space with tools specifically designed for learning through discovery. Come play, experiment, and create projects using our new MakerBot Replicator 3-D printer, Zometools, LEGO Mindstorms EV3 Robotics Sets, and various other hands-on tools and supplies. Teachers may reserve this lab by making a reservation on Eduphoria. Be aware that the library areas are booked regularly, so you are advised to sign up well in advance. Substitutes are not allowed to bring classes to the library.

ADDITIONAL INFORMATION

FIELD TRIPS AND FUNDRAISERS
All fieldtrips and fundraisers must receive prior approval. Do not commit yourself/your organization without approval. No fieldtrips will be scheduled in May, with the exception of few preapproved obligations. Please refer to the Activities and Fundraisers Sponsor Handbook for additional information.

MODIFICATIONS: SPECIAL EDUCATION AND 504
State and federal laws require students with handicapping conditions to be given the necessary modifications, which addresses their handicap. In these cases, modifications will be discussed and developed in an ARD or 504 meeting. Teachers will be involved in the meetings and sent a copy of the modification plan.

Teachers are required by law to document and follow the instructional modifications for such students. If there are any questions concerning the modifications, please contact a diagnostician for special education students or the student's counselor for answers about 504 modifications.

Vidor High School provides a free appropriate public education (FAPE), including needed special education and related services to all eligible students residing in this district. According to VISD Board Policy EHBA, the school is in compliance with the requirements of Section 504 of the Rehabilitation Act of 1973, Public Law 94-142.

PAYROLL
All professional personnel in the district shall be paid according to the following schedule:
Paydays shall be the last teaching day on or before the fifteenth. If the fifteenth is on a Saturday or Sunday, payday will be on Fridays. The same shall be true for the last day of the month. The Christmas pay period shall be on the regular pay schedule with no exceptions

- Salary schedules shall be established upon issuance of teacher contracts
- There shall be no early paydays
- In computing salaries of teachers employed for periods of less than a full year, the total number of teaching days and the number of days taught shall determine the part of the annual salary to be paid

SEASON PASSES
VISD employees shall receive one season pass to all school activities other than special-sponsored groups. These activity passes are not transferable. Your school ID will allow you general admittance into all VISD home games.

SCHEDULE OF CLASSES
The master schedule is prepared in the summer for the following fall semester. Every effort is made to insure that the teaching personnel load is balanced and that each teacher is adequately competent in the subject he/she is assigned to teach. A large amount of your success will be determined by the pride you have in approaching the schedule of classes you will be teaching.

SCHOOL BOARD RECOGNITION
The recognition of outstanding individuals in our school community is encouraged through presentation at regularly scheduled school board meetings.

If you or your students fit the following guidelines, please inform Mr. Maines so that individuals or groups may get a "pat on the back" from the school board:

- Student(s) who has earned special recognition for a school-sponsored or school-associated activity at the region, state or national level
- Teachers who have received special recognition or honors in education or who have been asked to make a presentation on a regional, state or national level

STUDENT ASSISTANTS
As student assistants become available, they will be assigned to offices and department heads that will then assign or share the assistants with teachers in that department. It is not always possible to assign specific assistants to departments.

Student assistants are to remain in their assigned classroom, unless they are completing a specific task for their assigned staff member. If you have a need for or a concern regarding office assistants, please see Mr. Parsley.

VOCATIONAL PURCHASE OF ITEMS FOR CUSTOMERS
Those who buy items for customers such as auto parts, air conditioning parts, etc., need to be sure tax is included in the total amount and listed on the bill from the vendor.

It is the responsibility of the sponsor/ teacher to do this. Do not expect staff personnel to accomplish this for you.

VISITORS
Unauthorized visitors are **not** permitted at Vidor High School. Vidor High School is a closed campus. It is the responsibility of all faculty and staff members to insure that all people on campus have been signed in through the front office. If a teacher plans to have a guest speaker, he must notify the office (Mrs. Byrd and Mrs. Kincheloe) of the date and time the guest will be on campus.

Ex-students should not be visiting during instructional times, as this may become a distraction and deter from the learning environment of your classroom. Please remind any visitors that you have that they are not to wander upon leaving your room.

If you see someone on campus without a visitor's badge, please offer to assist them and/or notify the office immediately.

DISCIPLINE

DISCIPLINE MANAGEMENT

• Acute classroom/hall disruptions are to be handled by writing a referral through Skyward and sending the student to the assistant principal immediately.

• If the acute disruption or insubordination occurs in your classroom, it is the responsibility of the teacher to contact the student's parents within a 2-day period. After parent contact, the teacher should document and give a copy to the appropriate assistant principal.
• Chronic or developing classroom discipline problems should be handled at the classroom level whenever possible. If these measures are unsuccessful, the teacher is to contact the parent(s) before sending the student to the office. If an office visit occurs, please document the date of parent contact on the referral.

The purpose of this contact is to meet the following goals:
• Attempt to eliminate problems before they progress so far as to require an office visit
• Actively engage the parents in the discipline process earlier in hopes of squelching problems earlier
• Develop consistent communication between the parent (s) and the teacher, again, in hopes of derailing potential problems earlier in the discipline management process
• Possibly learn about circumstances regarding the home life of the student, thus enabling the teacher to better understand/deal with the student
• Build better school to community relations

We feel it is imperative that the parents become more involved in the schools discipline management process. This may allow us to come to understand a particular problem or circumstance involving the student, therefore, enabling us to better deal with the student.

D-HALL RULES AND PROCEDURES
D-Hall - Detention hall is held in the main office before school and after school. Detention Hall times are from 7:45-8:10 a.m. and 3:50-4:15p.m., Monday through Friday. The students should bring work to the class and spend the entire time doing homework or reading a library book.

The following rules apply to detention hall:
• Students are to be in d-hall by 7:45 sharp for morning session or 3:50 for the afternoon session.
• No students will be admitted after starting times. Late students or those not attending will follow the discipline policy.
• Students should have something to work on in detention hall.
• No food and drinks are allowed in detention hall
• Talking, passing notes, sleeping or any disturbances will not be allowed. Use of electronic devices will not be allowed. Students involved will be dismissed and no credit for attendance will be given.
• Students will sign in so the assistant principal can verify attendance.
• All students assigned to detention hall will be responsible for providing their own transportation.
• Students may attend tutorials but must have a signed note from a teacher in order to make up Detention hall time, prior AP approval is required.

SPECIAL ASSIGNMENT CLASS (SAC)
The SAC center is located in the first wing of the high school. It is designed to provide students with a strictly controlled atmosphere for learning. Students assigned to this center are being punished. Behavior while assigned to SAC will have a direct relationship when a student is returned to regular classes. The assistant principals have the authority to assign students to SAC. However, SAC is usually not the first punishment given to a student. Other methods of improving the student's behavior are utilized before resorting to sending the student to SAC.

SAC ROLLS
Each afternoon, a tentative SAC roster will be emailed to all staff members for the following day. Official SAC rolls will be e-mailed to you every morning by second period. You must check your e-mail to obtain a SAC roll. If you do not receive a SAC e-mail, please contact Mr. Frugia as soon as possible.

SAC WORK
SAC—*Special Assignment Class*- This is a short-term alternative educational placement. The student can be assigned a maximum of 10 consecutive days in the SAC unit. The teachers will send assignments for the student to complete in the SAC unit. If a student is absent, the day must be made up in SAC.

SWIS/DAEP—*School within a School*- This is a long-term alternative educational placement. A student cannot be placed in SWIS without a discipline hearing.

SUSPENSION—Students may be sent home for up to three consecutive days for disciplinary reasons. They will be allowed to complete assignments during this time. Students scheduled for a discipline hearing may be suspended and/or placed in SAC pending the hearing.

CORPORAL PUNISHMENT -Students may be given the opportunity to receive corporal punishment in lieu of other discipline.

INFRACTIONS:
Cheating/Plagiarism/Academic Dishonesty - 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 determined a student has intentionally engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. Students found to have intentionally engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.
Cheating must be observed by the teacher. Cheating includes, but is not limited to cheat sheets, cheating on a test, and/or stealing another student's work. Student will be given a zero on the assignment.

Dress Code - Refer to the VHS Student Handbook

Dangerous Drug, Narcotic Drug, or Alcoholic Beverage - Any student found in possession of, having used, or under the influence of marijuana, any narcotic, hallucinatory, hypnotic, or sedative drug or any chemical, alcohol, or stimulant not prescribed by a licensed physician may be disciplined accordingly. Any student moving into the Vidor Independent School District who is under suspension from another school system shall not be admitted until his suspension term has ended in the suspending district. A report of any disciplinary action taken by the school district shall be attached to the transcript of credits sent to any other school to which a student under discipline may transfer. Any student who voluntarily seeks help and assistance from school personnel or medical assistance in dealing with a personal drug problem prior to being reported by any school official or law enforcement officer shall not be considered in violation of the Resolution on Drug Abuse and shall be entitled to anonymity in order that he/she may be referred to proper medical and/or psychological counseling. No drugs must be in the student's possession at the time he seeks help because this is in violation of federal law. Electronic cigarettes/vapor cigarettes may be treated as a dangerous drug.

Fighting - Fighting is prohibited on the campus and at all school-related activities. A fight is defined as two or more students physically attacking one another as witnessed by an adult employee, other students, and/or admitted to by the participants of the fight.

Assault is a criminal act and is considered a serious offense in our discipline management policy. Assault is defined as a violent attack, either physical or verbal. If a student is guilty of assault toward another student or school personnel, the police will be called.

Simple Assault - Assault without serious bodily harm

Felonious Assault - Assault with serious bodily harm

Fireworks - Fireworks of any kind are included in this category and are prohibited on school campus or any school related activity.

Forgery - Forgery includes signing another person's name. This can include but is not limited to parent's names on attendance documents, teachers' names, and assistant principal's names. Forgery includes both the student who signed the name and the student using the forged document.

Habitual Misconduct -Student is guilty of class disruptions, truancy, insubordination, or combined referrals.

Insubordination - Failure to treat any authority figure with appropriate respect or failure to honor a direct request by an authority figure is a violation of insubordination. Authority figures include, but are not limited to, teachers, assistant principals, substitute teachers, security personnel, bus drivers, etc.

Leaving Campus without Permission-Vidor High School is a closed campus. A student may not leave campus without a note from his parent or guardian that has been signed by his/her assistant principal. The student must sign out at the nurse's office or at the front office. Failing to follow the following procedures or leaving campus for lunch will result in discipline. ***VHS HAS A NO TOLERANCE ATTITUDE TOWARD LEAVING THE CAMPUS FOR LUNCH OR FOR ANY REASON WITHOUT PERMISSION*!**

Minor Class/Hall Disruptions - Not following classroom or hall rules. Creating any disturbance, which interferes with the teacher's right to teach and the other students' right to learn.

Obscenities - Cursing a teacher will be considered verbal assault and a SWIS hearing will be scheduled.

Parking - Vehicles parked on school property without a sticker displayed properly and vehicles parked illegally will be subject to fines. The individual student will be responsible for fines. Cars parked illegally will be issued citations. **The penalties will be a $15 fee for each offense.**

Sexual Harassment - Allegations of sexual harassment will be investigated and dealt with in accordance with the District's policy. Sexual harassment is a serious infraction and the consequences can lead to suspension, a discipline hearing and removal from the campus.

Stealing - Any incident of stealing will require restitution and discipline. The offended party will have the option of filing charges.

Tardiness - The definition of tardy is the student is not in the classroom when the tardy bell rings. Each teacher is required to keep a log of student's names and dates indicating tardiness to each class. It is important that students be in class on time. **A student must be in a classroom for at least 25 minutes to be counted present.**
1st Tardy Warning

2nd/3rd Tardy Warning; Parental contact by teacher
4th Tardy + Discipline referral referred to grade level principal indicating number of tardies.

Tobacco - Possession or use of tobacco products on campus or at a school activity is against state law! In addition to school discipline a student may receive a citation from a police officer for possessing tobacco or smoking on campus. This includes vapor/e-cigarettes.

Traffic Violations on Campus - Traffic violations include but are not limited to parking in the wrong parking lots, speeding on campus, or any incidences where the students' driving is unsafe or hazardous to others. The discipline is left to the discretion of the assistant principal depending on the severity of the incident.

Truancy - The definition of truancy is failure to attend a scheduled class without a valid excuse.

Vandalism -Vandalism to any school property or student's property will be resolved at the principal's discretion depending upon the severity of the incident. In cases of severe vandalism, the police will be contacted and appropriate charges filed. (i.e., keying cars, paint on building, etc.)