

# CENTRAL HEIGHTS INDEPENDENT SCHOOL DISTRICT STUDENT HANDBOOK

Grades 6-12  
2016-2017



## MISSION 16-17

1. Be an “Exemplary” campus
2. Produce highly educated and well rounded students
  3. Integrate a successful technology program
4. Provide a safe learning environment for all students

## VISION

Provide a foundation for lifelong learning, responsible citizenship, and productive employment skills in an ever-changing society.

**ALMA MATER**

In the eastern part of Texas  
Towering toward the sky  
Proudly stands our Alma Mater  
As the years go by.  
Victory ever, failing never  
Through unconquered fights.  
Hail to thee our Alma Mater  
Dear old Central Heights.

**SCHOOL COLORS**

*Blue and White*

**MASCOT**

*Blue Devil*

**BOARD OF TRUSTEES**

Don Shoemaker.....President  
Victor Haley.....Vice President  
Steve Williams ..... Secretary  
Terry Clifton.....Member  
Mike Engle.....Member  
Ty McCarty.....Member  
Travis Russell.....Member

**ADMINISTRATORS**

Bryan Lee.....Superintendent  
David Russell.....High School Principal  
Andrew Binford .....Middle School Principal  
Jonathan Vick.....MS/HS Assistant Principal  
Jana Muckleroy.....Elementary Principal  
Kathryn Engle.....Elementary Assistant Principal

**Central Heights I.S.D. does not discriminate on the basis of race, color, national origin, sex or disability in providing education or providing access to benefits of education services, activities, and programs in accordance with the amended Title II of the American Disabilities Act, 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. Individuals having questions regarding Central Heights I.S.D. practices may address them to Bryan Lee, Superintendent.**

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## Table of Contents

	Page(s)
Introduction	6
Admission	7
Transfer Students	7
Attendance	8
Middle School and High School	11
Academics	
Grading policies – 6 thru 12	11
Graduation Plans	15
Recommended Courses	16
Advanced Placement Courses	17
Classification (Required Credits)	17
Class Rank	17
Concurrent Enrollment	18
Criteria and Guidelines for Dual Credit	18
CHISD Program 30	20
Correspondent Courses	20
Credit by Examination	21
Credit Granted	21
Examinations for Acceleration	21
Exams	21
Personal Graduation Plan	21
Criteria Regarding Honors Classes	21
Weighted Courses	22
Awards and Honors	22
Counseling Services	23
Discipline	24
Cafeteria Conduct	24
Cheating/Plagiarism/Academic Dishonesty	24
Corporal Punishment	24
Detention	24
Gangs and Gang Activities	25
Prohibited Items	25
Saturday School	25
Smoking/Tobacco	25
Tardy Policy ( 6-12 )	25
Dress and Grooming Code	26
Emergency Drills	28
Environmental Safety	29
Asbestos	29
Pest Control Information	29
Health	29
Bacterial Meningitis	29
Communicable Diseases/ Conditions	30
Emergency Medical Treatment	30
Immunization	30
Medication	31
Physical Activity for Students in Elementary Grades	31
Other Health-Related Matters	32
Procedures and Rights for Students/Parents	32
Complaints by Students/Parents	32
Conferences	32
Parental Involvement and	
Responsibilities and Rights	33
Protection of Student Rights	34
Student Records	34

Unsafe Schools Transfer	35
Special Populations	36
Special Programs	36
English as a Second Language (ESL)	36
Gifted and Talented	37
Student Activities	37
Clubs and Organizations	37
Extracurricular	
Co-curricular Activities	37
No Pass – No Stay	38
Parties and Social Events	39
Pep Rallies	39
Technology	39
Career/Technical Education	39
Computer Access	
Acceptable Use and Code of Conduct	39
Internet Use	39
Social Media	39
Testing	40
State Assessment	40
Student Success Initiative	40
Optional Exams	40
No Child Left Behind Act	41
Transportation	41
School Buses	41
Travel: School Sponsored	42
Vehicles on Campus	42
General Information	42
Announcements	42
Assemblies	42
Building Use	42
Cafetorium Stage Facility	42
Cafeteria Services	43
Campus Appearance	43
Check Acceptance Policy	43
Child Nutrition Program	43
College Visitation for Jr's and Sr's	43
Commencement Exercises	43
Fees	43
Financial Obligations to the School	44
Freedom From Discrimination	44
Fund Raising	45
Hall Passes	45
Instructional Materials / Textbooks	45
Insurance	45
Lockers	45
Lost and Found	45
Messages for Students	45
Pledges of Allegiance and A Minute of Silence	46
Posters	46
Prayer	46
Pregnancy Related Services	46
Promotion, Retention and Placement	46
Release of Students from School	47
Searches by Trained Dogs	47
Student Publications Consent	47
Student Support System	47
Summer School / Extended Day	48
Telephone Use	48
Visitors	48
Withdrawal from CHISD	48

Work-Related Courses	48
Discipline Management Plan	49
Student Code of Conduct	53
School District Authority & Jurisdiction	53
Standards for Student Conduct	54
General Conduct Violation	54
Discipline Management Techniques	57
Removal from the Regular Educational Setting	58
Suspension	59
Disciplinary Alternative Education Program Placement	60
Expulsion	65
Glossary	70
CHISD Drug Testing Policy	73
CHISD Acceptable Use Policy for Technology Resources	75
CHISD Technology Responsible Use Policy	78
Student Handbook Policy Consent Form	79
Directory Information Notice & Consent/Objection Form	81

**Dear Students and Parents:**

The ultimate purpose of education is to help each individual student become an effective citizen in our democracy. A student who develops and accepts the responsibilities and obligations of good citizenship will be able to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those opportunities provided by our school which will prepare you to live a better life as you take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

The purpose of the **Central Heights ISD Student / Parent Handbook** is to serve as an information guide for students and parents. This handbook contains information needed by both parents and students during the school year. The policies and procedures contained in this handbook are the result of a concerned effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you become an integral part of CHISD. ***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.

Parents and students also need to be familiar with the **Central Heights ISD Student Code of Conduct**. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

Please note that the Student Code of Conduct is not a contract and can be amended by the District at any time. However, any change or amendment to the Code will be approved by the Board of Trustees. Finally, understand that teachers and principals may impose campus or classroom rules in addition to those found in the Student Code of Conduct and that students are responsible for compliance with these rules.

**Every student is required to follow all school policies and regulations. Each student will have access to a handbook thru the CHISD website. The principal or appropriate teacher at the beginning of the school year will explain policies. Claiming ignorance of the policies/regulations will not excuse a student from compliance or from being subject to corrective action.**

Parents/guardians must acknowledge receipt of this handbook, the Student Code of Conduct and the consequences to students who violate District disciplinary policy. **Parents/guardians should also let the District know, within 5 days of receipt of the handbook.**

Sincerely,

David Russell	High School Principal
Andrew Binford	Middle School Principal
Jonathan Vick	MS / HS Assistant Principal
Jana Muckleroy	Elementary Principal
Kathryn Engle	Elementary Assistant Principal

## ADMISSION

A student (or the student's parent/guardian) who wants to enroll in the District should contact the secretary, principal, or counselor at the appropriate campus office.

His/her parent(s) or legal guardian must accompany a student enrolling in the District for the first time. Proof of immunizations, Social Security card, copy of drivers license that reflects a residence within Central Heights ISD of the person enrolling the student, home address, proof of residency, phone numbers, mother & father's name, place of business or work, nearest relative or friend to contact in case of an emergency, and a **withdrawal form** from the previous school must be provided. A certified birth certificate is also required.

Students wishing to enroll in Central Heights ISD must meet District policy, which states that students must live within the District boundaries with their parent/parents or legal guardian, unless exempted by an approved transfer. If the student lives with his/her guardian, the school must have complete guardianship papers in the campus office (a copy must be in the student's permanent record folder) prior to enrollment.

**Furthermore, the student must reside with that guardian within the District on a permanent basis. School employees investigate and report violations of the State and District permanent residence law. Penal Code 37.10 Tampering with Governmental Record**

An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

**In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:**

- (1) **the maximum tuition fee the district may charge under Section 21.063 of this code;**
- (2) **or the amount the district has budgeted for each student as maintenance and operation expenses.**

**Failure to reside on a permanent basis will cause immediate dismissal from the District.**

## TRANSFER STUDENTS

All transfer students are based on maintaining acceptable performance levels in academics, attendance and discipline, as well as parental rapport with the school district. If any of these areas become a problem during the school year, a student's transfer status will be considered for revocation. Transfer students who wish to remain enrolled in CHISD for the following school year need to obtain an application form from the administration office after the 15<sup>th</sup> of March and return it by the 1<sup>st</sup> of May.

### **Admission / Enrollment with Discipline Problems**

Any student transferring into or within the District, who is under disciplinary action (suspension, home-based, AEP, or expulsion) from another school or school district, shall not be allowed to enroll, in regular classes, until the disciplinary action has ended; the student will be placed in the appropriate setting to complete the disciplinary action before entering regular classes.

Students, who enter class late, due to extenuating circumstances, will be allowed absences pro-rated on the basis of days remaining in the semester. Students transferring who have already enrolled will have the absences accumulated in the class they transferred from carried forward into the class they enter.

## ATTENDANCE

In Texas, (H.B. 907) a child between the ages of six and eighteen is required by the State of Texas Compulsory Attendance Law to attend school and District-required tutorial sessions. If kindergarten students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student eighteen or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, or from required tutorials will be considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate 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.

*Education Code 21.033, Section 4.25 provides that in the event that a "parent or person standing in parental relation fails to require a child to attend school as required, it shall be the duty of the attendance officer to warn that attendance must be immediately required." If, after warning, the parent "intentionally, knowingly, recklessly, or with criminal negligence" fails to require such attendance, he commits an offense, and section 4.25 requires the "the attendance officer" to file a complaint against him in the proper justice, county, or municipal court.*

*State law makes it a Class C misdemeanor for a child to repeatedly miss school. This law authorizes officers to take a child into custody if the child's unexcused absence from school totals 10 or more days or parts of days in a six-month period, or three or more days or parts of days in a four-week period. This constitutes "conduct indicating a need for supervision."*

*The District defines truancy to be the same as the preceding statement. The District may file charges for truancy on student and/or parent.*

### 90% Attendance Rule

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a quarter, semester, term or a full year. **An excused absence does not exempt a student from the 90% rule.** It only allows make-up work for that day to be graded and averaged. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances. **Failure to comply with the 90% attendance rule will also terminate your driver's license at renewal.**

### Notice of Attendance Problems

The student and parent/guardian will receive notification of possible failure due to the 90% rule. This letter(s) of awareness will be mailed when the student is in danger of reaching the limit allowable before denial of credit is enforced due to excessive absences.

### Unexcused Absence

Failure to provide a written statement on the day the student returns after an absence will cause the absence to be recorded as "unexcused". An extension of **one day** will be the maximum allowed in cases where written statements are forgotten. An absence will be recorded as "unexcused" if the cause does not comply with the accepted causes for an excused absence stated in the guidelines listed in this document. When returning to school after an absence, a student must bring a note, signed by the parent or guardian that describes the reason for the absence. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian.

**In cases of unexcused absence**, make-up work will be allowed, but a grade of **70** will be the maximum allowed. If a student is suspended, the absences are considered unexcused but a grade of 100 will be the maximum allowed.



Education Code 25.087 and 19 TAC 129.21 allow a district to count as present for ADA purposes students who are absent for any of the following circumstances:

#### **Temporary Absence Due To Professional Health Care Visits**

A temporary absence resulting from a visit to professional health care providers (doctors, dentist, etc.) is excused if the student commences classes or returns to school on the same day of the appointment. Documentation is required from the health care provider.

#### **Extenuating Circumstances**

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather, or road conditions making travel dangerous, any other unusual cause acceptable to the superintendent or principal.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in a substance abuse rehabilitation program.
10. Homelessness, as defined in Federal law.
11. Observation of a religious holiday, if before the absence, the parent or guardian of the student submits a written request for the absence.
12. School sanctioned extracurricular activities, not exceeding the district limit for extracurricular activity absences.
13. Approved college visitations (seniors). A request must be made in writing and approved by the principal or designee (counselor) a minimum of two weeks prior to the visit.

**If the Attendance Review 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.**

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

#### **Attendance Review Committee**

The Attendance Review Committee will review the appeal request and determine whether the student should be eligible for credit. Some of the items the Attendance Review Committee may take into consideration in determining recommendations are:

- (a) Doctor's notes
- (b) Prior arrangements with the school administration
- (c) Extenuating circumstances
- (d) Make-up work completed on time
- (e) Attendance in Saturday school
- (f) Proper behavior

#### **Options of the Review Committee**

After the review of the case the Attendance Review Committee will make a recommendation.

1. Grant credit for the course.
2. Grant credit with stipulations.
3. Deny credit for one or more courses.

The District provides these alternatives for a student to make up work or regain credit lost because of absences:

1. Complete additional assignments, as specified by the AR Committee.
2. Satisfy time-on-task requirements before or after school.
3. Attend Saturday school if the time has not been made up.
4. Maintain the attendance standards for the rest of the semester or year.

### **Appeal Process**

The Attendance Review Committee's decision to deny credit may be appealed to the Board of Education by submitting a written request to the superintendent that includes the basis for the disagreement with the Attendance Review Committee's decision.

### **General Attendance Guidelines**

A student with an unexcused absence from school will not be allowed to participate in school-related activities on that day or evening. A student who is late to class is tardy and is subject to disciplinary action. A student absent from school or from any class, without permission, including required tutorials will be considered truant and subject to disciplinary action.

# **MIDDLE SCHOOL AND HIGH SCHOOL**

## **ACADEMICS**

### **GRADING POLICIES AND PROCEDURES (6-12):**

#### **REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES**

Teachers follow grading guidelines approved the Superintendent that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA.

#### **SEMESTERS/TERMS**

The 6<sup>th</sup> – 12<sup>th</sup> grade time frames will be based on the six weeks grading cycle. There will be a total of 6 six weeks grading periods during the school year. Some six weeks grading periods will not be exactly 30 days in length, however they will be as close as possible. The following units of time will be used:

**1 Semester = 3 Six Weeks / 18 Weeks**  
**1 School Year = 2 Semesters / 6 Six Weeks / 36 Weeks**

#### **GRADING SYSTEM**

The grading system for Central Heights Jr. High and High School is as follows:

##### **ACADEMIC GRADES**

90-100.....A  
80-89.....B  
75-79.....C  
70-74.....D  
69-0.....F

No high school credit will be awarded for a grade below 70.

There will be no grade recorded above 100 on students' report cards or transcripts. Grades from college dual credit coursework are awarded by the college. However, these college courses will adhere to: no grades below 50 or above 100 will appear on a report card or transcript.

All district grading policies are meant to coincide with the Texas Education Agency guidelines and State Laws and defer to these laws should a conflict occur.

#### **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of units earned toward graduation.

Sophomore	7
Junior	14
Senior	22
Graduates	30 (28 on the High School Program)

#### **WEIGHTED NUMERICAL GRADES**

A weighted numerical grade (WNG) based on a 100-point scale will be computed for all graduating students (see table below). The WNG will be kept as a cumulative numerical average to four decimal places. This numerical WNG will be converted to a 4.0 scale by the counselor at the parent's / student's request for college admissions, scholarships, etc. All courses taken for credit will be used to calculate WNG's. The application of weights to classes will encourage students to challenge themselves by enrolling in courses that will develop higher order thinking skills, problem solving skills, and better prepare students to become productive adults in the 21st century. Courses will be divided into three categories: Honors / AP / Weighted (courses that challenge and stimulate students to the highest level of their abilities by requiring a level of performance at the freshman college course level and with content that exceeds Texas Essential Knowledge and Skill - TEKS), regular (courses that includes required state essential knowledge and skills), and remedial / resource (courses that are below-grade level, or less content is required, and mastery level is modified / reduced). Class rank is computed after the fifth six-weeks of the ninth, tenth, and eleventh grade year. The rank for seniors will be calculated in June following the end of their junior year,

middle of their senior year, and at the end of the 5<sup>th</sup> six weeks of their senior year. **Each member of the graduating class will be ranked numerically by their individual WEIGHTED NUMERICAL GRADE (WNG).**

Any grade transferred in from other schools will be converted and computed to adhere to the CHHS conversion scale. Correspondence courses, credit by exam, concurrent enrollment courses, summer school, high school advanced placement exams (AP), and any high school course taken in the middle school with high school credit granted are included in the calculation of overall WNG.

Students who transfer coursework into the district cannot receive weighted credit for courses not offered to established Central Heights High School students within the same graduating class. In addition, weighted credit transferred into the district will not exceed the Central Heights High School equivalent.

See the high school counselor for a complete list of Honors, AP, and Weighted courses that are offered. (see Academics: Weighted Courses for more information)

<b>Numerical Grade</b>	<b>Weighted Honors / AP</b>	<b>Regular</b>	<b>Remedial / Resource</b>
100	110	100	90
99	109	99	89
98	108	98	88
97	107	97	87
96	106	96	86
95	105	95	85
94	104	94	84
93	103	93	83
92	102	92	82
91	101	91	81
90	100	90	80
89	99	89	79
88	98	88	78
87	97	87	77
86	96	86	76
85	95	85	75
84	94	84	74
83	93	83	73
82	92	82	72
81	91	81	71
80	90	80	70
79	89	79	69
78	88	78	68
77	87	77	67
76	86	76	66
75	85	75	65
74	84	74	64
73	83	73	63
72	82	72	62
71	81	71	61
70	80	70	60
69-0	79-0	69-0	59-0

### **REPORT CARDS**

In grades 6-12 report cards are issued every six weeks on the Thursday following the end of the six weeks. Report cards must be signed by parents and returned the next school day. Students should refer to the current school calendar for the exact dates. In grades 6<sup>th</sup> - 12<sup>th</sup>, for each six weeks the teacher will record a minimum of 3 major grades and 12 daily grades to constitute the six weeks average. Grading periods with less than 6 full weeks may be reduced to 2 Major grades and 10 daily grades with administrator approval as well as informing students. Six weeks and semester exams must reflect the content taught during the time period.

### **PROGRESS REPORTS**

All students will receive a progress report after the third week of each reporting period. Parents should expect these reports on Thursday of the fourth week of the reporting period. Students should refer to the current school calendar for the exact dates.

### **DAILY WORK PERCENTAGE**

The daily average must be labeled in the grade book and shall count as 50% of the six weeks grade in the 6<sup>th</sup> - 8<sup>th</sup> grades and 40% of the six weeks grade in the 9<sup>th</sup> through 12<sup>th</sup> grades.

### **TEST/MAJOR PERCENTAGE**

The test average must be labeled in the grade book and shall count as 50% of the six weeks grade in the 6<sup>th</sup> - 8<sup>th</sup> grades and 60% of the six weeks grade in the 9<sup>th</sup> through 12<sup>th</sup> grades.

### **SPECIAL GRADES**

Assignments are to be designated as either major grades or daily grades prior to being assigned. Students must be made aware of how projects and special assignments will count in the average. The instructor may assign varying values to assignments, if the student is made aware of its value and the grade labeled in the grade book with value designated.

Courses offered in 8<sup>th</sup> grade for high school credit will be graded according to the 9<sup>th</sup> – 12<sup>th</sup> grade grading policy (60% Test/Major Grades and 40% Daily Work Grades). These courses may be structured on the six weeks grading period.

Courses that are offered before or after school, “0 or 9<sup>th</sup> period classes” and Honors / AP courses , may require different grading guidelines. This may include but is not limited to changes in the required number of daily and test grades within a certain grading period. The teacher will inform students of course requirements by providing a course outline that will explain the grading policies and procedures for the course.

The Accelerated Reader Program is offered in grades sixth through twelve and is incorporated in the English and Reading courses. Each teacher is responsible for informing students of the grading procedures and guidelines in which the Accelerated Reader Program will be implemented into the course. This program does not fall under the regular re-teaching/retesting policy. If a student fails a particular Accelerated Reader test, feels there is an error on the test, or wishes to make an appeal regarding the test, he/she will discuss it with his/her teacher. Any resulting action will be at the professional discretion of the teacher.

Grades from college dual credit coursework are awarded by the college. However, these grades do fall under the CHISD policy of no grades above 100 will appear on a report card or transcript.

### **FINAL AVERAGE/GRADE**

The **semester or final average/grade** for the 9<sup>th</sup> – 12<sup>th</sup> grade classes will be calculated by using the following formulas:

$[(2 \times 1^{\text{st}} \text{ 6wks avg}) + (2 \times 2^{\text{nd}} \text{ 6wks avg}) + (2 \times 3^{\text{rd}} \text{ 6wks avg}) + 1^{\text{st}} \text{ sem exam}] \text{ divided by } 7 = \text{(1}^{\text{st}} \text{ semester avg/grade)}$

$[(2 \times 4^{\text{th}} \text{ 6wks avg}) + (2 \times 5^{\text{th}} \text{ 6wks avg}) + (2 \times 6^{\text{th}} \text{ 6wks avg}) + 2^{\text{nd}} \text{ sem exam}] \text{ divided by } 7 = \text{(2}^{\text{nd}} \text{ semester avg/grade)}$

$(1^{\text{st}} \text{ semester average/grade} + 2^{\text{nd}} \text{ semester average/grade}) \text{ divided by } 2 = \text{(final average/grade)}$

There will be no semester exams given in 6<sup>th</sup>-8<sup>th</sup> grades. Semester averages will be the average of the three 6-weeks. It will be determined by campus administrators as to whether or not to have semester exams in grades 9-12.

### **MAKE-UP WORK**

It is the student’s responsibility to request make-up work after an absence. Teachers are encouraged to remind students of work that was missed during the absence. The teacher will provide the student with all needed information on make-up work. Make-up work is due no later than the beginning of class on the third day following an absence and one additional day is granted for each day missed in succession. A timetable may be arranged with the teacher when there is extenuating circumstances. Make-up work for an unexcused absence will have a maximum grade of 70.

### **LATE WORK**

In the event of students turning in late assignments, the following procedures will be used:

- ❑ Late one day – maximum grade is 70
- ❑ Late two days – maximum grade is 50
- ❑ No late work accepted after two days. A zero will be recorded in the grade book if no work is turned into the teacher.

### **ZERO POLICY**

#### **For High School and Middle School per Six Weeks:**

- 1<sup>st</sup> Zero – Free ( No Consequence )
- 2<sup>nd</sup> Zero – Teacher makes a documented Parent Contact
- 3<sup>rd</sup> Zero – Lunch Detention
- 4<sup>th</sup> Zero – 1 Day ISS or 2 Pops with Parental Consent Form or (Saturday School grades 6-8)
- 5<sup>th</sup> Zero and Following – 2 Days ISS and for each additional zero or ( Saturday School grades 6-8)
- \*\* Any assignment that counts for more than one grade would only be turned in as a single offense.

### **PARTICIPATORY CLASSES**

Although coursework is required, some classes where the students’ participation and involvement will also be determining factors for a grade. Also, these classes may not adhere to the 12 daily grade and 3 major grade requirements per six-weeks. Instructors are responsible for informing students of this at the beginning of the course. For Example: P.E., Athletics, Fine Arts, Student Aides, Band, Middle School health and enrichment ,Theater Productions, Some Ag classes...

### **TUTORIALS**

Tutorials will be made available for students before and after school. (7:30 a.m.-7:50 a.m. and 3:05 p.m.-3:30 p.m.) A student whose grade in a subject for a reporting period is below 70 may be required to attend tutorials in the subject during the following reporting period. Parents or guardians are responsible for transporting students to and from tutorials.

### **REMEDICATION**

A student who did not master Math, Reading, and/or Writing on the previous year’s STAAR Exam may receive remediation support or tutorials. Remediation is required by State law, until the student masters all areas of the STAAR.

### **RETEACHING / RETESTING POLICY**

If a student is unsuccessful in making a passing grade on a test, he/she will be given the opportunity to take a retest over the same material. The guidelines for retesting will be set by each teacher and communicated to the students. Within these guidelines will be provisions addressing the need for reviewing and re-teaching the material. Once the student has completed the guidelines set forth, he/she will be eligible for retesting. A grade of 70 is the maximum allowed on a retest. This does not include semester or term exams. Under some programs this policy will not apply. Please see the previous section entitled “Special Grades”.

### **GRADUATION REQUIREMENTS**

To graduate from high school in the Central Heights Independent School District, a student must successfully complete the required number of credits and pass a statewide exit-level examination. CHISD requires 28 credits in order to graduate on the High School Program or Foundation Plan and 30 credits on the Recommended and Distinguished Achievement Programs or Foundation Plan with an Endorsement.. Students in grades 9-12 are given the opportunity to earn 8 credits per year. All incoming freshmen will automatically be placed on the Recommended Plan or Foundation Plan as determined by TEA. If a student wishes to be on the Minimal Program, certain criteria must be met as determined by TEA. Please see the high school counselor for more information.

For 2010-2011 and beyond, TEA is no longer requiring a state Technology or Health credit. Physical Education has also been reduced to 1 state required credit.

The total number of local elective credits required to graduate may be modified for the following reasons:

- ❑ A student did not have the opportunity to earn the full number of credits.
- ❑ A student did not have the opportunity to complete a course(s) due to transferring/moving into the district.

**\*\*Under House Bill 5, The State of Texas will require new Graduation Plans in 2014-15\*\***

**MINIMUM PROGRAM**

English .....	4 credits
Mathematics (must include Algebra I & Geometry) .....	3 credits
Science (must include Biology and IPC. May substitute Chemistry & Physics for IPC).....	2 credits
Social Studies (World History or World Geography, U.S. History, Government & Economics.).....	3 credits
PE (or equivalent) .....	1 credit
Fine Arts (required for freshman '10-'11 and beyond).....	1 credit
Communication Applications.....	½ credit
Academic Elective (World History, World Geography, or any science) .....	1 credit
Electives (State Required – 6 ½ ).....	12 ½ credits
<b>Total .....</b>	<b>28 credits</b>

**RECOMMENDED PROGRAM**

English .....	4 credits
Mathematics (Algebra I, Geometry, & Algebra II) .....	4 credits
Science (If taking IPC, it must be successfully completed prior to Chemistry or Physics ).....	4 credits
Social Studies (World History, World Geography, U.S. History, Government & Economics.).....	4 credits
PE (or equivalent) .....	1 credit
Foreign Language.....	2 credits
Fine Arts.....	1 credit
Communication Applications.....	½ credit
State or Local Electives.....	4 credits
State Approved Electives.....	5 ½ credits
<b>Total .....</b>	<b>30 credits</b>

**DISTINGUISHED ACHIEVEMENT PROGRAM**

English .....	4 credits
Mathematics (Algebra I, Geometry, & Algebra II) .....	4 credits
Science (IPC is not eligible).....	4 credits
Social Studies (World History, World Geography, U.S. History, Government & Economics.).....	4 credits
PE (or equivalent) .....	1 credit
Foreign Language.....	3 credits
Fine Arts.....	1 credit
Communication Applications.....	½ credit
State or Local Electives.....	4 credits
State Approved Electives.....	4 ½ credits
<b>Total .....</b>	<b>30 credits</b>

Students who wish to graduate with the Recommended Plan and have the DAP endorsement must complete the **30** credits specified by Chapter 74, Subchapter A and local Board policy (see above) with any combination of four of the advanced measures approved by the State Board of Education (SBOE).

These measures are:

1. Original Research / Project
2. College Courses with a grade of 3.0 or higher in an approved 3 or more hour course
3. Test Results demonstrating college level achievement (AP exams score 3 or higher)
4. Commended Scholar status on the PSAT

Upon the recommendation of the Annual Review and Dismissal (ARD) committee, a student receiving special education services may be permitted to graduate under the provisions of his or her Individual Education Plan (IEP)

## RECOMMENDED COURSES FOR STUDENTS ON THE 4X4

### Freshman Year

#### Required Courses:

English I	1 credit
Algebra I	1 credit
Or Geometry if Alg. I taken in 8 <sup>th</sup> grade	
World Geography	1 credit
Biology	1 credit
Communication Applications	½ credit
PE	1 credit

#### Elective Courses:

Spanish I	1 credit
Fine Arts	1 credit
(art, band, floral design or theater arts)	
Agriculture Courses	½ - 1 credit
Home Economics	½ - 1 credit
Business/Technology	1 credit

**Total Credits For Freshman Year Must Equal 8**

### Sophomore Year

#### Required Courses:

English II	1 credit
Geometry	1 credit
Or Algebra II if Geometry taken in 9 <sup>th</sup> grade	
Or Math Models if planning Alg. II as 4 <sup>th</sup> math credit	
World History	1 credit
IPC	1 credit
Or Chemistry (DAP)	

#### If not taken during Freshman Year:

Communication Applications	½ credit
PE	1 credit

#### Elective Courses:

Spanish I or II	1 credit
Fine Arts	1 credit
(art, band, floral design or theater arts)	
Agriculture Courses	½ - 1 credit
Home Economics	½ - 1 credit
Business/Technology	1 credit

**Total Credits For Sophomore Year Must Equal 8**

### Junior Year

#### Required Courses:

English III	1 credit
Algebra II	1 credit
Or Pre-Cal if Algebra II taken in 10 <sup>th</sup> grade	
Or Math Models if planning Alg. II as 4 <sup>th</sup> math credit	
US History	1 credit
Chemistry	1 credit
Or Physics (DAP)	
No Science Required (HSP)	

#### If not taken during Freshman or Sophomore Year:

Communication Applications	½ credit
PE	1 credit

#### Elective Courses:

Spanish I, II or III	1 credit
Fine Arts	1 credit
(art, band, floral design or theater arts)	
Agriculture Courses	½ - 1 credit
Home Economics	½ - 1 credit
Business/Technology	1 credit

**Total Credits For Junior Year Must Equal 8**

Some students may qualify to participate in the Dual Credit Program with Stephen F. Austin State University. Credit total will equal 6 if participating. These students will be allowed to be at SFA during 1<sup>st</sup> & 2<sup>nd</sup> periods or 7<sup>th</sup> & 8<sup>th</sup> periods.

### Senior Year

#### Required Courses:

English IV or SFA 131 & 132	1 credit
Pre-Calculus	1 credit
Or Calculus if Pre-Calculus taken in 11 <sup>th</sup> grade	
Or Algebra II (HSP) as 4 <sup>th</sup> math credit	
Government	½ credit
Economics	½ credit
Physics	1 credit
Or Anatomy and Physiology (DAP)	
Or Advanced Animal Science (DAP)	
No Science Required (HSP)	

#### Elective Courses:

Spanish II, III	1 credit
Fine Arts	1 credit
(art, band, floral design or theater arts)	
Agriculture Courses	½ - 1 credit
Home Economics	½ - 1 credit
Business/Technology	1 credit

**Total Credits For Senior Year Must Equal 8**

Some students may qualify to participate in the Dual Credit Program with Stephen F. Austin State University. Credit total will vary if participating. These students will be allowed up to 6 periods at SFA. Seniors who have 24 credits and are in good standing with grades and attendance may elect to have early release or late arrival.



## ADVANCED PLACEMENT COURSES

Advanced Placement courses are college level courses that provide curriculum offerings for students with special talents and abilities. The goal of the Advanced Placement program is to challenge and stimulate students to the highest level of their abilities. Qualifying for Advanced Placement courses is based upon past performance, prerequisite courses, teacher approval or recommendation, and parental approval. Students who qualify are encouraged to enroll in advanced classes.

Advanced Placement (AP) exams are given every May, usually for students who have taken an Advance Placement course in that subject. A score of “3 or better” on the exam may enable a student to earn credit for a comparable college course. The student is responsible for checking with the college of his/her choice in order to know if the college accepts AP scores for credit.

## CLASSIFICATION (Required CREDITS)

Required credits for each grade are listed below. **Classifications are made only at the beginning of each school year, with exceptions made for graduating seniors.**

Freshman	0
Sophomore	7
Junior	14
Senior	22
Graduate	30 (28 on High School or Foundation Program)

## CLASS RANK

Class rank is computed after the 5<sup>th</sup> six weeks of the ninth, tenth, and eleventh grade year. The rank for seniors will be calculated in June following the end of their junior year, middle of their senior year, and at the end of the 5<sup>th</sup> six weeks of their senior year. The ranking calculated for seniors at the end of the 5<sup>th</sup> six weeks is used for the final rankings. College courses that seniors are taking during the 5<sup>th</sup> six weeks will not be used in the final rankings. This is due to inconsistencies in colleges not releasing averages at mid-term. Grades awarded by colleges are final and do not fall under the CHISD policy of no grades under 50 will appear on a report card or transcript. A student meeting graduation requirements in December will be ranked with the May graduates of that school year. **Each member of the graduating class will be ranked numerically by their individual WEIGHTED NUMERICAL GRADE (WNG) ( See Grading Policies and Procedures 6-12**

### Tie for Class Ranking

In the event a tie should occur, the following procedure will be used to break the tie and determine the rank of students.

- Compute the weighted numerical grade average to four decimal places with no rounding until the tie is broken.
- Compare the number of weighted courses completed by each student involved in the tie
- Compare the highest average to the fourth decimal place in the weighted courses completed by each student involved in the tie.

\*\*\* If a tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.

The members of each class will be ranked first according to their graduation plan and then numerically by their weighted numerical grade. Students who have completed and signed a four-year plan to graduate with either the Recommended High School Plan or the Distinguished Achievement Plan will be ranked higher than students who plan to graduate on the Regular High School Program, regardless of WNG. Students who do not pass the courses required for the Recommended Plan or Distinguished Achievement Plan or whom change to the High School Program will have their ranking changed accordingly the next time class rankings are computed as extra courses required for the Recommended Plan are: Algebra II, Spanish I and II, and either Chemistry or Physics. These courses are not weighted, but this new ranking system will encourage students to take these advanced courses. The extra courses required for the Distinguished Achievement Plan are: Spanish III and college level courses. These courses are weighted when computing WNG. For this reason, there will be no distinction made between Recommend Plan and Distinguished Achievement Plan students when ranking.

Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply and the deadline for application.

### **CONCURRENT ENROLLMENT**

Below you will find different opportunities for students to obtain college credit while enrolled in high school. If you are interested in pursuing one of these avenues, please see the high school counselor for more information.

Approval from the high school counselor and principal is needed before enrolling. All high school /college concurrent enrollment courses listed in the College's General Academic Course Guide Manual in the following disciplines: Social Studies, Science, Mathematics, Languages other than English, Fine Arts, and English language arts are weighted/ advanced courses under TEA code 33.081 [c].

- **Standard Concurrent Enrollment**

Junior and senior students may receive college and high school credit for college courses taken in an approved institution (SFA, Angelina, Panola, etc.). All college level courses offered by the institution, except remedial courses, are approved as concurrent courses. College level courses must meet or exceed the TEKS to replace state-required courses. College level courses that do not cover the TEKS can be taken for local elective credit only. Students have the option of using these courses for their high school GPA and transcript.

- **SFA Off-Campus Concurrent Enrollment Program**

Juniors and seniors may attend college at SFA during the school day. Juniors may attend during 1<sup>st</sup> & 2<sup>nd</sup> periods or 7<sup>th</sup> & 8<sup>th</sup> periods. Students must have all credits in place in order to participate in this program. These courses will be used on the student's high school GPA and transcript. This option will be available contingent on funding from TEA. To be eligible, students must have taken the THEA test or be THEA exempt. In addition, students attending SFA must take either the SAT, with a score of at least 1010, or the ACT, with a score of at least 21. Local course averages and attendance rate could be used for eligibility purposes as well.

- **Advanced Placement Courses sponsored by The College Board**

Juniors and seniors have the opportunity to enroll in these advanced college level courses here on the high school campus. At the end of each course, students may take the AP exam to receive college credit.

### **Criteria and Guidelines**

#### **Regarding Dual Credit and SFA Classes.**

##### **Central Heights / SFA Dual Credit Program**

**Juniors** participating in the dual credit program will be allowed to have 1<sup>st</sup> and 2<sup>nd</sup> periods or 7<sup>th</sup> and 8<sup>th</sup> periods off from Central Heights High School.

**Seniors** participating in the dual credit program will be allowed time away from Central Heights as follows:

- If taking **one** college class (**3 hours**) at SFA- You must be in attendance at Central Heights for six periods with **one 8:00 class on MWF or TT** \* **This means that you would come in at 9:40 for six periods.**
- If taking **two** college classes (**6 hours**) at SFA – You must be in attendance at Central Heights for five periods with **one 8:00 class on MWF and one 8:00 class on TT.** \***This would mean that you would come in at 10:30 for five periods.**
- If taking **three** college classes (**9 hours**) at SFA – You must be in attendance at Central Heights for four periods with **an 8:00 and 9:00 class on MWF and an 8:00 class on TT.** \***This would mean that you would come in at 11:25 for four periods.**

Students may take up to 10 college credit hours at the **reduced credit rate**. If a student chooses to take more than 10 college hours, they will still be required to be in attendance at Central Heights for four class periods.

Students must take SFA classes either before arriving on campus or after leaving campus. Students will not be allowed to leave campus to attend SFA, then return to Central Heights' campus for more classes.

All students must take the THEA or be THEA exempt. In addition, students attending SFA must take either the SAT, with a score of at least 1010, or the ACT, with a score of least 21 and have a High School WNG of 85.0 or better.

All students are required to have had the Bacterial Meningitis vaccination prior to enrollment.

- **Seniors** must have at least a “90.0” average from the prior year in any class they take that is needed to meet Graduation requirements in that particular subject area. **Juniors** must have Administrative approval to take classes at the University or College level that they will be tested on at the EXIT level.
- Any student that fails to make at least an “80.0” in the Fall Semester, will not be permitted to take Dual credit classes in that subject area for the Spring Semester.
- Any student who makes between an “80.0” and an “85.0” will be considered for return back into a Central Heights Class in that subject area to prevent any last minute problems regarding graduation.
- Any student who makes below a “70.0” will not be reimbursed expenses according to the “Program 30” guidelines. (See CHISD Student Handbook).
- **Prior to dropping a College Class, all students must first report to the High School Counselor immediately. Failure to do so could result in all classes being dropped and placed back in a regular High School Classroom. Students who are allowed to drop a class may also be limited on the number of hours they will be permitted to take in the future.**
- All students are required to notify the counselor if at any time their average in a course falls below an “80.0”.
- Although most Universities will not release grades or attendance to parents, parents are still urged to work with their child and monitor these areas. Some Universities allow parents to view grades and attendance with students’ consent.

## Dual Credit / Concurrent Enrollment

Dual credit courses offered at Central Heights High School award both high school and college credit upon successful completion. Concurrent enrollment is a college course taken during the student’s high school years that is not offered for high school credit. Both of these enrollment systems are ways for students to earn college credit while still in high school. A student must meet the admission requirements of the college or university in order for a high school student to be admitted into a dual credit/ concurrent or tech program.

### Central Heights High school Stephen F. Austin State University Dual Credit Courses

<u>Department</u>	<u>High School Course</u>	<u>SFASU Course</u>	<u>Additional Information</u>
English	English IV	English 131 and 132	
Speech	Professional Communication	Communication 111	
Modern Language	Spanish III	Spanish 231 and 232	
	Spanish Adv. Level I	Any Spanish 303 or higher	
Mathematics	Calculus	Math 233 and 234	prereq: Precal or Math 133 and 138
	Probability and Statistics	Math 220	prereq: Alg I and II and Geometry
	PreCalculus	Math 133 and 139	
Science	Astronomy	Astronomy 105	
	Chemistry AP	Chemistry 133 and 134	
	Physics AP	Physics 131 and 132	
Physical Education	Geology	Geology 131 and Lab	
	one-half credit of PE	Kin. 110, 220, 200 or Dance 200 or alternate Course w/ Counselor Approval.	Not an Advanced Measure for DAP nor for weighted credit.
Social Studies	U.S. History	U.S. History 134	
	U.S. Government	Political Science 141	
	Psychology	Psychology 133	
	Sociology	Sociology 137	
	Economics	Economics 231	

Business Education	Accounting 1	Accounting 231	prereq: Algebra I and II
	Accounting II	Accounting 232	prereq: Accounting 231
Art	Art III and IV	Art 100 or 110 or 130	prereq: Art I and II
Computer Science	Computer Science 1	CSC 101	

## **Central Heights ISD “Program 30” High School Allotment for College Tuition**

### **What is the CHISD “Program 30”**

“Program 30” is designed to encourage and assist students in earning at least 30 hours of college credit before high school graduation. Through the High School Allotment, “Program 30” can help Central Heights’ students offset the tremendous cost of college tuition.

### **What is the High School Allotment**

The High School Allotment is part of House Bill 1 that provides \$275 per high school student to districts to prepare students to go on to higher education, encourage students to take advanced academic course work, increase the rigor of academic course work, align secondary and postsecondary curriculum and support promising high school completion and success initiatives in grades 6 through 12.

### **What Expenses are Covered by the High School Allotment**

Programs that expand participation in dual enrollment or concurrent enrollment courses. A school district may spend high school allotment funds on the following, provided these items are for uses identified in the TEC, §39.114(a), and further defined in §61.1093 of this title:

(1) tuition

- Expenses will not be covered for grades lower than a “C” or 70.
- Online courses and mini-mesters are not covered by this program.
- Seniors that have graduated are not eligible for this program.
- Reimbursements should be taken care of prior to August 1st of the following school year.

### **What will be Required of Students and Parents**

Students must meet all requirements for the concurrent enrollment program as prescribed in the student handbook. Students/parents will be responsible for paying for all tuition and book fees through the college/university. Upon successful completion of the concurrent course, students must provide a copy of the college report card and tuition bill to the CHISD business office. Students/parents will then be reimbursed for the above mentioned expenses

### **What are the Funding Limitations for the Program**

Juniors and Seniors who are enrolled in CHISD are eligible for funding through this program. There is no limit on the number of concurrent courses eligible for funding through this program. Funds for this program are provided by House Bill 1 from the State of Texas. No local funding is provided. CHISD will continue to offer this program as long as state funding is available.

### **CORRESPONDENCE COURSES**

Junior, Senior, and G/T students may enroll in correspondence study courses through Texas Tech or the University of Texas. Fees and textbooks are the responsibility of the student. Students may not enroll in more than one correspondence course at a time, and no more than two correspondence course credits may be use toward graduation. Students must submit a written request prior to enrollment to the principal or designee for evaluation and approval.

All lessons and exams must be completed and the grade on file with the high school principal no later than May 1 to include the course for credit/graduation.

### **CREDIT BY EXAMINATION**

Credit by exam is designed as an option for students who did not receive credit but have had prior formal instruction in a course in which the student scored at least a 60. Credit may be earned or regained, on the recommendation of the Attendance Review Committee, for students who have excessive absences. The final exam grade **should** be on file and posted to the student’s permanent record no later than May 1 prior to graduation for seniors. Applications

and information can be obtained through the counselor's office. The parent will be responsible for paying an appropriate fee to the District or for purchasing the test from a university approved by the State Board of Education.

### **CREDIT GRANTED**

High school credit is a recognition given by the school that the student has fulfilled the requirements for a designated high school course. Courses could be one-half credit, one credit, or even 2 or more credits. High school credit is granted for a **one-unit** course if the average of the two semesters is at least 70. If the average is less than 70 and the second semester is 70 or higher, the student may retake only the first semester of the course in order to gain credit for the course. The following requirements must be met in order to gain credit.

1. ½ credit will be granted for the second semester passed when the first semester has been repeated and passed.
2. The two semester grades are an average of 70 or better.

If the average for the course is less than 70 and the student fails the first semester of the course, then the student must retake both semesters and obtain a passing grade as set forth in the above requirements.

### **EXAMINATIONS FOR ACCELERATION**

CHISD will provide three days per term for examination for acceleration for students in grades 1-12, who wish to earn credit without prior instruction. These exams will be provided through the Region VII Education Service Center in Kilgore. For more information, please see the high school counselor.

Kindergarten acceleration will be based upon District criteria.

Any person needing more information concerning examination for acceleration should speak with the campus principal or campus counselor.

### **EXAMS**

Parents requesting early exam dates for six weeks, semester, and/or final exams must make application through the principal's office no less than two days prior to the exam.

### **PERSONAL GRADUATION PLAN**

Senate Bill 1108, passed during the 78<sup>th</sup> Texas Legislature, Regular Session, 2003, requires a school principal to designate a guidance counselor, teacher, or other appropriate individual to develop and implement a personal graduation plan for each student in junior high, middle school, or high school who does not perform satisfactorily on an assessment instrument administered under Subchapter B, Chapter 39; or who is not likely to receive a high school diploma before the fifth school year following the student's enrollment in grade 9 (as determined by the district) (TEC section 28.0212). Additionally, each district is required to provide accelerated instruction to a student enrolled in the district who has taken the secondary exit-level assessment instrument and has not performed satisfactorily on each section or who is at risk of dropping out of school (TEC section 29.081).

Each Personal Graduation Plan must:

- 1) identify educational goals for the student;
- 2) include diagnostic information, appropriate monitoring and intervention, and other evaluation strategies;
- 3) include an intensive instruction program described by Section 28.0213;
- 4) address participation of the student's parent or guardian, including consideration of the parent's or guardian's educational expectations for the student; and
- 5) provide innovative methods to promote the student's advancement, including flexible scheduling, alternative learning environments, on-line instruction, and other interventions that are proven to accelerate the learning process and have been scientifically validated to improve learning and cognitive ability.

### **Criteria and Guidelines Regarding Honors Classes**

Students will be recommended for Honors Classes and some regular scheduled classes based on performance during the prior year. An Honors recommendation does not necessarily mean that a student has to take that tract if they choose not to do so.

Some recommendations will be made for students that are not ready to move to the next level without first taking a class that will better prepare them for the future.

Examples of such classes are as follows: Honors Algebra I, Honors Algebra II, Honors Geometry, Honors Pre-Calculus, Honors Biology, Honors Chemistry, Honors Physics, Honors Anatomy and Physiology Honors English I, II and III as well as IPC (Intro to Physics and Chemistry).

Criteria for a student to be placed into an Honors Class.

- The student must have at least a “87.0” average in Honors Classes or a “94.0” average in Regular Classes in that Subject area from the prior year.
- STAAR scores will be taken into consideration.
- Class sizes will be taken into consideration because these classes are taught at a much faster and more intense pace than regular classes.
- Teachers may choose not to recommend certain students although they meet grade criteria due to the fact that they do not feel that a particular student can follow a much stricter curriculum or meet deadlines.
- Students who are not recommended for Honors Classes may appeal to the Campus Principal for permission to join these classes as long as the first three criteria have been taken into consideration.
- ( These criteria are for the 14-15 school year. Guidelines are reviewed yearly)

## **WEIGHTED COURSES**

(see Grading Policies & Procedures: Grade Point Average for more information)

### Classes receiving Weighted Credit

Honors English I, II, III, & IV	Honors Anatomy & Physiology
Honors Biology	Honors US History
Honors Chemistry	Honors Government / Economics
Honors Physics	
Honors Algebra I (8 <sup>th</sup> Grade and High School)	
Honors Geometry	
Honors Algebra II	
Honors Pre-Calculus	
Calculus AB	
Honors Spanish III / IV	

All College Board Advanced Placement courses, International Baccalaureate courses, and high school /college concurrent enrollment courses listed in the College General Academic Course Guide Manual in following disciplines: Social Studies, Science, Mathematics, Languages other than English, Fine Arts, and English language arts are advanced courses under TEA code 33.081 [c] and will receive weighted credit. See “Class Ranking” for more information.

Students who transfer coursework into the district cannot receive weighted credit for courses not offered to established Central Heights High School students within the same graduating class. In addition, weighted credit transferred into the district will not exceed the Central Heights High School equivalent.

## **AWARDS AND HONORS**

A student meeting graduation requirements early will not be ranked. However, early graduates may participate in the graduation ceremony with the May graduates.

### **Valedictorian / Salutatorian / Historian**

The valedictorian, salutatorian, and historian will be the first, second, and third ranked graduates, respectively. Credits earned in correspondence courses, credit by exam, concurrent enrollment courses, summer school, high school advanced placement exams, and high school courses taken in the middle school with high school credit granted are included in determining who receives these honors. A student must complete through uninterrupted enrollment the junior and senior course requirements at Central Heights High School to be eligible for these honors.

#### **In the Event of a Tie**

In the event a tie should occur, the following procedure will be used to break the tie and determine the top three students.

- ❑ First, the grade point average will be carried out to the fourth decimal place with no rounding to occur.
- ❑ Second, if a tie still remains, then the student who took the most advanced / honors/ weighted courses will receive the higher rank.
- ❑ Third, if a tie still remains, then the student who has the highest average to the fourth decimal place in the courses described in the 2<sup>nd</sup> step will receive the higher rank.

### **Honor Graduates**

The District shall recognize as an honor graduate each student who has earned a weighted numerical grade average no lower than 90 in high school and completed the Recommended, Advanced/Distinguished Achievement Program, or the Foundation program with an endorsement.

### **Top Five**

The top five ranking students from the ninth, tenth, and eleventh grades will be recognized at the Academic Awards Ceremony held each year. Seniors will be recognized at the graduation ceremony. Students will be ranked based upon their cumulative GPA. GPA includes all courses used in ranking through the 5<sup>th</sup> six weeks of the current year. ( see CLASS RANK ) The top five students will receive medallions from the School Board. Students in grades 9-11 must attend CHISD the entire school year to be eligible for this honor. Seniors must complete through uninterrupted enrollment the junior and senior course requirements at Central Heights High School to be eligible for top 10% recognition..

### **Honor Roll**

Students who earn all “A’s” or “A’s & B’s” for each six/nine weeks’ average for the entire school year will be recognized at the Academic Awards Ceremony held each year.

### **NOBLE Scholars**

#### ***“Nacogdoches County’s Opportunity for Better Learning Excellence”***

NOBLE Scholars is a countywide student recognition program for seniors that is adapted from the statewide program called Texas Scholars. To graduate as a NOBLE Scholar, students must have 4 credits of English; 3 credits of Mathematics including Algebra I, II, and Geometry or higher; 3 credits of Science; 4 credits of Social Studies; 2 credits of the same Foreign Language; 1 ½ credits of physical education; ½ credit of speech; ½ credit of health; 1 credit of fine arts; 1 credit of Technology Applications; and 3 ½ credits of electives. NOBLE Scholars are recognized at the NOBLE Scholar banquet held each March. The rigorous curriculum results in many scholarships being awarded to this group of students.

### **Perfect Attendance**

Students who do not miss any school will be recognized at the Academic Awards Ceremony held each year.

### **Scholarships and Grants**

Under the Early High School Graduation Scholarship Program, the state provides eligible students financial credits in varying amounts, depending on the number of consecutive months in which the student completed graduation and the number of early college credits earned, to public or private Texas higher education institutions. The program will be limited to students who complete the Recommended or Advanced (Distinguished Achievement) High School Program. The exception will apply only for a student unable to complete the Recommended or Advanced High School Program because necessary courses were unavailable at the appropriate times in the student’s high school due to course scheduling or lack of enrollment capacity or another reason outside the student’s control. If the exception applies, the District will indicate the fact on the student’s transcript. The counselor can provide additional information about meeting the program’s eligibility requirements.

Students who have financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policies at EIC and EJ.]

## **COUNSELING SERVICES**

### **Academic Counseling**

Every spring, beginning in eighth grade, each student will meet with the counselor for an Individual Planning Session. Eighth grade parents are requested to attend these meetings with their child. Career and college goals will be discussed, and the student will complete a “Six-Year Plan”. In addition, classroom presentations throughout the year will provide information on the curriculum, course offerings, graduation requirements and different graduation plans. All parents are encouraged to take an active role in helping their child plan for the future, and are welcome to call the counselor at any time with questions and concerns. Information is available about college admissions, financial aid, scholarships, testing requirements and other areas.

### **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 chemical dependency needs. The counselor may also make available information about community resources to address personal concerns. Students who wish to meet with the counselor may come at anytime, but they must have a note from their teacher to leave class. Parents wishing to contact the counselor for any reason may call the school office and make an appointment. All personal issues discussed with the counselor are confidential, except in cases of danger to self or others.

### **DISCIPLINE**

(For more details refer to The Student Code of Conduct)

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

A student who violates the District's Student Code of Conduct will be disciplined. The District's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense. The principal or superintendent can provide more information about the District's Discipline Management Plan or copies of the plan if requested.

### **CAFETERIA CONDUCT**

Students will remain seated at the tables while eating their lunch. They will sit no more to a table than it is built to accommodate. **Students will remain in the cafeteria during lunch period until the bell ending lunch rings.** Students are expected to practice proper manners at all times. Students will not cut into the lunch or snack bar lines. **Students will leave the eating area clean.** Students must not take food and/or containers from the lunchroom area. High School Students not eating breakfast from the cafeteria must sit only at the tables designated for non-cafeteria service. Students must not sell, give, or take food from another student.

### **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 will 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. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

### **CORPORAL PUNISHMENT**

Corporal punishment is limited to spanking or paddling the student, and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. Corporal punishment is administered by the principal or assistant principal with a district employee present.
3. The instrument used is approved by the principal.

A record will be maintained of each instance of corporal punishment.

### **DETENTION**

A student may be assigned detention outside of school hours on one or more days if the student violates the District's code of conduct. The detention will not begin, however, until the student's parent has been notified of the reason for the detention and can make arrangements for the student's transportation on the day(s) of the detention. Arrangements should be made within 24 hours.

### **GANGS AND GANG ACTIVITIES**

The Board feels that the presence of gangs and gang activities can cause a substantial disruption of school and



school activities. A "gang" as defined in this policy is any group of two or more individuals whose purposes may include the commission of illegal acts. In addition, for the purposes of this policy, a "gang" is a prohibited fraternity, sorority, or society as defined by Texas Education Code 4.20 and 4.21. Youth gangs are often loose knit groups who associate with each other on a continuous basis. By this policy, the board acts to prohibit existence of gangs and gang activity at school.

Students are prohibited from gang involvement or gang activities while at school, at any school facility, at any school-sponsored activity on or off campus, or on a school bus. Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, or other things that are evidence of membership or affiliation in any gang.
2. Committing any act or omission, or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership affiliation in a gang.
3. Using any speech or committing any act or omission in furtherance of the interest of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gang.
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
  - c. Committing any other illegal act or other violation of school district policies.
  - d. Inciting other students to act with physical violence upon any other person.
  - e. Engaging in contact with others in intimidating, fighting, assaulting, or threatening to assault others.

Any student or community member who has first hand information concerning gang activity is asked to contact the principal or school counselor.

### **PROHIBITED ITEMS**

(For more details refer to The Student Code of Conduct)

**It is the recommendation that all electronic devices be left at home because of the risk of theft.**

Radios, tape players, CD players, head phones, beats, cameras, I-pods, headphones and earphones may be allowed during class time when teachers deem appropriate. **They are not to be worn or used outside the classroom.** Cell phone calls or texts are not allowed during school hours. Lasers, beepers, and pocket knives, etc. will not be permitted at school or on school buses. Toy knives, toy guns, and water guns are not permitted on school property, including the buses. Other unlisted items may be prohibited by the principal. **Prohibited items that are taken up on the first offense will be left in the office until a parent or guardian picks it up. On second offense the item will be held in the office until the end of the school year.**

### **SATURDAY SCHOOL (grades 6-12)**

A student will be given the opportunity to make up clock hours missed due to absences. This can be accomplished by attending a Saturday school. The class will meet for four hours on Saturday from 8:00 a.m. to 12:00 p.m. Time will be made up on a one to one ratio. The student attending the Saturday school will be required to bring assignments to work on during the complete session. The Saturday school can be utilized by administrators as an alternative form of discipline. Students serving in the Saturday school for violations of school discipline rules will not be granted time equivalency for days missed from their regular classroom. Students must be on time and provide their own transportation to and from Saturday school. Late students will not be admitted and will have to attend another assigned Saturday. Failure to attend an assigned Saturday School will result in an assignment to ISS as well as completing their Saturday School assignment.

### **SMOKING/TOBACCO**

Students may not smoke, use or possess tobacco products, electronic cigarettes, etc. on school property or at any school related or school sanctioned activity, on or off school property.

### **TARDY /EARLY RELEASE POLICY ( 6-12 )**

Tardies are accumulated for an 18 week period and will start over at the beginning of the Spring Term.

A student who is tardy for more than ten minutes will be recorded as absent and all requirements for an absence must be completed. A student who has an excused tardy for less than 10 minutes will be recorded as tardy except for the ADA period.

Three occurrences will be counted as an "unexcused" absence and the absence will count against the 90% rule for

required attendance per term.

A student who leaves class during the last third of the period will be recorded as early released. Early release times are treated just like tardiness for attendance purposes.

#### Grades 6-8

It is the responsibility of the students to be punctual to all classes. A student is considered tardy to class if he/she is not in the assigned desk/spot when the tardy bell **begins** ringing.

3<sup>rd</sup> tardy will result in lunch detention / Alternative PE assignment / loss of H&E privileges

4<sup>th</sup> tardy will result in lunch detention / Alternative PE assignment / loss of H&E privileges

5<sup>th</sup> tardy will result in 1 day ISS or 2 pops

6<sup>th</sup> tardy will result in 2 days ISS and Saturday School

7<sup>th</sup> tardy will result in 3 days ISS and Saturday School

#### Grades 9 - 12

It is the responsibility of the students to be punctual to all classes. A student is considered tardy to class if he/she is not in the assigned desk/spot when the tardy bell **begins** ringing.

3<sup>rd</sup> tardy will result in ISS lunch

4<sup>th</sup> tardy will result in 1 day ISS (swats optional)

5<sup>th</sup> tardy will result in 2 days ISS

6<sup>th</sup> tardy will result in 3 days ISS and Saturday School

7<sup>th</sup> tardy will result in 4 days ISS and Saturday School

### **DRESS AND GROOMING CODE**

It is the responsibility of all students of CHISD to adhere to the district approved dress and grooming code. Students of CHISD must respect the decisions made by the principal and realize that it is the principal's responsibility to enforce the code.

**Faculty and staff members will make every attempt to identify violations of the dress code and then report the violation to the principal.**

In order to maintain an orderly environment conducive to the attainment of the educational mission and purpose of the District, all students shall be required to conform with dress and grooming procedures as established by the District. The District's dress code is established to teach hygiene, instill discipline, prevent disruptions, and avoid safety hazards.

**Students shall come to school looking clean and neat, wearing clothing and exhibiting grooming that will not be a health/safety hazard to the student or others. The District prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene, or that advertise or symbolize tobacco products, alcoholic beverages, drugs, or other substances prohibited under School Board policy. The dress code prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of/or interference with normal school operations. Any garment or accessories that become a disruption to the educational process or is a safety issue will be left up to the discretion of the school administrators.**

**Listed below are further guidelines of the dress and grooming code of students attending Central Heights Independent School District:**

#### **DRESS**

1. No clothing that exposes the midriff will be permitted, including cutoff shirts for both girls and boys. (If it cannot be tucked in, it is too short.)
2. No sun-back dresses without jackets will be permitted.
3. Blouses without backs are inappropriate and will not be permitted.
4. Extreme necklines (dress, blouse, shirt) will not be permitted. No shirts may be unbuttoned lower than the second buttonhole.
5. Students must wear appropriate underclothing that is not visible.
6. Girls may wear tank tops if the straps are at least 3 inches wide. Spaghetti straps and shirts with one shoulder strap are not permitted.
7. Boys, grades 6-12, must wear shirts with sleeves.
8. Dresses, skirts, culottes, capris and pant-dresses may be worn at the appropriate length. (Appropriate means

modest concealment of the body in any position and/or 3 inches above the bended knee.)

9. Shirts and blouses that are split under the arms will not be permitted for either girls or boys.
10. No pants with holes that expose skin or underclothing above the knee. Pants, shorts, and skirts will be worn at the natural waistline with no underclothing exposed.
11. Emblems or slogans printed on clothing which tend to be disruptive will not be allowed.
12. Hats, caps, picks, combs, hoods on jackets, sweatbands or headbands, scarves, bandanas, toboggans, skull caps or other head coverings are prohibited in the classroom or school building.
13. Any foot wear that damages the floor or poses a safety hazard to students will not be allowed. Appropriate footwear will be required in certain settings. I.e. Ag shop, gymnasium, ball fields. No house shoes / slippers.
14. Only students wearing prescription dark glasses will be permitted to wear dark glasses inside the school building, with a doctor's note.
15. No see-through material shall be worn.
16. No earrings may be worn by males. No other visible body piercings are permitted by any student. i.e. nose, eyebrow, tongue, gauges, etc.
17. No pajama bottoms are to be worn.
18. Leggings and tights may not be worn without appropriate skirts or shorts.
19. Shorts will be allowed outside of the P.E. classes **only if they** meet the following criteria:

#### **Grades 6 -12**

1. Must be loose-fitting and may not be made of see-through material.
2. Must be worn at natural waist-line.
3. Must be hemmed or cuffed.
4. Many styles of shorts are too casual for secondary students and may not be worn at school.
5. No biking shorts (spandex), cut-offs, short shorts, boxer shorts, "wind-shorts", or combinations thereof will be worn at school.
6. Sport shorts may be worn if they are appropriate length. Mesh shorts must be lined and appropriate in length.
7. Use "walking shorts" length for a guide for appropriate length of shorts at school, (3 inches above the top of the bended knee-cap, grades 6<sup>th</sup> through 12<sup>th</sup>).

#### **GROOMING**

1. Good health and personal hygiene habits should be practiced with regards to hair and body odors. Hair should be neat.
2. To prevent disruptions or distractions in the school environment, it is prohibited to dye or color hair in hues that do not occur in any natural human hair.
3. Hairstyles or designs must be kept neat and trimmed as not to be disruptive or distracting in the school environment; Mohawks, spikes, or corn rows, etc. are prohibited.
4. Male facial hair, such as mustaches, beards, or goatees, is prohibited.

**Students are expected to follow the above stated dress code on all school sponsored trips and events held on or off campus. Trip Sponsors will provide oral and written dress code regulation for special events. All teachers will enforce these regulations.**

(Any student wishing to discuss a particular garment must seek the permission of the principal.) If there are questions, please ask for a ruling in advance.

Students found in violation of the DRESS AND GROOMING CODE will be dealt with according to the following regulations:

The principal/vice principal will make a decision on the violation and inform the student in a personal conference. The student will be asked to correct the minor violations within a reasonable length of time and major violations immediately. In certain instances, a student may not be allowed to attend classes until the dress correction has been made.

- |                                       |  |  |
|---------------------------------------|--|--|
| 1 <sup>st</sup> Offense               | The student will be                              | a) Warned / Correct the problem                |
| 2 <sup>nd</sup> Offense:              | The student will be assigned                     | a)ISS Lunch / Correct the problem              |
|                                       | (This may include clothing loaned by the office) |  |
| 3 <sup>rd</sup> Offense:              | The student will be assigned                     | a) ISS until clothes arrive or student changes |
| 4 <sup>th</sup> & subsequent offenses | The student will be assigned                     | a) 1 day ISS or 2 "swats"                      |

## EMERGENCY DRILLS

### Fire Drill Start.....Constant Signal

Each teacher will instruct his/her class on the procedures necessary to clear the classroom. Students will walk out of the building quietly in an orderly manner to the assigned area without crowding or rushing.

Exit maps will be posted in each classroom.

### Return ..... Administrative Signal

Walk back to classroom quietly in an orderly manner without crowding or rushing when your teacher directs the class after the "return" signal.

Remember:

1. When you exit, if your regularly scheduled route is blocked, turn and exit at your second assigned exit.
2. Leave books and other articles in the room.
3. Walk briskly.
4. **Last person exiting will turn off the lights and close the door.**
5. Open exit door if you are the first person to reach it.
6. Go at least 100 feet from the building.
7. Stay in "marching" order with your class and teacher.
8. **Answer teacher's roll call loudly enough to be heard.**

### Tornado – “ Wail signal “

The designated signal for a tornado will be the intercom code “ Wail” #1. When the “Wail” is sounded, teachers that have two or more windows in their rooms should instruct their students to go quickly and in an orderly manner to the hall area. Students should take a book with them if possible to protect their head from falling debris. Students will sit down outside their classrooms with their backs against the wall or lockers. Students will return to their classrooms after the all clear announcement is given by an administrator. Teachers will need to have their roll sheets. (A tornado drill will take place on or before Sept. 18 )

### Practice Drills

Students, teachers, and other District employees will participate in drills of emergency procedures. When the signal is given, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

### Intruder – “ Alarm” Signal

In case of someone entering the building armed and/or possible hostage situation developing, the following procedures shall be used: Administrators will use the intercom tone system “ Alarm” #3 to alert everyone of an intruder situation. Upon hearing the alarm all teachers should secure their classrooms. That means each teacher is responsible for their students. Teachers will make sure all students are accounted for – no one in the restroom, cafeteria, playground, library, etc... Securing the classroom means locking the door, closing shades, and turning out the lights. Move all students away from the door window in one location where they can't be seen. Teachers and students shall remain secured until personally notified by an administrator or law enforcement or from the intercom system. Teachers should understand that it could be for an extended period of time so they must use good judgement. Hunger, urination and other personal problems must all be met in the room.

### Bomb Threat Explosion –

#### Constant signal accompanied by administrator announcement.

The buildings will be evacuated in the same manner as a fire drill. After the teachers and students have begun the evacuation the administration will inform the teachers over the intercom as to where to escort their students. Teachers will need to have their grade books.

### Hazardous Chemical Spills

In case of a hazardous chemical spill on Highway 259 everyone will be notified by intercom, telephone, walkie-talkies and word of mouth that the school is being evacuated. In case of such an emergency and Central Heights I.S.D. is instructed to evacuate, the following must occur:

1. All air conditioning and heating to all buildings will be turned off.

2. All teachers will be responsible for accounting for their current class and if during lunch their previous students.
3. All teachers and students will wait for instructions to exit their classroom or building.
4. Car riders and walking students will be informed as to which bus they should board.
5. Teachers will then be instructed to load students. Teachers will need to have their grade books. Once the buses are loaded and the teachers and administrators have accounted for all students, they will exit the campus.

**All buses will leave the campus traveling West on road F.M. 698.**

### **EMERGENCY SCHOOL CLOSING**

On a regularly scheduled school day, if an emergency should arise before the school day begins, school officials will contact the local radio and television stations. Notification to parents and students of a shortened school day or of school closure will be announced over the radio/TV. Students should not call the local stations or the school for this information. The local radio/TV stations that will broadcast the information on school closing will be: KJCS, KFOX, KYKS, KTBQ, KTRE-TV and KLTV –TV.

### **ENVIRONMENTAL SAFETY**

#### **ASBESTOS**

In 2016, an EPA accredited inspector/management planner, performed the mandatory three-year inspection of asbestos-containing materials for our district. Districts use this inspection as a time to check condition of asbestos materials, update records, and review current regulations. Our district has completed each of these projects, and we will not be required to complete another three-year inspection until 2019. A copy of the management plan, as well as the inspection documentation, will be kept in the office of the superintendent and may be examined upon request. Should you need additional information, you may call the Central Heights ISD Asbestos Coordinator, Mr. Kevin Matheny, at (936)564-2681.

#### **PEST CONTROL INFORMATION**

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from Kevin Matheny.

### **HEALTH**

#### **BACTERIAL MENINGITIS**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

#### **What are the symptoms?**

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

#### **How serious is Bacterial Meningitis?**

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

#### **How is Bacterial Meningitis spread?**

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by the casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchanging saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

#### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college-students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

**What should you do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

**For more Information**

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of Health: [www.dshs.state.tx.us](http://www.dshs.state.tx.us)

**Communicable Diseases/Conditions**

**Parents/ Guardians of a student with a communicable or contagious disease are asked to contact the school nurse/ principal immediately.** This allows us to alert all students and faculty who have been exposed to the disease, if recommended. A student who has certain diseases is not allowed to come to school while the disease is contagious. If you have any concerns or questions about the contagious stages of a disease/ virus, please contact your school nurse or family health care provider immediately.

In agreement with the Texas Department of State Health Services (DSHS) and the Texas Administrative Code criteria (TAC, rule 97.7) CHISD states the communicable diseases listed below are *probable causes for exclusion* from school. CHISD will abide with all state rules to help prevent spread of communicable diseases from person to person. Please contact the school as soon as possible for known or suspected diseases/ viruses. Diseases included in the most current 2013 list of DSHS Communicable Diseases are as follows:

Amebiasis	Hepatitis A	Rubella (German Measles)
Campylobacteriosis	Hepatitis B	Sinus Infection with fever
Chickenpox (Shingles, Varicella)	Mononucleosis (Epstein Barr)	Salmonellosis/ Typhoid Fever
Common cold with fever	Cold sores (Herpes Simplex)	Scabies
Fifth disease (Human Parvovirus)	Flu (Influenza)	Shigellosis
Gastroenteritis, Viral	Measles (Rubeola)	Streptococcal sore throat/ Scarlet Fever
Giardiasis	Meningitis (Bacterial, Viral)	Tuberculosis, Pulmonary
Mumps	Whooping Cough (Pertussis)	Hand, foot, mouth disease (Coxsackie)
Cryptosporidiosis	Pinkeye (Conjunctivitis)	Otitis Media (Ear ache) with fever
Cytomegalovirus	Pinworms	Pharyngitis (non-strep, sore throat) with fever
E.coli (Esherichia coli)	Ringworm of the scalp or body	RSV (Respiratory syncytial virus)
Fever 100 degrees or higher	Diarrhea, unknown cause	AIDS/HIV infection
Head Lice (Pediculosis)	Impetigo	
Infections of wound, skin or soft tissue (including, but not limited to Staph/MRSA infections)		

\*A student must be fever-free (100 degrees Fahrenheit or more) for 24 hours **without use of fever suppressing medications** before returning to school, unless this student has a release from the doctor.

\*A student must be diarrhea free for 24 hours **without the use of diarrhea suppressing medications** before returning to school, unless this student has a release from the doctor.

**EMERGENCY MEDICAL TREATMENT**

Parents shall complete an Emergency Health Care Permission form each year. This form includes a place for parental consent for school officials to give emergency medical treatment to the student along with a listing of Mother/ Father/ Guardian and two other Emergency contacts along with the physician and hospital of choice should be named in case of a health concern and or emergency. Parents shall also be asked to supply other information (including food allergies, severe allergies, medications, disease process or medical needs) that in case of an emergency can help care for the student. In accordance with the Family Educational Rights and Privacy Act (FERPA) guidelines, personal medical information is entered electronically into our student tracking system as a medical alert for all staff, this enables CH employees to ensure best care if a medical event arises.

**IMMUNIZATIONS**

### IMMUNIZATION REQUIREMENTS

**A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.**

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level				NOTES
	K - 5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup> - 12 <sup>th</sup>	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DI/Td/Tdap) <sup>1</sup>	5 doses or 4 doses		3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	For K - 6 <sup>th</sup> grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 <sup>th</sup> birthday. For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8 <sup>th</sup> - 12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio <sup>1</sup>	4 doses or 3 doses				For K - 12 <sup>th</sup> grade: 4 doses of polio; 1 dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine			The 1 <sup>st</sup> dose of MMR must be received on or after the 1 <sup>st</sup> birthday. For K - 5 <sup>th</sup> grade: 2 doses of MMR are required. For 6 <sup>th</sup> - 12 <sup>th</sup> grade: 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.
Hepatitis B <sup>2</sup>	3 doses				For students aged 11 - 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax <sup>®</sup> ) was received. Dosage and type of vaccine must be clearly documented. Two (2) 10 mcg/1.0 ml doses of Recombivax <sup>®</sup> . If Recombivax <sup>®</sup> is not the vaccine received, a 3-dose series is required.
Varicella <sup>1,2,3</sup>	2 doses	1 dose	2 doses		The 1 <sup>st</sup> dose of varicella must be received on or after the 1 <sup>st</sup> birthday. For K - 5 <sup>th</sup> and 7 <sup>th</sup> - 12 <sup>th</sup> grade: 2 doses are required. For 6 <sup>th</sup> grade: 1 dose is required. For any student who receives the 1 <sup>st</sup> dose on or after 13 years of age, 2 doses are required.
Meningococcal			1 dose		For 7 <sup>th</sup> - 12 <sup>th</sup> grade: 1 dose required.
Hepatitis A <sup>1,2</sup>	2 doses				The 1 <sup>st</sup> dose of hepatitis A must be received on or after the 1 <sup>st</sup> birthday.

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

<sup>3</sup> Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

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 contraindication.

If a student's religious or conscience beliefs conflict with the requirement that the student be immunized, the student must present an official Department of State Health Services affidavit that is completed in entirety with valid notarization. The original exemption affidavit will be kept in the student's file and must be renewed every two years from notarized date. More information about immunizations and exemptions is available at [www.immunizetexas.com](http://www.immunizetexas.com).

### MEDICATION

The Middle School/High School nurse office is located in the Middle School wing, by the teacher workroom. Students needing medical attention or consultation must have in their possession a teacher's pass. For student's protection and safety, and to comply with State Laws, a very strict procedure for administering medication must be followed.

#### CHISD Medication Policy:

The following requirements must be followed if your child must take medication at school:

- ❖ All prescription medications must be in their original pharmacy containers and labeled by the pharmacist. The label must include the following:
  - Student name
  - Physician's name
  - Name of drug
  - Amount to be given
  - Frequency of administration
  - Date prescription filled and expiration date
- ❖ All non-prescription and over-the-counter medications provided by the parent/ guardian must be in their original containers

- 1) All medications must be accompanied by a written request (medication guidelines form available in nurse office). **See CHISD Website** All forms must be completed and signed by the parent/guardian.
- 2) All medications must be given to the nurse immediately upon arrival to campus.
- 3) All medications will be stored and dispensed ONLY in the school nurse office, \*UNLESS, after review of medical necessity, the nurse grants individual permission to carry self-dosing medications.
- 4) In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the campus nurse has the responsibility and authority to refuse to administer any medication/s that, in the nurse's judgment, is not in the best interest of the student.
- 5) Parents will need to collect all medication at the end of each school year. All medications remaining at school at the end of the year will be destroyed unless the parent authorizes the nurse to send all remaining medication doses home with the student.
  - a. In addition, we ask that you refer to the campus wide *Emergency Health Care Permission* form (bright green paper included in registration papers). By signing this form, you will be allowing all first aid and emergency medications to be given to the student if the medical need arises on any CHISD campus. See copy below. If there are any concerns related to this medication/treatment list, contact the school nurse immediately.

## **OTHER HEALTH-RELATED MATTERS**

All CHISD students must have a state developed Tuberculosis (TB) questionnaire filled out completely. This questionnaire guides whether or not the first time enrollee or returning CHISD student will be required to have a TB skin test before admission. The questionnaire is included in the CH enrollment and registration forms. Every student has to have a questionnaire completed and signed yearly in their permanent folder here at CHISD.

The School Health Advisory Council (SHAC) meets the 3<sup>rd</sup> Tuesday, in September, November, March, and May.

Information regarding vending machines in District facilities and student access to the machines is available from the Superintendent.

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. See the Student Code of Conduct and policy GKA.

In accordance with a student's Individual Health Plan (IHP) for management of diabetes, a diabetic student capable of self-care will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse or principal for more information.

According to Texas Education Code Section 38.015, students are allowed to keep prescription Asthma inhalers or Anaphylaxis medicine on their person with doctor's order on file in the nurse's office. This order needs to be renewed yearly.

## **PROCEDURES AND RIGHTS FOR STUDENTS/PARENTS**

### **COMPLAINTS BY STUDENTS/PARENTS**

Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or obtain further information, see the principal.

A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact an administrator.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should be brought to the superintendent.

On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference



with the principal is not satisfactory, a conference with the superintendent or designee can be requested following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

## **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 experiences problems other than academic problems.

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

## **PARENTAL INVOLVEMENT AND RESPONSIBILITIES, AND RIGHTS**

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged and/or has a right to:

- Review the information in the student handbook, including the Student Code of Conduct, with his or her child. Sign and return to the school that the parent understands and consents to the responsibilities outlined in the Discipline Management Plan. Parents with questions are encouraged to contact the principal.
- Sign and return the Directory Information notice form.
- Encourage their child(ren) to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides.
- Stay informed on school activities and issues. The school news letter, published each grading period, "Back to School" nights in the fall or spring, and parent/booster club meetings provide good opportunities for learning more about the school.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. The activities are varied, ranging from Booster Club members to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. Parents may wish to visit the school library to review the most recent planning report approved by the Board for addressing student performance issues in the District. In addition, after receipt from TEA, the school will provide all parents a copy of the "school report card" containing a comparison of the school's performance in relation to the District, the state, and a comparable group of schools. For further information, contact the superintendent.
- 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 [936-564-2681](tel:936-564-2681) 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 school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See the section on Protection of Student Rights].
- You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. [See also Student Records]
- 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 (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. See Pledges of Allegiance and a Minute of Silence.
- To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- Become a school volunteer. For further information, contact the campus principal.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact Dr. Jeremy Glenn, 564-2681.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

### **PROTECTION OF STUDENT RIGHTS**

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation which is part of a federally funded program. Notice will be sent home before such survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliation, mental, or psychological problems potentially embarrassing to the student or family.
- Sexual 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, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

### **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. A copy of 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.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any authorized employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. 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;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a copy of the student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. 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 of 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.

A student 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 requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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 the student are not allowed to contest a student's grade in a course through this process. Parents or the student 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 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 rights. If the student qualifies for free or reduced-price meals 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 to the release of any or all directory information about the child. **This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. Please see the Notice and Consent/Objection Form at the back of this handbook.** Directory information includes: a student's name, address, telephone number, electronic mail address, 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.

### **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.

### **UNSAFE SCHOOLS TRANSFER**

To request a transfer of your child to another classroom or campus, your child must be verified by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for more information.

See policy FDE(LOCAL) to request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds.

## **SPECIAL POPULATIONS**

### **SPECIAL PROGRAMS**

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

### **SPECIAL EDUCATION PROGRAM**

The special education program provides a comprehensive program for each student who has been identified as having a special need. These special needs include physical, mental, or emotional handicaps, and learning disabilities.

Consideration of a student's need for special education services is initiated by a referral which may be made by the parents, a physician, a community agency, or school personnel. In all cases, parental permission is required for participation in special education unless the student is eighteen or married.

The program operates under state and federal guidelines for admission, program content, and dismissal from the program. Students served in the special education program can earn course credit through regular education, special education, or a combination of both. Support for special education students enrolled in regular education classes is provided by special education aides, modifications, and accommodations.

### **Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the persons 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 local education agencies 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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Student with Disabilities*.

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

Elementary Counselor: Julie Feasel  
Secondary Counselor: Tina Clifton

### **ENGLISH AS A SECOND LANGUAGE (ESL)**

All students who enroll in this school district will complete a home language survey. This survey will indicate if a language other than English is spoken in the home or is spoken by the student. The student must be referred to the

ESL teacher for evaluation. Tests will be administered and students who are found to be limited English proficient (LEP) may enroll in ESL classes. ESL classes focus on intensive development of listening, speaking, reading, and writing skills in English. Two terms of credit of ESL may count as two of the English credits required for high school graduation.

### **GIFTED AND TALENTED**

CHISD is committed to a G/T program which seeks to meet the needs of G/T students through appropriately differentiated curriculum. Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, the student or other interested persons. A formal fall nomination period will be conducted by the counselor.

Written parental consent will be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Assessment measures will be collected from multiple sources ensuring that all populations in the District have access to these resources. Any person with need for more information about the G/T program should see the campus counselor or the campus principal.

## **STUDENT ACTIVITIES**

### **CLUBS AND ORGANIZATIONS**

Student clubs and performing groups such as choir, cheerleading, and athletic teams may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school will apply in addition to any consequences specified by the organization. Clubs and organizations at Central Heights High School are Cheerleaders, Future Farmers of America, 4H, FCCLA, Yearbook, Beta Club, Student Council, J.H. Science Club, Fishing Team and International Thespians.

### **EXTRACURRICULAR/COCURRICULAR ACTIVITIES**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL), a statewide association of participating districts, eligibility for participation in many of these activities is governed by state law as well as UIL rules:

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See the PROMOTION and GRADE CLASSIFICATION sections in this handbook or the principal for further information on promotion.
2. A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that her or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility. The suspension from extracurricular activities goes into effect seven days AFTER the last day of the grading period. A student regains eligibility seven days AFTER the end of any grading period in which a passing grade (70 or above) is earned in all courses or subjects.
3. The District shall make no distinction between absences for UIL and absences for other extracurricular activities approved by the Board. A student shall be allowed **ten** extracurricular absences not related to post-district competition, **five** absences for post-district competition prior to state, and **two** absences for state competition. Additional absences, to a maximum of **two**, shall be permitted for **each** level of competition when a student is involved in **multiple** activities and when that student has a grade average of at least **70** in all classes during the last eligibility check.  
A student who misses a class because of participation in a non-approved activity will receive an unexcused absence.
4. Student clubs and performing groups such as choir, cheerleading squad and athletic teams may establish standards or behavior-including consequences for misbehavior-that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

## **NO PASS – NO STAY**

Students in grades 6-12 who wish to stay on the Central Heights campus will have to adhere to the same eligibility guidelines as student athletes per UIL regulations (No Pass – No Play). This will apply Monday – Thursday nights excluding holidays.

- Students must be passing all courses during grading period
- Students who fail during a reporting period are able to regain eligibility every three weeks. It is the responsibility of the student to obtain an eligibility form from an administrator.
- Ineligible students should not be on campus after 3:30 each day.

## **PARTIES AND SOCIAL EVENTS**

The rules of good conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

The rules of the Dress and Good Grooming Code shall be observed for school social events. **Guests will be expected to observe the same rules as CHS students attending the event**; the person inviting the guest will share responsibility for the conduct of the guest. Anyone leaving before the official end of the event/party will not be readmitted.

## **PEP RALLIES**

Pep rallies will be held in the gym. When pep rallies are held, students not attending must secure a principal's pass allowing them to go to an assigned area. Students are not to leave the assigned area during the pep rallies. Students who do not conduct themselves properly will be subject to disciplinary action. We encourage every student to support our school teams. Students leaving campus during a pep rally must be signed out by a parent/guardian in person.

## **TECHNOLOGY**

### **CAREER/TECHNICAL EDUCATION**

Career/technical programs in Consumer Economics, Welding, and Business Education are offered. Admission to these programs is based on grade level, age, and teacher approval. The District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in any educational and career/technical programs.

### **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 services such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Acceptable Use Form acknowledging their responsibilities and the consequences of violation.

### **INTERNET USE**

Computers are the property of the school district and remain under the control and jurisdiction for the District even when assigned to an individual student. The District reserves the right to monitor all computers. Computer users, like traditional library users, are responsible for their actions in accessing available resources and guidelines may result in loss of use and/or disciplinary action under the Student Code of Conduct. Each student and his/her parents must sign and return the Central Heights ISD Internet Use Policy (see appendix C).

### **INTERNET SAFETY / FILTERING**

As required by the Children's Internet Protection Act (CIPA) the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. The following measures are in place to protect students' Internet use.

- Students' access to inappropriate materials is controlled through the Internet filter.
- The district's private E-Mail system does not allow outside access to the directory of users.
- Students are not allowed to reveal personal address or phone number information when using the Internet or other electronic communication systems.

- Chat and Instant Messaging using the district system will be supervised and monitored.
- Students may participate in prearranged Internet chat and instant messaging sessions with experts that have been scheduled by Central Heights ISD staff and approved by the appropriate campus administrator.
- However, the filter is not 100% effective, each user is responsible for viewed or requested.

## **SOCIAL MEDIA**

It is the stance of Central Heights Independent School District that Social Media such as Facebook and others like it should be monitored by Parents and not School Officials. Any threats against the school, employees or students while at school will be investigated and punished accordingly by School personnel. Any problems outside of the school setting should be handled through the local authorities.

## **TESTING**

### **STATE ASSESSMENT**

**The State of Texas Assessments of Academic Readiness (STAAR) will begin in the spring of 2013.**

Students at certain grade levels will take state assessment tests (such as TAKS / STAAR) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 6-8 and High School End-of Course exam in Algebra 1 ,Reading, annually in grades 6- 8 and High School End of Course in English 1 and English 2
- Writing, including spelling and grammar, in grade 7.
- Social studies in grades 8 and High School End of Course US History.
- Science in grade 8 and High School End of Course Biology.
- Any other subject and grade required by federal law.

### **STUDENT SUCCESS INITIATIVE**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 8 STAAR reading and mathematics tests to be promoted to ninth grade

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the students needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to place the student in the 9<sup>th</sup> grade if all members agree that the student is likely to perform on grade level with additional accelerated instruction.

## **II. OPTIONAL EXAMS**

### **A. PSAT/NMSQT**

This test is designed to test the verbal and mathematical skills of students. This test may be taken during the junior year in preparation for the SAT. National Merit Scholarships are available if the student's junior level scores qualify him/her to be a finalist. College bound tenth graders are encouraged to take the PSAT as practice for the junior year where the scores count for scholarship consideration. This test is given once every October at CHHS. The counselor will provide information and registration procedures in advance of the testing date. The student is responsible for the testing fees.

## **B. SAT/ACT**

Most colleges and universities require one of two major entrance exams: the American College Testing Program (ACT) or the Scholastic Aptitude Test (SAT). Students may take these at the end of the junior year and/or at the beginning of the senior year. The student is responsible for the fee.

## **C. ASVAB**

The Armed Services Vocational Aptitude Battery is available to students in grades eleven and twelve. It measures aptitudes and abilities and relates them to specific occupations in civilian and military life. Students are strongly encouraged to take this test to help them make wise career choices. This test is given in the fall at no cost to the student.

## **D. TASP**

The Texas Academic Skills Program Test is a test that must be taken by students prior to enrollment in any Texas public college or university. CHISD encourages all students to take the TASP in their junior or senior year of high school. A failing grade on a section of the test (reading, math, writing) dictates that the student must enroll in remedial, noncredit courses at the college level in the area of failure. The TASP test may be retaken as needed. Applications and study guides are available from the counselor. Any person needing information should see the principal or counselor.

The state offers the following TASP exemptions:

- ❑ A score of 1180 or higher on the SAT with a score of 550 or higher on both the math and verbal; or
- ❑ A score of 26 or higher on the ACT with a score of 22 or higher on both the English and math portions; or
- ❑ Obtaining the following scores on all three sections of the **STAAR**: Writing--1780 or higher, Reading--89 or higher, and Mathematics--86 or higher.

## **NO CHILD LEFT BEHIND ACT**

Under *No Child Left Behind Act of 2001*, accountability provisions that formerly applied only to districts and campuses receiving Title I, Part A funds now apply to all districts and campuses. All public school districts, campuses, and the state are evaluated annually for Adequate Yearly Progress (AYP). The Texas AYP Plan approved by the United States Department of Education (USDE) in June 2003 meets the requirements in NCLB, maintains the integrity of the Texas assessment program, and provides a mechanism for evaluating district and campus AYP beginning in 2003-2004. For more information visit the Texas Education Agency website: <http://www.tea.state.tx.us/>

## **TRANSPORTATION**

### **SCHOOL BUSES**

The school buses are maintained for the purpose of transporting students to and from school. Students riding a bus are under school regulations from the time they arrive at the bus stop near their home, until they are delivered to their stops in the afternoon.

Students being transported in school-owned vehicles shall comply with the Code of Student Conduct.

Any student, who fails to comply with the code, or established rules of conduct while on school vehicles, shall be subject to disciplinary action.

The following rules shall apply to student conduct on school transportation:

1. Passengers will follow the driver's directions at all times.
2. Passengers will board and leave the bus in an orderly manner at the designated bus stop nearest their home.
3. When on the bus, passengers will not stand, but will remain seated until the bus comes to a complete stop.
4. Passengers will keep books, hands, feet, and other objects out of the aisle of the bus.
5. Passengers will not deface the bus and/or its equipment.
6. Passengers will not extend head, hands, arms, or legs out of the window, nor hold any object out of the window, nor throw objects within or out of the bus.
7. Passengers will not use, or possess any form of tobacco, drugs or alcohol on school buses.
8. Usual classroom conduct will be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the student will not cross immediately in front of the bus until directed by the driver.
10. No food or drinks allowed on bus during morning or afternoon routes.



The following procedures shall be followed when a discipline concern arises on a bus serving a regular route or an co/extracurricular activity:

The route driver will contact the parent or guardian in the event of any minor offenses. Further offenses will be turned over to the grade level principals and may result in the temporary loss of bus riding privileges.

Serious offenses such as fighting or one offense reported to the principal's office shall result in suspension of bus riding privileges for a minimum of 5 days.

If a student is suspended from riding the school bus to and from school, it is the duty and responsibility of the parent to transport their child to school while bus riding privileges are suspended, in accordance with State Law. Disciplinary sanctions and changes in transportation for a handicapped student shall be made in accordance with the provisions of the student's Individual Education Plan (IEP).

### **TRAVEL : SCHOOL SPONSORED**

Students who participate in school sponsored trips are required to ride in transportation provided by the school to and from the event. The principal may make an exception to this requirement under the following circumstances:

1) The parent makes a personal request to the sponsor that the student be permitted to ride with the parent; or 2) On the day before the scheduled trip, the parent presents to the sponsor a written request that the student be permitted to ride with the parent or an adult 21 years of age designated by the parent. A sponsor may determine that no student be allowed an exemption for designated trips.

Students may participate in school sponsored trips if they have met the specific requirements outlined by the sponsor. These requirements will include a behavior element.

### **VEHICLES ON CAMPUS**

Students may drive private cars, trucks, motorbikes, etc. to school as long as the student has a legal driver's license and proof of insurance for the vehicle on file in the principal's office. Upon arriving at school, the student must comply with the following rules or the privilege of driving on campus will be revoked:

1. Student and all other student passengers will leave the vehicle immediately and enter the building.
2. Students may not return to the vehicle for any reason except to leave campus for the remainder of the day.
3. Any accident must be reported immediately to the principal.
4. Students who operate vehicles on campus in a reckless manner will be subject to loss of parking privileges on campus and or other disciplinary actions. This may include referral to the appropriate law enforcement agency.

**Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists.** Each student has full responsibility for the security of his/her vehicle and will make certain that the vehicle is locked and that the keys are not given to others. Each student will be held responsible for any prohibited objects or substances such as alcohol, drugs, and weapons that are found in his/her vehicle and will be subject to disciplinary action. Search of vehicles, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so, with or without the presence of the student.

## **GENERAL INFORMATION**

### **ANNOUNCEMENTS**

Clubs and organizations wishing to make an announcement should turn in the announcement to the principal's secretary at least a day before the announcement is to be made. This will also be included in the announcement bulletin.

### **ASSEMBLIES**

A student's conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action. Students will assemble by grades at all programs unless otherwise notified. During the Pledge of Allegiance and National Anthem, students are to stand and show proper respect.

### **BUILDING USE**

School facilities shall be available for community use under conditions prescribed or permitted by law and in accordance with local policy. The use of the school buildings during non-school hours by student groups is permitted only when accompanied by a teacher or a designated adult. When a teacher sponsor and student group plan to use the building at night or during other non-school hours, the sponsor must first make arrangements with the

principal and the central office secretary. Forms must be completed and approved by building principal.

### **CAFETORIUM STAGE FACILITY**

Bookings and reservations for the facility by outside groups will be made with the administrative secretary. On campus groups will book the facility through the Stage Manager after receiving the approval of their building principal for their event.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program offering free and reduced-price meals based on a student's financial need. Information can be obtained from administrative secretary, the high school office, or the elementary office. More information is available at [www.squaremeals.org](http://www.squaremeals.org).

### **CAMPUS APPEARANCE**

Students should practice good housekeeping at all times. They should put all litter in the trash cans provided on the campus at various locations. Food and drinks are NOT permitted in halls or classrooms. Glass bottles and containers are NOT to be brought onto the school campus or school bus at any time. They should be disposed of prior to coming onto the campus.

### **CHECK ACCEPTANCE POLICY**

Our school district has established the following administrative policy for accepting checks and collecting "non sufficient funds" checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, telephone number, driver's license number and state. When paying by check you authorize the recovery of unpaid checks and the recovery of the state allowed fee by means of electronic re-presentment or by paper draft.

### **CHILD NUTRITION PROGRAM**

Central Heights ISD has chosen to participate in the federally funded Child Nutrition Program. The program is designed to offer nutritious and wholesome meals to students for breakfast and lunch. All students may and are encouraged to participate in the Child Nutrition Program. Meals shall be served to students on a full-price, free or reduced-price, fee schedule based on eligibility. The district is not required to serve students who do not have the money to pay. To accommodate our students, CHISD has **chosen** to allow each student to charge **5** lunch meals. On the first charge a note will be sent home to the parents with the student reminding the parents to send money. On the fourth charge a second note will be sent to the home. On the fifth charge a call will be made to the parents from the Principal's office. The sixth day the student will receive an alternative meal of soup, roll and milk. This will continue until the account is paid in full. Access to students' lunch accounts is possible via the school website at [www.centralhts.org](http://www.centralhts.org).

### **COLLEGE VISITATIONS FOR JUNIORS AND SENIORS**

Each year the counseling department sponsors a number of field trips to local colleges and universities. Juniors and seniors are encouraged to take advantage of these opportunities. Seniors who would like to use all or part of a school day to visit an out-of-area college must submit a written request to the principal a minimum of two weeks prior to the requested visit. This may take place two times per year and the student must return documentation of their visit to the High School office.

### **COMMENCEMENT EXERCISES**

Only the students who have satisfactorily completed all coursework requirements shall be allowed to participate in commencement activities and ceremonies. See Board Policy EI and EIF. Since this is a school sponsored event, all school rules apply. Students may be dismissed from participating if rules and guidelines are not followed.

### **ELEMENTARY START TIMES AND PICK-UP INFORMATION**

School begins at 8:00a.m, the tardy bell rings at 8:05a.m. and school ends at 3:00

Morning drop off is on the North side of the building. These doors will be locked at 8:00a.m. Student's arriving after 8:00a.m. must sign in by their parent at the elementary office. Dismissal will begin at 3:00. Students with the last name beginning with A thru N will be picked up on the North side of the school by the baseball fields. Pick up route will be the same as the morning drop off. Students with the last name beginning with O thru Z will be picked up at the front entrance. The pick-up route will need to enter by way of FM 698.

Transportation to and from school should be decided before the school day begins. Change of transportation must be made before 1:30p.m. Messages for students will only be taken from immediate family members in emergency situations these messages will only be delivered in emergency situations. No student messages will be taken or delivered after 2:30p.m.

## **FEES**

Materials that are part of the basic educational program are provided without charge to a student. A student is expected to provide his or her own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including:

1. The materials for a class project that the student will keep.
  2. Membership dues in clubs or student organizations.
  3. Admission fees to extracurricular activities.
  4. Personal physical education and athletic equipment and apparel.
  5. Voluntary purchases of pictures, publications, class rings, yearbooks, graduation announcements, etc.
  6. Voluntary purchase of student accident insurance.
  7. Musical instrument rental and uniform maintenance, when provided by the District.
  8. Personal apparel used in extracurricular activities that becomes the property of the student.
  9. Parking fees and student identification cards.
  10. Fees for damaged library books and school-owned equipment.
  11. Fees established by the State Board for driver training courses, if offered.
  12. Fees for optional courses offered for credit that require use of facilities not available on District premises.
- 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.

## **FINANCIAL OBLIGATIONS TO THE SCHOOL**

The student is responsible for all debts to the school. All financial obligations will be paid.

A statement will be sent to parent(s) concerning any obligation to the school. A clear school record cannot be obtained unless all debts are paid.

## **FREEDOM FROM DISCRIMINATION**

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office. Policies can also be accessed through the internet at <http://www.tasb.org/policy/pol/private/174908/>.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidation conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Any student (or the student's parent) who believes that he or she experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy.

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective

action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

### **FUND RAISING**

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal at least 14 days before the event. Except as approved by the Principal, no item may be sold on school property.

### **HALL PASSES**

No student is permitted in the halls during classes without a hall pass issued by a teacher. All hall passes used by a teacher should be properly dated and signed. Passes need to be returned to your teacher upon your return to class. Teachers will issue hall passes only in extreme cases or upon request from the principal, counselor, or nurse.

### **INSTRUCTIONAL MATERIALS / TEXTBOOKS**

Students are responsible for all textbooks issued to them. They, or the parent/guardian, are responsible for paying for all books lost or damaged while assigned to the student. Books must be kept clean, **covered**, dry and whole. Lost materials must be paid for in the central office **BEFORE** another book is issued. This also includes any school issued technology such as calculators, laptops or I-pads. Students and/or parents will be held financially responsible for any loss, breakage or damage to these items.

Nothing should be written in textbooks except the following:

1. Student's name in the proper place.
2. Teacher's name and room number.
3. Year the textbook was issued to the student.

### **INSURANCE**

**By State Law the District is not liable and will not pay for student injuries at school, on school buses or at school sponsored events.**

### **LOCKERS**

Lockers are the property of the school district and remain under the control and the jurisdiction of the school even when assigned to an individual student. The school reserves the right to inspect all lockers. A student has full responsibility for the security of the locker and is responsible for making certain it is locked and that the combination is not available to other students. Searches of lockers may be conducted at any time there is reasonable cause to do so whether or not a student is present. Lockers are the Property of CHISD and may be searched at any time.

Lockers may be sniffed by trained dogs at any time. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance to the student code of conduct.

The following rules are to be followed:

- Any assigned lockers is the students' responsibility to keep clean and graffiti free.
- No student is permitted to put books or personal belongings in a locker that has not been assigned to him/her.
- Books or other items that do not belong in a locker will be taken to the principal's office.

### **LOST AND FOUND**

The "lost and found" department is located in the principal's office. Any article found should be turned in there. If you lose something, please check with the principal's office as soon as possible.

Articles not claimed by the end of each grading period will be turned over to a charitable organization.

### **MESSAGES FOR STUDENTS**

Messages for students will only be taken from immediate family members in emergency situations. No other messages will be delivered. Transportation to and from school should be decided before the school day begins as these messages will only be delivered in emergency situations.

Central Heights High School is not responsible for any undelivered messages. We will not take a student out of class for a phone call unless it is an emergency.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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 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.

## **POSTERS**

Signs and posters that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

## **PRAYER**

The school recognizes a student's right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instruction 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.

## **PREGNANCY RELATED SERVICES**

**Pregnancy Related Services (PRS)** are Support Services including Compensatory Education Home Instruction (CEHI) a pregnant student receives during the pregnancy prenatal and postpartum periods to help her adjust academically, mentally and physically and stay in school. These services are delivered to the student when:

- the student is pregnant and attending classes on a district campus;
- the pregnancy prenatal period prevents the student from attending classes on a district campus; and
- the pregnancy postpartum period prevents the student from attending classes on a district campus.

For more information, please see the high school counselor.

## **PROMOTION, RETENTION, AND PLACEMENT**

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

In grades 6-8, promotion to the next grade level shall be based on an overall grade of 70 on a scale of 100 based upon course level, grade level standards ( TEKS ) for all subject areas and a grade of 70 or above in Language Arts and Math, and either Science or Social Studies.

In grades 9-12, mastery of at least 70 percent of the objectives on District-approved tests shall be required. Grade-level advancement for students in grades 9-12 shall be earned by course credits. Changes in grade-level classification shall be made at the beginning of the fall semester. (see CLASSIFICATION )

Students in grades 1-8 who are not promoted shall be retained in the same grade unless they complete requirements in summer school. No student shall be retained more than once in grades 1-4 and only once in grades 5-8 unless the Grade Placement Committee agree that the student should be retained a second time (in either grades 1-4 or 5-8) because of some special circumstance. Students in grades 1-8 who are not eligible for promotion may be assigned (placed) to the next grade in accordance with Board Policy based on guidelines set forth in House Bill 72.

Please be aware that, effective in the school years set out below, a student's satisfactory performance on state exams, called the Texas Assessment of Knowledge and Skills (TAKS) / (STAAR), will be required for promotion. This requirement will be effective for the following students:

1. Fifth graders in the 2004-2005 school year.
2. Eighth graders in the 2007-2008 school year.

A student who does not perform satisfactorily on the 5<sup>th</sup> or 8<sup>th</sup> grade exams will participate in special instruction programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and

the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; the parent can appeal this decision, however, to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

### **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than regular dismissal hours except with the nurse or principal's permission or according to the campus sign-out procedures. Parent/Guardian permission will still be needed for release regardless of age. The teacher will determine that permission has been granted before allowing the student to leave the classroom. The student who leaves class in the last third of the class will be recorded as an early release.

### **SEARCHES BY TRAINED DOGS**

The District shall use specially trained non-aggressive dogs to sniff out and alert authorities to the current presence of concealed prohibited items, illicit substances, and alcohol. The visits will be unannounced. The dogs will not be used with students. Vehicles, lockers, classrooms, and commons areas will be searched. Lockers and vehicles may be sniffed at any time. Classrooms and commons areas may be sniffed at any time students are not present. If contraband of any kind is found, the student shall be subject to appropriate disciplinary action.

### **STUDENT PUBLICATIONS CONSENT**

Parents/Guardians who wish that their student's photograph or likeness not to be used in any publication for educational, broadcast, or news purpose must place the request in writing to the appropriate school campus administrator.

### **STUDENT SUPPORT SYSTEM**

C.H.I.S.D. is dedicated to serving each student as individually and appropriately as possible. In order to make certain that we become aware of learning problems as soon as possible, we have designed a process for continuously reviewing each student's needs. This process should assist us in deciding when a learning problem exists, so we can bring parents (guardians) and teachers together to identify solutions. The purpose of this section of the handbook is to let parents (guardians) know about the process -- the Student Support System -- and to remind you that you are an important partner in the education of your child. Below is a brief description of the Student Support System. We encourage parents (guardians) to become familiar with it. Should you feel that your child is experiencing learning difficulties, please contact the secondary counselor, at 564-2681 or the elementary counselor, at 564-2681.

#### **Overview of the Student Support System**

The purpose of this system is to provide a professional, confidential, and helping response to students who are beginning to have problems that interfere with their success in school. The System focuses the resources so student difficulties are identified and addressed as soon as possible. One goal is to respond to student problems before a pattern of failure is established. We want our students to experience success in school and to enjoy the learning process.

There are four stages to the system. Level I is an annual review of every student's educational history. The initial reviews will be completed by the end of the first six weeks and will be conducted by each subject matter teacher.

We are confident that this review will verify that most students are on grade level. However, if a teacher becomes concerned following the initial review, the teacher may choose to continue to monitor the situation or the teacher may choose to move to Level II of the system.

At Level II, the teacher may conference with other teachers to see if the student is experiencing widespread problems. The teacher may also choose to conference with counselors, principals, parents (guardians) and other resource persons at this point.

If, after completing Level II activities, the teacher is still concerned, he/she will request a Level III meeting. This Level III meeting is called a "Campus/Student Intervention Team" meeting. A parent (guardian) will be invited to attend this meeting. We hope you will make every effort to attend this problem solving meeting. Teams include the counselor, two or more teachers of the student, parents, and administrators. In order for a parent (guardian) to initiate a Campus/Student Intervention Team referral, he / she only needs to call the counselor.

Level IV of the system is a process for obtaining information and other resources when a Campus/Student Intervention Team needs additional assistance. We hope you will feel free to access the system anytime that your child needs special assistance and that you will participate in the Team meetings.

K-3 Intervention – An Intervention Program will be implemented to target struggling readers in grades K-3. The program will be based on the 3-Tier Model.

### **SUMMER SCHOOL / EXTENDED DAY**

Summer school is an option for students to make up failed courses or obtain additional credit. Summer school may be provided at CHISD for some grades and courses. Students may choose to attend CHISD or another accredited school district to obtain credit. Arrangements need to be made with the counselor before enrollment.

### **TELEPHONE USE**

Office telephones may be used only with permission from a District employee. All other school telephones should be used only by school personnel. Telephone use is not an excusable reason for a tardy. Students will not be taken out of class for a telephone call unless it is an emergency. The use of / display of cell phones during the school day is prohibited. See Student Code of Conduct for more information.

### **VISITORS**

Parents and other adult visitors are welcome to visit District schools. **All visitors must first report to the principal's office and may be required to leave some form of identification.** Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Visitors other than immediate family will not be allowed to visit students during the regular school day. Visitors who operate a vehicle on campus in an unlawful manner will be referred to the appropriate law enforcement agency.

### **WITHDRAWAL FROM CENTRAL HEIGHTS ISD**

**Students planning a permanent withdrawal from school must begin this procedure with a conference with the principal or counselor.** A student in grades 7-12 must bring a written statement from his/her parent or guardian requesting withdrawal or the parent must come to the school to request withdrawal. The student will present the request to the campus secretary and obtain a withdrawal slip. This will be taken, with textbooks, to each teacher and to the librarian and cafeteria manager for their signatures. When all signatures have been secured, the student will return the slip to the campus secretary for completion of withdrawal requirements. The registrar will forward the necessary papers to the new school, when the new school requests the records or CHHS is provided with the address of the new school. All records must be cleared before any papers can be forwarded to another school. This means all textbooks must be returned, library records cleared, lunch charges paid, and all fines and fees are paid.

#### **Withdrawing and Transferring under Disciplinary Action**

Any student transferring into or within the District, who is under disciplinary action (suspension, home-based, AEP, or expulsion) from another school or school district, shall not be allowed to enroll in regular classes, until the disciplinary action has ended.

#### **Transfers out of the District with Excessive Absences**

Students transferring out of the district who have exceeded the number of absences allowable for credit will not receive credit. They may petition for credit by mail or in person to the receiving district with the same opportunities to present their case as do all other students. Transcripts sent to other school districts will reflect no credit because of excessive absences. Transcripts sent will reflect the number of excessive absences, the Attendance Review Committee's recommendation, and the student's effort to make-up the absences. The receiving district will decide what action they feel is necessary for credit to be granted.

### **WORK-RELATED COURSES**

Students in grades 9-12 interested in working while enrolled in school, must be served through our Diversified Career Preparation Program, Occupational Preparation Program, or Vocational Experience Program. For more information, please see the high school counselor or consult the course offerings catalog.

## **DISCIPLINE MANAGEMENT PLAN**

Discipline Management techniques will be divided into **three levels**. The principal or other administrators will consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense.
2. The student's age.
3. The frequency of misconduct.
4. The student's attitude.
5. The potential effect of the misconduct on the school environment.

**Action taken by the Administrator will depend upon the following, in addition to the offense.**

**The student will:**

1. **Accept responsibility for his/her actions.**
2. **Develop a plan to change his/her behavior.**
3. **Maintain proper attitude toward the discipline process.**
4. **Report the incident to his/her parents.**

### **LEVEL I OFFENSES**

UNEXCUSED TARDINESS TO CLASS (3<sup>rd</sup> per course / subject)  
DISRUPTIVE BEHAVIOR - IN OR OUT OF CLASS  
LOITERING (BEFORE OR AFTER SCHOOL)  
VERBAL ABUSE (USING LOUD OR DEROGATORY COMMENTS)  
FAILURE TO COMPLY WITH CLASSROOM RULES  
INAPPROPRIATE CONTACT  
SLEEPING IN CLASS  
VIOLATION OF DRESS CODE  
FAILURE TO COMPLETE ASSIGNED WORK  
MINOR LUNCHROOM MISCONDUCT  
POSSESSION OF LASER POINTERS, POCKET KNIVES ( not more than 5 ½ inches ) , BEEPERS, CELLULAR PHONES  
BULLYING AND HARASSMENT

### **LEVEL I CORRECTIVE ACTIONS PK-12**

Warned and returned to class.  
Assigned 1 swat and returned to class. \*  
Assigned 2 swats and returned to class. \*  
Assigned 1 or more detentions. Length determined by the Administrator.  
Parent conference may be held by phone or in office.  
Student is assigned 1 day in I.S.S.  
Parent notified.  
Loss of privileges stated in behavioral contract.

**REPEATED LEVEL I OFFENSES WILL MOVE STUDENT TO LEVEL II.**

**\*ISS may be substituted for swats upon the written request of a parent.**



NOTE: Any refusal of corrective actions will result in the student being sent home until he/she returns with a parent and takes the assigned corrective actions.

**Obviously there are other offenses that may not be listed here. Also other methods of correction may be used by Principals that are appropriate for each situation.**

### LEVEL II OFFENSES

DISRESPECTFUL BEHAVIOR TO ANY SCHOOL EMPLOYEE  
STEALING OR THEFT OF LESS THAN \$50.00\*  
PROFANITY  
DAMAGING OR VANDALIZING PROPERTY LESS THAN \$50.00\*  
FORGERY  
EXTORTION\*  
INSUBORDINATION  
SKIPPING CLASS OR LEAVING SCHOOL WITHOUT OFFICE PERMISSION  
CHEATING, COPYING WORK, OR ASSISTING OTHERS TO CHEAT OR COPY  
MINOR BUS MISCONDUCT  
SPECIFIC EVENT BEHAVIORAL CONTRACTS PRE K - 6

### LEVEL II CORRECTIVE ACTIONS (K-12)

Probation  
2 - 3 swats and returned to class\*  
Assign 2 or more detentions  
Loss of grade  
Parent conference  
2 or more days of IN SCHOOL SUSPENSION (ISS).  
Parent will be notified.  
Loss of bus riding privileges.  
Denial of (snacks, trips and other privileges)  
\* Restitution

### REPEATED LEVEL II OFFENSES WILL MOVE STUDENT TO LEVEL III

\*ISS may be substituted for swats upon written request of a parent.

NOTE: Any refusal of corrective actions will result in the student being sent home until he/she returns and takes the assigned corrective action.

IF A PARENT CONFERENCE IS REQUIRED BY AN ADMINISTRATOR THE STUDENT MAY BE SUSPENDED OR PLACED IN I.S.S. UNTIL THE PARENT/GUARDIAN ATTENDS THE REQUIRED MEETING.

**Obviously there are other offenses that may not be listed here. Also, other methods of correction may be used by Principals that are appropriate for each situation.**

### LEVEL III OFFENSES

ASSAULT  
MAJOR BUS MISCONDUCT  
OBSCENE GESTURES/LANGUAGE  
SEXUAL HARASSMENT  
FIGHTING  
ARSON  
POSSESSION OF A PROHIBITED WEAPON/FIREARMS  
POSSESSION OF FIREWORKS  
ANY DRUG OR CONTROLLED SUBSTANCE OFFENSE  
USE OR POSSESSION OF ALCOHOL  
THEFT OVER \$50.00\*  
ENGAGING IN ANY CONDUCT THAT ENDANGERS STUDENTS OR DISRUPTS  
THE SCHOOL ENVIRONMENT OR EDUCATIONAL PROCESS  
VANDALIZING / DAMAGING PROPERTY (OVER \$50.00)\*  
PERSISTANT MISBEHAVIOR IN ISS  
ENGAGING IN SERIOUS AND OR PERSISTANT MISBEHAVIOR AT THE CAMPUS LEVEL  
USE OR POSSESSION OF TOBACCO \* \*

\*\*1<sup>st</sup> offense = 2 days of ISS, 2<sup>nd</sup> offense = Authorities will be called (Texas Education Code 38.006: \$103 fine).

**NOTE: Prosecution by appropriate law enforcement agencies may occur for any of the above offenses.**

### LEVEL III CORRECTIVE ACTION

Parent conference and discipline in accordance with state law or school policy (may include one or more of the following: **swats, ISS, suspension, AEP placement, home based instruction, expulsion, revocation of transfer, prosecution by law agency**). The duration of a student's placement in a AEP will be determined by the district designee, taking into consideration the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and any statutory requirements, as appropriate.

**NOTE: WHEN A STUDENT IS EXPELLED DURING THE 12<sup>TH</sup> GRADE, THE DISTRICT MAY ALLOW THAT STUDENT TO PARTICIPATE IN GRADUATION CEREMONIES, PROVIDED THAT ALL PREREQUISITES FOR GRADUATION ARE MET. ANY DECISION CONCERNING PARTICIPATION IN GRADUATION CEREMONIES WILL BE MADE BY THE STUDENT'S HOME CAMPUS PRINCIPAL, WHOSE DECISION IS FINAL.**

**NOTE: IF A PARENT CONFERENCE IS REQUIRED BY AN ADMINISTRATOR, THE STUDENT MAY BE SUSPENDED, HOMEBASED OR PLACED IN I.S.S. UNTIL THE PARENT/GUARDIAN ATTENDS THE REQUIRED CONFERENCE.**

### ALL LEVELS OF CORRECTIVE ACTION

Action will depend upon the student:

- 1) Accepting responsibility for his/her actions.
- 2) Developing a plan to change his/her behavior.
- 3) Maintaining a proper attitude toward the discipline process.
- 4) Reporting the incident to his/her parents.

### STANDARDS FOR STUDENT CONDUCT

#### **Behaviors that each student is expected to exhibit:**

- Prepare for each class; take appropriate materials and assignments to class.
- Attend all classes, regularly and on time
- Be well groomed and dress appropriately by meeting District standards of grooming and dress.
- Demonstrate courtesy and respect for others even when others do not.
- Behave in a responsible manner, always exercise self-discipline.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of 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.
- Pay required fees and fines, unless otherwise waived.
- Seek change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperate with District staff in investigations of disciplinary cases and volunteering known information related to serious offenses.

### Consequences

**A student whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment, will be subject to disciplinary action.**

School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved **on or off school grounds** in conjunction with or independent of classes and school sponsored activities. School jurisdiction in incidents involving students of CHISD extends 300 feet beyond the school property boundaries.

### **The District has disciplinary authority over a student:**

1. During the regular school day and while the student is going to and from school on District transportation;
2. While the student is participating in any activity during the school day on school grounds;
3. While the student is in attendance at any school related activity, regardless of time or location;
4. For any school related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer is involved, occurs or is threatened, regardless of time or location.
6. When the student commits a felony, as provided by Texas Education Code 37.006;
7. When criminal mischief is committed on or off school property or at a school-related event.

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers, administrators and on a range of discipline management techniques. Disciplinary action will be correlated to the seriousness of the offense, the student's age and the grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration, varying techniques and responses.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to search a student's locker whenever there is reasonable cause to believe that it contains articles or materials prohibited by the District.

### **Behaviors**

The District may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules **may be listed in the student handbook or posted in classrooms** and may or may not constitute violations of the Student Code of Conduct (refer to Discipline Management Plan).

### **Consequences**

A student who violates campus or classroom rules that are not Student Code of Conduct violations may be disciplined by one or more discipline management techniques. **For these violations, the teacher is not required to make a Student Code of Conduct violation report, and the principal is not required to notify parents.**

The following **discipline management techniques** may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations:

- Oral correction.
- Cooling-off time or "time-out."
- Seating changes in the classroom.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Temporary confiscation of items that disrupt the educational process.
- Grade reductions as permitted by policy.
- Rewards or demerits.
- Behavioral contracts.
- Denial of privileges for participation in extra/co-curricular activities on or off campus.
- Sending the student to the office or other assigned area, or to In-School Suspension / Detention.
- Assigned school duties other than class tasks.
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices.
- Withdrawing or restricting bus privileges.
- School assessed and school administered probation.
- Corporal punishment.
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District.

- Off Campus Alternative Educational Placement
  - Out of School Suspension
  - Home-based Instruction
  - Revocation of transfer
  - Expulsion
- Other strategies and consequences as specified by the Student Code of Conduct.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration, as appropriate and in accordance with policy.

## STUDENT CODE OF CONDUCT

### *Purpose*

The Student Code of Conduct is the district’s response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Central Heights ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district’s board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

**Please Note:** The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

### School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school’s real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and

10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

District administrators conduct routine blanket inspections and searches of lockers.

### ***Reporting Crimes***

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

### ***Revoking Transfers***

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

## **Standards for Student Conduct**

Each student is expected to:

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

## **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

### ***Disregard for Authority***

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

### ***Mistreatment of Others***

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms)
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

### ***Property Offenses***

Students shall not:

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
- Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

### ***Possession of Prohibited Items***

Students shall not:

- Possess or use:
  - fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
  - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
  - a “look-alike” weapon;
  - an air gun or BB gun;
  - ammunition;
  - a stun gun;
  - a pocketknife or any other small knife;
  - mace or pepper spray;
  - pornographic material;
  - tobacco products;
  - matches or a lighter;

- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

### ***Possession of Telecommunications Devices***

Students shall not:

- Display, turn on, or use a cellular telephone or other telecommunications device on school property during the school day.

### ***Illegal, Prescription, and Over-the-Counter Drugs***

Students shall not:

- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse”)
- Abuse over-the-counter drugs. (See glossary for “abuse”)
- Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence”)
- Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.

### ***Misuse of Computers and the Internet***

Students shall not:

- Violate computer use policies, rules, or agreements signed by the student or the student’s parent.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

### ***Safety Transgressions***

Students shall not:

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.

- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

### ***Miscellaneous Offenses***

Students shall not:

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

## **Discipline Management Techniques**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### ***Students with Disabilities***

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, the district will take into consideration a disability that substantially impairs the student’s capacity to appreciate the wrongfulness of the student’s conduct.

### ***Techniques***

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.



- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.
- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

### ***Notification***

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

### ***Appeals***

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.centralhts.org](http://www.centralhts.org)

Consequences will not be deferred pending the outcome of a grievance.

## **Removal from the Regular Educational Setting**

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

### ***Routine Referral***

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

### ***Formal Removal***

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

### ***Returning Student to Classroom***

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

## **Suspension**

### ***Misconduct***

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.
4. The seriousness of the offense.
5. The student's age.
6. The student's attitude.
7. The potential effect of the misconduct on the school environment.
8. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, but only as required by federal law and regulations related to discipline of student's with disabilities.

### ***Process***

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and co-curricular activities.

## ***Disciplinary Alternative Education Program (DAEP) Placement***

### ***Discretionary Placement: Misconduct That May Result in DAEP Placement***

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.
4. The seriousness of the offense.
5. The student's age.
6. The student's attitude.
7. The potential effect of the misconduct on the school environment.
8. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, but only as required by federal law and regulations related to discipline of student's with disabilities.

#### **General Misconduct**

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

#### **Misconduct Identified in State Law**

In accordance with state law, a student **may** be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary)
- Involvement in criminal street gang activity. (See glossary)
- Any criminal mischief, including a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

### ***Mandatory Placement: Misconduct That Requires DAEP Placement***

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)

- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
  - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for “under the influence”)
  - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
  - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
  - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
  1. The student receives deferred prosecution (see glossary),
  2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
  3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

### ***Sexual Assault and Campus Assignments***

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim’s parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

### ***Emergencies***

In an emergency, the principal or the principal’s designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a nonemergency basis.

### ***Process***

Removals to a DAEP will be made by the Principal and/or Assistant Principal.

### **Conference**

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student’s parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student’s parents attend the conference.

## **Placement Order**

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

## ***Length of Placement***

The duration of a student's placement in a DAEP will be determined by the Principal and or Assistant Principal.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

### **Exceeds One Year**

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

### **Exceeds School Year**

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Superintendent must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

### **Exceeds 60 Days**

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

## ***Appeals***

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: [www.centralhts.org](http://www.centralhts.org)

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

## ***Restrictions during Placement***

The district does not permit a student who is placed in a DAEP to participate in any school-sponsored or school-related extracurricular or cocurricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations.

A student placed in a DAEP will not be provided transportation unless he or she is a student with a disability who has transportation designated as a related service in the student's IEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

### ***Placement Review***

A student placed in a DAEP will be provided a review of his or her status, including academic status, by Assigned Administrators at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

### ***Additional Misconduct***

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

### ***Notice of Criminal Proceedings***

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

### ***Withdrawal during Process***

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

### ***Newly Enrolled Students***

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

### ***Emergency Placement Procedure***

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

## **Placement and/or Expulsion for Certain Serious Offenses**

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

### ***Registered Sex Offenders***

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

### **Newly Enrolled Student**

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

### **Appeal**

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

### ***Certain Felonies***

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student **may** be expelled and placed in either

DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;
- Have been charged with engaging in conduct defined as a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

### **Hearing and Required Findings**

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

### **Length of Placement**

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

### **Newly Enrolled Students**

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

## **Expulsion**

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

### ***Discretionary Expulsion: Misconduct That May Result in Expulsion***

#### **Any Location**

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:



- Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
- Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
  - Aggravated assault.
  - Sexual assault.
  - Aggravated sexual assault.
  - Murder.
  - Capital murder.
  - Criminal attempt to commit murder or capital murder.
  - Aggravated robbery.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.

#### **At School, Within 300 Feet, or at School Event**

- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
  - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.
  - Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
  - Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
  - Engaging in deadly conduct. (See glossary)

#### **Within 300 Feet of School**

- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school's real property boundary line:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson.
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
  - Continuous sexual abuse of a young child or children.
  - Felony drug- or alcohol-related offense.
  - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

#### **Property of Another District**

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

## **While in DAEP**

- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district’s Code, while placed in a DAEP.

## ***Mandatory Expulsion: Misconduct That Requires Expulsion***

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

### **Federal Law**

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
  - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any such weapon.
  - Any firearm muffler or firearm weapon.
  - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

### **Texas Penal Code**

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
  - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
  - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
  - A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
  - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
  - Aggravated assault, sexual assault, or aggravated sexual assault.
  - Arson. (See glossary)
  - Murder, capital murder, or criminal attempt to commit murder or capital murder.
  - Indecency with a child.
  - Aggravated kidnapping.
  - Aggravated robbery.
  - Manslaughter.
  - Criminally negligent homicide.
  - Continuous sexual abuse of a young child or children.
  - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses, with the exception of a federal firearm offense, on or off school property or at a school-related activity.

## ***Under Age Ten***

When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

## ***Emergency***

In an emergency, the principal or the principal's designee **may** order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

## ***Process***

If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

## **Hearing**

A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the assigned administrator(s) authority to conduct hearings and expel students.

## **Board Review of Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

## **Expulsion Order**

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the assigned administrator(s) will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

## ***Length of Expulsion***

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

## ***Withdrawal during Process***

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

## ***Additional Misconduct***

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

## ***Restrictions during Expulsion***

Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion.

No district academic credit will be earned for work missed during the period of expulsion unless the student is enrolled in a JJAEP or another district-approved program.

## ***Newly Enrolled Students***

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

## ***Emergency Expulsion Procedures***

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

## ***DAEP Placement of Expelled Students***

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

## **Glossary**

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

**Abuse** is improper or excessive use.

**Armor-piercing ammunition** is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

**Arson** is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
  - a. Knowing that it is within the limits of an incorporated city or town,
  - b. Knowing that it is insured against damage or destruction,
  - c. Knowing that it is subject to a mortgage or other security interest,
  - d. Knowing that it is located on property belonging to another,
  - e. Knowing that it has located within it property belonging to another, or
  - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

**Assault** is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

**Bullying** is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

**Chemical dispensing device** is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

**Club** is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

**Criminal street gang** is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

**Dating violence** is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code.

**Deadly conduct** occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

**Deferred adjudication** is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

**Deferred prosecution** may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

**Delinquent conduct** is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

**Discretionary** means that something is left to or regulated by a local decision maker.

**Explosive weapon** is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

**False Alarm or Report** occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

**Graffiti** are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

**Harassment** is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

**Hazing** is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

**Hit list** is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

**Knuckles** is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

**Machine gun** is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

**Mandatory** means that something is obligatory or required because of an authority.

**Paraphernalia** are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

**Persistent misbehavior** is two or more violations of the Code in general or repeated occurrences of the same violation.

**Possession** means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

**Public school fraternity, sorority, secret society, or gang** means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

**Reasonable belief** is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

**Self-defense** is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

**Serious offenses** include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.
- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

**Short-barrel firearm** is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

**Switchblade** is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

**Terroristic threat** is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

**Title 5 offenses** are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

**Under the influence** means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

**Use** means voluntarily introducing into one's body, by any means, a prohibited substance.

**Zip gun** is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

## **DRUG TESTING POLICY**

**SCOPE:** The District requires drug testing of any student in grades 7-12 who chooses to participate in school-sponsored extracurricular activities. A student participating in these activities shall be tested for the presence of illegal drugs and alcohol at the beginning of each school year and prior to joining an extracurricular program at any time during the school year. This will also include ALL transfers in grades 7-12 regardless of extra-curricular participation. Transfers in violation of the CHISD Drug Policy stand to have their transfer revoked. In addition, other students shall be randomly tested throughout the school year.

**COVERED ACTIVITIES:** School-sponsored extracurricular activities for which testing is required include all extracurricular activities.

**PURPOSE:** The purposes of the drug-testing program are to

1. Deter student use of illegal and performance-enhancing drugs or alcohol by providing a support system that gives students a reason to say no;
2. Help enforce a drug-free educational environment;
3. Prevent injury, illness, and harm resulting from the use of illegal and performance-enhancing drugs or alcohol; and
4. Educate students regarding the harm caused by the use of illegal and performance-enhancing drugs or alcohol.

**DISTRIBUTION OF POLICY:** The District shall provide each parent and student a copy of the drug-testing policy and consent form prior to the student's participation in an affected activity.

**ORIENTATION MEETINGS:** The District shall conduct meetings with parents and interested student participants in the spring of each year. District employees shall explain the drug-testing program and review the policy and consent form. An educational presentation on the harmful effects of drug and alcohol abuse shall be provided. Student attendance at the orientation meeting is mandatory. Parent attendance at an orientation meeting is not mandatory.

**CONSENT:** Before a student is eligible to participate in extracurricular activities, the student shall be required annually to sign a consent form agreeing to be subject to the rules and procedures of the drug-testing program. If the student is under the age of 18, the student's parent or guardian shall also sign a consent form. If appropriate consent is not given, the student shall not be allowed to participate in extracurricular activities.

**USE OF RESULTS:** Drug test results shall be used only to determine eligibility for participation in extracurricular activities. Positive drug test results shall not be used to impose disciplinary sanctions or academic penalties. Nevertheless, nothing in this policy shall limit or affect the application of state law, local policy, or the Student Code of Conduct. A student who commits a disciplinary offense shall be subject to consequences in accordance with the Student Code of Conduct.

**CONFIDENTIALITY:** Drug test results shall be confidential and shall be disclosed only to the student, the student's parents, and designated District officials who need the information in order to administer the drug-testing program. Drug test results shall not be maintained with a student's academic record. Results shall not be otherwise disclosed except as required by law.

**TESTING LABORATORY:** The Board shall contract with a certified drug-testing laboratory to conduct testing of students' urine samples. Testing laboratories shall not release statistics regarding the rate of positive drug tests to any person or organization without consent of the District.

**SUBSTANCES FOR WHICH TESTS ARE CONDUCTED:** The drug-testing laboratory shall test for the presence of: Alcohol, Marijuana, Cocaine, Methaqualone, Benzodiazepines, Phencyclidine (PCP), Barbiturates, Amphetamines, Opiates.

**COLLECTION PROCEDURES:** Personnel from the drug-testing laboratory shall collect urine samples under conditions that are no more intrusive than the condition experienced in a public restroom. When selected for testing, a student shall be escorted to the school's testing site by a District employee and shall remain under employee supervision until the student provides a sample. Samples shall be produced by a student from behind a closed restroom stall. A District employee of the same gender as the student shall be present when any samples are collected.

**RANDOM TESTING:** Random tests shall be conducted on as many as four to six dates throughout the school year. No less than ten percent and no more than 20 percent of the students participating in the program shall be randomly selected for each random test date. The drug-testing laboratory shall use a random selection method to identify students chosen for random testing. Students shall not receive prior notice of the testing date or time.



REFUSAL TO TEST OR TAMPERING: A student who refuses to be tested when selected or who is determined to have tampered with a sample shall be deemed to have a positive test result and shall be subject to the appropriate consequences depending on previous positive test results, if any. If a student is absent on the day of the random test, a sample shall be collected on the next random testing date.

POSITIVE TEST RESULTS: An initial positive test shall be confirmed by a second test of the same specimen before being reported as positive. Upon receiving results of a positive drug test, the District shall schedule a meeting with the student, the student's parent if the student is under the age of 18, and the principal to review the test results and discuss consequences. The student or parent shall have three school days following the meeting to provide a written medical explanation by a medical professional for a positive result.

CONSEQUENCES: Consequences of positive test results shall be cumulative through the student's enrollment in the District. A student who has a confirmed positive drug test shall be subject to the following consequences:

FIRST OFFENSE: The student shall be suspended from any extracurricular activity for 20 school days following the date the student and parent are notified of the test results. During the period of suspension, the student shall be permitted to participate in practices.

RETESTING: If the student wishes to return to participation in extracurricular activities, the student and parent shall be required to sign a letter of intent to remain in the program. The student shall be retested at the next random test date. The test result must be negative.

DRUG ABUSE PREVENTION: The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area and approved by the District. The student shall be required to attend a drug intervention program at the parent's expense.

SECOND OFFENSE: The student shall be suspended from any extracurricular activity for one calendar year following the date the student and parent are notified of the test results. During the period of suspension, the student shall not be permitted to participate in practices.

RETESTING: If the student wishes to return to participation in extracurricular activities, the student and parent shall be required to sign a letter of intent to remain in the program. The student shall be included in the test group at every random test date and at the beginning of the year during the period of suspension. All test results must be negative.

DRUG ABUSE PREVENTION: The District shall notify the parent and student of drug and alcohol abuse prevention resources available in the area and approved by the District. The student shall be required to attend a drug intervention program at the parent's expense.

THIRD OFFENSE: The student shall be suspended from participation in any extracurricular activity for the remainder of the student's enrollment in the District following the date the student and parent are notified of the test results.

END-OF-SEMESTER SUSPENSIONS: If a student's suspension from participation is not completed by the end of the semester, the student shall complete the assigned period of suspension during the following semester or during the first semester of the following school year.

APPEALS: A student or parent may appeal a decision made under this policy in accordance with FNG(LOCAL). The student shall be ineligible for participation in extracurricular activities while the appeal is pending.

## **Central Heights ISD Acceptable Use Policy for Technology Resources**

### **Definition of District Technology Resources**

The District's computer systems and networks are defined as any combination of hardware, operating system software, application software, stored text, and data files. Examples include electronic mail, local databases, externally accessed resources (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The district reserves the right to monitor all resource activity.

### **Acceptable Use**

The District's technology resources are to be used for learning, teaching and administrative purposes consistent with the District's mission and goals. The District will make copies of the acceptable use policy available to all stakeholders (students, parents, faculty members, administration and the community). Access to the District's system is a privilege not a right. You are required to be aware of, understand, and comply with all administrative regulations governing the use of the technology resources. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. (*Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy*)

Anyone knowingly accessing or bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges and will be subject to disciplinary action in accordance with district policy (*Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy*).

### **Access Availability**

Access to the District's Electronic Communications System, including the Internet, is made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use;

1. imposes no tangible cost on the district;
2. does not unduly burden the district's computer or network resources; and
3. has no adverse effect on the employee's job performance or on a student's academic performance.

### **Public Access**

Access to the District's Electronic Communications System, including the Internet, is made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. imposes no measurable cost on the district; and
2. does not unduly burden the district's computer or network resources; and
3. has no adverse effect on use of the system by employees or students.

### **Monitored Use**

The District reserves the right to monitor all technology resource activity. Student use of the computers and computer network is only allowed when supervised by staff members. Electronic mail transmissions and other use of the electronic communication system by students and employees are considered a matter of public record and should not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

### **Network**

Improper or illegal use of any computer or the network is prohibited. This includes the following:

- Using racist, profane, or obscene language or objectionable materials
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages

- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or on the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files and documents of another user without their permission

### **Security**

Each user is assigned an individual account for accessing district technology resources. You may not share your account with anyone or leave the account open or unattended. Attempting to log on or logging on to a computer or E-Mail system by using another's account and password is prohibited, and is a punishable disciplinary offense. Assisting others in violating this rule by sharing information or passwords is unacceptable. Users are expected to change passwords regularly to maintain security and confidentiality. Users are responsible for saving all documents to the server. Technology support staff will attempt to recover lost or damaged documents only if they have been saved to the server.

### **Internet Safety / Filtering**

As required by the Children's Internet Protection Act (CIPA) the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. The following measures are in place to protect students' Internet use.

1. Students access to inappropriate materials is controlled through the Internet filter.
2. The district's private E-Mail system does not allow outside access to the directory of users.
3. Students are not allowed to reveal personal address or phone number information when using the Internet or other electronic communication systems.
4. Chat and Instant Messaging using the district system will be supervised and monitored.
5. Students may participate in prearranged Internet chat and instant messaging sessions with experts that have been scheduled by Central Heights ISD staff and approved by the appropriate campus administration.
6. Chat and Instant Messaging is restricted to pre-approved activities only and will be actively monitored.

Although the district will use these preventative practices, stakeholders should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material, and that these systems lie outside the administrative control of the district.

The following guidelines should also be observed:

1. Never assume that someone you encounter online is who they say they are.
2. Never arrange a face-to-face meeting with someone you encounter online.
3. Never respond to messages or communications that you feel are threatening, obscene, or make you uncomfortable.
4. If you come into contact with one of the above situations, please notify your campus administrator.

### **Copyright**

All users are responsible for adhering to existing copyright laws and District Policy pertaining to software, resources, reference materials, video, sound and graphics. For displayed works you are expected to cite the source of your information. Questions concerning copyright can be referred to the campus or district administrative staff, or campus librarians, for clarification or assistance.

### **E-Mail**

The district E-Mail system is used to communicate both internally in the district and with outside agencies. E-Mail communications are a matter of public record and should not be considered private. All users are expected to adhere to the following district policies regarding e-mail communications.

1. E-Mail should not be used for private or commercial offerings of products or services for sale or to solicit products or services.
2. E-Mail should not be used for political or religious purposes.
3. Forgery, or attempted forgery, of electronic mail is prohibited.
4. E-Mail messages that cause network congestion or interfere with the delivery of mail to others are not acceptable. E-Mail from mailing lists (also known as "list serves") must not affect the system's performance.

5. E-Mail messages and conference postings will not contain improper language, swearing, vulgarity, ethnic or racial slurs or any other inflammatory language or content. Conference postings will follow these District guidelines or be removed.
6. Do not reveal personal information about yourself or others.
7. Do not send chain letters, or forward messages to large groups of users.
8. You are expected to be polite and professional.
9. You are responsible for material sent by and delivered to your e-mail account.

### **Electronic Publishing**

Any electronic publication or web site that represents the District or any organizational unit of the District must meet all guidelines and requirements in accordance with district policy.

### **Forgery**

Forgery or attempted forgery of electronic data is prohibited. Attempts to read, delete, copy, or modify the electronic data (including E-Mail messages) of others are prohibited. Using another individual's account or materials for the purpose of copying academic work is a punishable disciplinary offense.

### **Software**

Please contact the District Technology Department to install software on District computers. The installation of software or files not owned by the district on District computers is prohibited. Only software approved, licensed and/or purchased by the District should be installed on District computers. Proper licensing documentation must be maintained.

### **Vandalism**

Any malicious attempt to harm or destroy District equipment or materials, the data and files of another user on the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs and is a punishable disciplinary offense.

### **Disclaimer**

The District shall not be liable for inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, mistakes or negligence, and costs incurred. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

If you have questions or need further information, please contact the campus principal or the Technology Department.

**2016-17 Central Heights ISD  
Technology Responsible Use Policy**

Full Name \_\_\_\_\_

Address \_\_\_\_\_

City, State ZIP \_\_\_\_\_

Home Phone \_\_\_\_\_

Campus (circle one) CHES      CHMS      CHHS      Grade \_\_\_\_\_

I have read the “Central Heights ISD Technology Responsible Use Policy for Technology Resources” and agree to abide by the terms and conditions.

Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**If you are under the age of 18, a parent or guardian must also read and sign this agreement.**

As the parent or guardian of the person above, I have read the “Central Heights ISD Acceptable Use Policy for Technology Resources”. I understand that the use of district technology resources is designed for educational purposes. I hereby give permission to allow my child to use the district’s technology resources, and certify that the information contained on this form is correct.

**Parent or Guardian:**

Printed Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Technology Office Use Only	
Account Provisioned	_____
Network Folder Created	_____
E-Mail Account Created	_____
Provisioning Date	_____

**2016-17**  
**Central Heights Independent School District**  
**Student Handbook Policy Form**

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**Student's Name (print please)**

**Grade Level**

**PLEASE REMOVE THIS PAGE FROM THE BOOKLET AND RETURN IT TO  
CENTRAL HEIGHTS SCHOOL DISTRICT NO LATER THAN THE 5<sup>TH</sup> DAY OF  
ATTENDANCE IN THE DISTRICT.**

I understand and consent to the responsibilities outlined in the Central Heights School District's Student Handbook & Student Code of Conduct. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: student 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. Directory information on my child will be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within 5 school days of the time this handbook was issued to my child. I have marked through the items of directory information listed above that I wish the District to withhold about my children.”

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**Parent / Guardian Signature**

**Date**

---

**Student Signature**

**Date**

**Central Heights Independent School District  
Directory Information  
Notice & Consent/Objection Form  
2016-17**

State and federal law require the District to notify parents that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form within ten school days of your child's first day of instruction for this school year.

**NOTICE TO PARENTS: DIRECTORY INFORMATION**

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Central Heights ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of your child's first day of instruction for this school year. Central Heights ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

**Please complete and return the form on the following page.**

**Central Heights Independent School District  
Directory Information  
Notice & Consent/Objection Form  
2016-17**

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below:

**Please circle your choice:**

The District [ **may** / **may not** ] release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news release to local media, district website), the District has my permission to release the following information. I have marked through the items I do not want released.

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address
14. Samples of student work

Print name of student: \_\_\_\_\_ Grade Level \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_



