

# Central Independent School District

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**High School/ Junior High  
Student Handbook  
2009-2010**

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## PREFACE

To Students and Parents:

Welcome to school year 2009–2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Central High School/Junior High Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

**Section II**—INFORMATION FOR STUDENTS AND PARENTS —organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Central ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the student handbook, the provisions of board policy or the *Student Code of Conduct* that were most recently adopted by the board are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the campus principal.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at [www.centralisd.com](http://www.centralisd.com).

**Central Independent School District Administration**  
**7622 N US Hwy 69**  
**Pollok, Texas 75969**

|  |          |
|--|----------|
| Superintendent-Allen Garner, Ed.D.....               | 853-2216 |
| Director-Curriculum/Special Programs-Don Allen ..... | 853-9387 |
| Administration Fax .....                             | 853-2215 |
| Special Services Director-Rita Condron.....          | 853-9325 |
| Career/Testing Coordinator-Rochelle Metts.....       | 853-2085 |
| High School Principal-Don Allen.....                 | 853-2167 |
| High School Associate Principal-Walter Peddy .....   | 853-2167 |
| High School Assistant Principal-Richard Nash .....   | 853-2167 |
| High School Counselor-Cheryl Arnold .....            | 853-9361 |
| College/Career Coordinator-Kenny Knous.....          | 853-9306 |
| High School Fax .....                                | 853-2208 |
| High School Library .....                            | 853-9345 |
| Bulldog Gym.....                                     | 853-9384 |
| Junior High Principal-Chad Smith.....                | 853-2115 |
| Junior High Assistant Principal-Adam Ivy .....       | 853-2115 |
| Junior High Counselor-Cheryl Pegoda .....            | 853-9354 |
| Junior High Fax.....                                 | 853-2348 |
| Bus Barn.....  | 853-9382 |
| Food Service Director-Sharon Merryman .....          | 853-9385 |
| Maintenance/Transportation-Mitchell Benge .....      | 853-9380 |
| Custodial Supervisor-Russell Knott.....              | 853-9380 |
| Nurse's Office .....                                 | 853-9388 |

**Board of Trustees**

|                     |              |
|---------------------|--------------|
| President.....      | Denton Metts |
| Vice-President..... | Ronnie Kelly |
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| Member .....        | Randy Nerren |
| Member .....        | Bud Boles    |
| Member .....        | Cody Parker  |
| Member .....        | Tim Sprinkle |

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the Central High School/Junior High Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, Central ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Allen Garner, Superintendent, 936-853-2216.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Don Allen, Director of Curriculum/Special Programs, 936-853-2216.
- All other concerns regarding discrimination: See Dr. Allen Garner, Superintendent, 936-853-2216.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.

- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Counseling** on page [34](#) and **Academic Programs** on page [25](#).]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal please call the school office at 936-853-2167 (high school) or 936-853-2115 (junior high) for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page [55](#).]
- Becoming a school volunteer. [For further information, see policies at GKG and contact Cheryl Arnold, High School Counselor, 936-853-9361 or Cheryl Pegoda, Junior High Counselor, 936-853-9352.]
- Participating in campus parent organizations. Parent organizations include: Parent Teacher Organization (PTO).
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Don Allen, High School Principal, 936-853-2167 or Chad Smith, Junior High School Principal, 936-853-2215.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page [47](#).]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## ***PARENTAL RIGHTS***

### **Obtaining Information and Protecting Student Rights**

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.

- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

### **“Opting Out” of Surveys and Activities**

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

### **Displaying a Student’s Artwork and Projects**

As a parent, you have a right to provide consent before the district can display your child’s artwork, special projects, photographs taken by your child, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

### **Requesting Professional Qualifications of Teachers and Staff**

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.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

## **Accessing Student Records**

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page [13](#).]

## **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co curricular or extracurricular activity; or
- When it relates to media coverage of the school.

## **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

## **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page [53](#) and policy EC(LEGAL).]

## **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

## **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to your child's misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See policy FO(LEGAL) and the *Student Code of Conduct*.]

## **Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB.]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD(LEGAL) and (LOCAL).]

## **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14<sup>th</sup> day after the enrollment of your children. [See FDB(LEGAL).]

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact Rita Condron, Special Services Supervisor at 936-853-9325.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the 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 his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Rita Condron at 936-853-9325.

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

### **Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Don Allen, and may be contacted at 936-853-9387.

The district's Title I program shall be planned and implemented with meaningful consultation with parents of participating students. This consultation shall be organized, ongoing, and timely in relation to decisions about the program. Each school served under Title I shall:

- Convene an annual meeting, to which all parents of participating students are invited, to inform parents of the school's participation in the Title I program and of the parent's right to be involved.
- Offer a flexible number of meetings with parents, such as meetings in the morning or evening. Title I funds may be used to provide transportation, childcare, or home visits as such relate to parental involvement.
- Involve parents in an organized, ongoing, and timely way in the planning, review, and improvement of Title I programs.
- Provide parents of participating children:
  - Timely information about Title I programs;
  - School performance profiles and their children's individual student assessment results, including interpretations of such results;
  - A description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet.
  - If the parents desire, opportunities for regular meetings to formulate suggestions, share experiences with other parents, and participate as appropriate in decisions relating to the education of their children; and
  - Timely responses to parent's suggestions.
- If the school wide program is not satisfactory to the parents of participating children, the school shall submit any parent comments on the plan to the district when the school makes the plan available.

# Central Junior High Parent/Student/Teacher Compact

## **PARENT/GUARDIAN COMMITMENT**

I want my child to reach his/her full academic potential. Therefore, I will commit to do all of the following:

- Ensure that my child attends school each day.
- Send my child to school on time and ready to learn.
- Review homework assignments and offer assistance when needed.
- Show an interest in my child's well-being by attending school functions, supporting school activities, and making every effort to attend parent-teacher conferences.
- Support the school in its effort to maintain proper discipline.
- Staying informed about my child's education and communicating with the school by promptly reading all newsletters and notices, either sent home with my child, or by mail and responding as appropriate.
- Encouraging my child to explore post-secondary options that will enable him/her to make an educated decision regarding their future

## **STUDENT COMMITMENT**

I want to reach my full academic potential. Therefore, I will commit to do all of the following:

- Arrive at school and attend class on time each day.
- Show respect at all times to everyone who is part of the school.
- Obey all of the classroom/school rules and conduct myself accordingly.
- Pay attention in class and participate in class discussions.
- Complete all classroom lessons and homework on time in a way that is accurate and neat.
- Share papers/progress reports with my parents and return signed papers to my teachers.
- Explore post-secondary options to make an informed decision about my future employment.

## **STAFF COMMITMENT**

We want our students to reach their full academic potential. Therefore, we will commit to do all of the following:

- Create a welcoming environment for students and parents.
- Hold high expectations for ourselves, students, and other staff members.
- Provide high-quality curriculum and instruction.
- Encourage student success by providing information regarding attendance and academic progress.
- Provide a safe, positive, and healthy learning environment for each student.
- Provide an environment that allows for positive communication between the teacher, parent, and student.
- Ensure that students are informed about and offered enrollment in challenging courses.
- Provide opportunities to educate students regarding post-secondary options for their future success.

## **Student Records**

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, administrators, and principals), school staff members (such as teachers, counselors, diagnosticians, and support staff); a person or company with whom the district has contracted to provide a particular service (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on a school committee; or a parent or student assisting a school official or staff in the performance of his or her duties.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s office is 7622 N US Hwy 69, Pollok, TX 75969.

The address(es) of the principals’ offices are:

7622 N US Hwy 69, Pollok, TX 75969

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. A

request to correct a student’s record should be submitted to the campus principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page [55](#) and **Student or Parent Complaints and Concerns** on page [28](#) for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

The district’s policy regarding student records found at FL(LOCAL) is available from the principal’s or superintendent’s office.

The parent’s or eligible students’ right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher’s personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

## **Directory Information**

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes: school related activities, including but not limited to a student directory, student honor rolls,

student yearbook, or other District publications, such as organization or club programs and athletic programs.

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

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

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

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

#### **Please note:**

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office or on the district's website at [www.centralisd.com](http://www.centralisd.com).

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

### **Bacterial Meningitis**

State law specifically requires the district to provide the following information:

- What is 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 casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

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

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

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office

to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us/>.

## **SECTION II: INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the campus principal.

### ***ABSENCES/ATTENDANCE***

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

#### **Compulsory Attendance**

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, if a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing. [See FEA]

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. 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.

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

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

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

- Is absent on three or more days or parts of days within a four-week period.

### **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

### **Parent's Note After An Absence**

When a junior, high or high school student must be absent from school the student, upon returning to school, should bring a written note from their parent/guardian within 24 hours to request an absence be excused. After 5 days of the absence, no notes will be accepted and the absence is unexcused.

After a high school student returns to school following an absence, the student must pick up an absentee slip from the office in order to be admitted to class. A student who reports to class without an absentee slip will be given a tardy and sent to the office to pick up an absentee slip.

## **Doctor’s Note After An Absence for Illness**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. [See FEC(LOCAL).]

## **Driver License Attendance Verification**

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

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see page [25](#) of this handbook and policies at EIF.]

[See **Academic Counseling** on page [34](#).]

## **AWARDS AND HONORS**

Students earning the following grades will be placed on the honor roll:

- “A” Honor Roll—students making all A’s and no B’s on the six week report card. A student who receives a B in a Pre-AP or AP class qualifies the same as an A in a regular class by grade points and will therefore count as an A for honor roll purposes.
- “A & B” Honor Roll—students making a combination of A’s and B’s on the six week report card. A student who receives a C in a Pre-AP or AP class qualifies the same as a B in a regular class by grade points and will therefore count as a B for honor roll purposes.

## **BULLYING**

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

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL).]

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Business Education, Family and Consumer Science, and Agricultural Science and Technology. Admission to these programs is based on interest, ability, choice, availability, and grade level. A Career and Technology brochure is available by contacting the counselor.

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

## **CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT**

The Valedictorian, Salutatorian, honor graduates, and the top ten percent in the graduating class shall be based on GPA and shall meet the requirements for the Distinguished Achievement Graduation Plan with or without the completion of the four advanced measures. In the event that there are not enough students in the Distinguished Achievement Graduation Plan for the top ten positions the remaining positions shall be filled by students graduating under the Recommended Plan based on GPA.

A student shall attend the district's high school for the last two school years in order to be eligible for Valedictorian and Salutatorian honors. Valedictorian, Salutatorian, and the top ten positions in a graduating class will be determined at the end of the fifth six weeks of the school year, but the ranking and grade point average posted on the final transcript will be determined at the end of the school year.

Combined GPA for the sixth, seventh, and eighth grades will determine the Valedictorian and Salutatorian for junior high. The Valedictorian and Salutatorian will be decided at the end of the fifth six weeks of the eighth grade year. To be eligible for Valedictorian and Salutatorian, a student must attend Central Junior High for their entire seventh and eighth grade year.

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or College/Career Coordinator for further information about the application process and deadlines.

[For further information, see policies at EIC.]

## **Grade Points and Premium Points**

High school courses carry grade point values. Class rank is determined on the basis of grade point averages. The following scale shows grade points for regular courses and for courses designated for premium points:

| <u>Grade</u> | <u>Regular Grade Points</u> | <u>Premium Grade Points</u> |
|--------------|-----------------------------|-----------------------------|
| 100          | 4.0                         | 5.0                         |
| 99           | 3.9                         | 4.9                         |
| 98           | 3.8                         | 4.8                         |
| 97           | 3.7                         | 4.7                         |
| ...          |                             |                             |
| 90           | 3.0                         | 4.0                         |
| 80           | 2.0                         | 3.0                         |
| 70           | 1.0                         | 2.0                         |

The following courses will receive premium grade points: Pre-AP English I, II, AP English III, IV, Pre-AP Biology I, Pre-AP Chemistry, Pre-AP Physics, Pre-AP Pre-Calculus, AP U.S. History, Calculus, Pre-AP Geometry, Pre-AP Algebra II, Spanish III, Concurrent-College Academic Courses used for state credit toward graduation.

Physical Education or PE equivalent, Reconnecting Youth, and office aide courses will not count toward computing GPA.

## **CLASS SCHEDULES**

### Central Junior High Bell Schedule

#### 8 Period Day

|                        | <u>6<sup>th</sup> and 7<sup>th</sup> grade</u> |                        | <u>8<sup>th</sup> grade</u> |
|------------------------|--|------------------------|-----------------------------|
| 1 <sup>st</sup> period | 7:50-8:40                                      |                        | 7:50-8:40                   |
| 2 <sup>nd</sup> period | 8:45-9:35                                      |                        | 8:45-9:35                   |
| 3 <sup>rd</sup> period | 9:40-10:30                                     |                        | 9:40-10:30                  |
| 4 <sup>th</sup> period | 10:35-11:25                                    |                        | 10:35-11:25                 |
| Lunch                  | 11:25-11:55                                    | 5 <sup>th</sup> period | 11:30-12:20                 |
| 5 <sup>th</sup> period | 12:00-12:50                                    | Lunch                  | 12:20-12:50                 |
| 6 <sup>th</sup> period | 12:55-1:45                                     |                        | 12:55-1:45                  |
| 7 <sup>th</sup> period | 1:50-2:40                                      |                        | 1:50-2:40                   |
| 8 <sup>th</sup> period | 2:45-3:30                                      |                        | 2:45-3:30                   |

### Central High School Bell Schedule

#### 8 Period Day

|                        |             |
|------------------------|-------------|
| 1 <sup>st</sup> period | 7:50-8:40   |
| 2 <sup>nd</sup> period | 8:45-9:35   |
| 3 <sup>rd</sup> period | 9:40-10:30  |
| 4 <sup>th</sup> period | 10:35-11:25 |
| 5 <sup>th</sup> period | 11:30-12:20 |
| Lunch                  | 12:20-12:50 |
| 6 <sup>th</sup> period | 12:55-1:45  |
| 7 <sup>th</sup> period | 1:50-2:40   |
| 8 <sup>th</sup> period | 2:45-3:30   |

High school students will have the first two days of each semester to request any schedule changes. Two additional days are given for a change of schedule through administrative decisions.

## **COLLEGE COURSES**

Students are eligible for concurrent classes after their sophomore year subject to individual review and admission by the college. Angelina College recommends that students have at least an 85 overall average in high school work completed. Angelina College also recommends that students enroll in only one three or four-hour college course at a time, although two classes may

be taken per semester. One three or four-hour college course is equivalent to ½ high school credit.

Central ISD currently offers students who have completed the junior year of high school and meet eligibility requirements the opportunity to attend Angelina College and have tuition paid by the school district. Students may attend summer, fall, or spring semesters. The district will not pay tuition fees for Internet based courses.

Dual credit (high school and college credit) may be earned for some courses. Designation of dual credit must be determined by signing a request prior to enrolling in the college course. An official grade report must be sent to CHS for official credit to be received. Dual credit courses available for credit with Angelina College include English IV, Psychology, Sociology, and US History.

The student must handle admission to the college. All entrance requirements are the responsibility of the student and the college. To apply for admission, the following must be presented to the admissions office at the college: (1) application for admission, (2) official copy of high school transcript, (3) permission letter from Central High School, (4) permission letter from parents, (5) THEA test scores or proof of THEA exempt status. Angelina College may require students to take an additional placement test in addition to THEA before enrolling in classes.

A fee receipt is to be brought to the counselor to validate enrollment. Grades for college courses will be used to calculate class rank, only if course taken qualifies for a state credit. Numerical grades will be given for college coursework. Premium points will only be given for courses taken that qualify for state credit.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at [www.centralisd.com](http://www.centralisd.com).

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. By signing the student handbook receipt, the student and parent agree to follow the Technology Student Acceptable Use Policy.

Students and their parents should be aware that an e-mail using a district computer is not private and will be monitored by district staff.

## **Technology Student Acceptable Use Policy**

Students are given access to the district's electronic communications system. Through this system, students will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. Students will have access to hundreds of databases, libraries, and computer services all over the world.

With this opportunity comes responsibility. It is important that students and parents read the district policy, administrative regulations, and agreement form and ask questions if they need help in understanding them. Inappropriate system use will result in the loss of privilege of using this educational and administrative tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that students may encounter areas of adult content and some material they (or their parents) might find objectionable. While the district will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be each student's responsibility to follow the rules for appropriate use.

### **Rules for Appropriate Use**

1. Students may be assigned an individual account and will be responsible for not sharing the password for that account with others.
2. The account is to be used for educational purposes.
3. Students will be held responsible at all times for the proper use of an assigned account, and the district may suspend or revoke access if rules are violated.

### **Inappropriate Uses**

1. Using the system for any illegal purpose.
2. Borrowing someone's account without permission.
3. Posting personal information about yourself or others, such as addresses and phone numbers.
4. Downloading or using copyrighted information without permission from the copyright holder.
5. Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
6. Wasting school resources through improper use of the computer system.
7. Gaining unauthorized access to restricted information or resources.

### **Consequences for Inappropriate Use**

1. Suspension of access to the system;
2. Revocation of the computer system account; or
3. Other disciplinary or legal action, in accordance with the district policies and applicable laws.

By signing the handbook receipt form, students and parents acknowledged they have received and read the handbook and understand that computer use is not private, and that the district will monitor activity on the system.

In consideration for the privilege of using the district’s electronic communications system and in consideration for having access to the public networks, students and parents release the district, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from use of, or inability to use, the system, including without limitation, the type of damages identified in the district’s policy and administrative regulations.

### Technology Code of Conduct

Computer/Internet violations will include but are not limited to the following:

1. Students may not log onto the Internet without permission from the teacher.
2. Students may only access sites as instructed by the teacher.
3. Students may not bring any CD’s, disks, games, etc. from home to use on school computers.
4. Students may not access chat lines or correspond through email.
5. Students may not write on, mark on, or play with computers, wires, or accessories.
6. Food, drinks, candy, or gum will not be allowed in computer labs or near computers that are being used.
7. Students may not access inappropriate (pornographic, sexually explicit, illegal drugs, gang related, excessive violence, weapons creation, **explicit music and game related**) sites. Students who access an inappropriate site by accident must report the occurrence immediately to the teacher.

Consequences for student/user computer abuse and/or violations or for going to the Internet without permission:

|                |   |
|----------------|---|
| First offense  | Depending on the violation the principal will administer a minimum of a verbal warning and/or up to 3 days of I.S.S. and may only use a school computer in a scheduled computer course under direct supervision for a minimum of three weeks. |
| Second offense | 6 days of I.S.S. and loss of computer privileges for the minimum of six weeks.*   |
| Third offense  | 3 days of suspension, 9 days of ISS and continued loss of computer privileges for the remainder of the school year.*  |
| Fourth offense | Assignment to an Alternative Education Program for the remainder of the school year.  |

Malicious attempt to destroy or vandalize equipment or files and/or for going to the Internet to an inappropriate site will result in:

|                |   |
|----------------|---|
| First offense  | 5 days of ISS and loss of computer privileges for a minimum of six weeks.*                                  |
| Second offense | 10 days of ISS and loss of computer privileges for the remainder of the year.*                              |
| Third offense  | 3 days of suspension and assignment of Alternative Education program for the remainder of the school year.* |

\*Loss of computer privileges may result in failure of a course.

[For additional information, see policies at CQ.]

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the *Student Code of Conduct*. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

### **Student Behavior in the Classroom**

Students are expected to:

1. Behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and district staff. Student cooperation and respect for the property of others, including district property and facilities, is essential to the maintenance of facilities, safety, order, and discipline.
2. Attend all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class. Students are to stay in the classroom and may not leave without permission.
3. Be well groomed and appropriately dressed each day.

Non-compliance could result in disciplinary action.

### **Student Behavior in Cafeteria**

Students will remain seated while eating their lunches. Students will sit no more to a table than it is built to accommodate. Students are expected to practice proper manners at all times. Cutting in lunch or snack bar lines is not allowed. Students are required to leave the eating area clean. Food and/or drink may not be taken out of the cafeteria. Non-compliance will result in disciplinary action.

Parents are allowed to bring food to the campus only if they are going to eat with their child. Food may not be dropped off for students during the school day.

### **Corporal Punishment**

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

Corporal punishment is governed by the following guidelines: (1) the student is told the reason for the corporal punishment, (2) corporal punishment may be given by the principal or the assistant principal in the principal’s office or other designated area, (3) the instrument to be used shall be approved by the principal, (4) corporal punishment shall be administered in the presence of one other district professional employee and out of view of other students.

### **Cheating / Plagiarism / Academic Dishonesty**

Plagiarism is the use of another person’s original ideas or writing as one’s own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or academic dishonesty will determine the academic penalty to be assessed.

### **Disruptions**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district prohibits students to display, turn on, or use cell phones during the school day, which Central I.S.D. defines as beginning at 7:30 A.M. and ending when the school buses leave in the afternoon. Students riding the bus to and from school are prohibited from using cell phones while on the bus. Students violating this policy will have the paging device confiscated and the student's parents will be required to appear before the campus principal and pay an administrative fee of \$15 before the device will be released. On the third offense the device will be confiscated and held until the end of the school year and until a \$15 administrative fee is paid by the parent before the device will be released.

Confiscated devices will be disposed of, if not claimed, after the student's parents have been given a 30-day notice of the intent to dispose of the device. Such notice may be made by telephone, fax, email, or in writing. [See policy FNCE.]

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

## **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **Prohibited Items**

The following items, but not limited to, will not be permitted at school or school related activities: laser pointers, paging devices, radios, tape players/recorders, CD players, guns, ammunition, brass knuckles, illegal knives, pocket knives, clubs, weapons and or look-alikes, tobacco, alcoholic beverages, inhalants, dangerous drugs or controlled substances, prescription medications or over the counter drugs (unless properly labeled as per our Health Services policy), lighters, matches, fireworks, water guns, balloons, toy knives, toy guns, and any other toys.

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. Prior to enrollment in correspondence courses, students shall make a written request to the principal or designee for approval to enroll in the course. Students shall not be awarded credit toward graduation if approval was not granted prior to enrollment. The counselor and principal shall supervise the correspondence program.

A maximum of two credits may be earned through correspondence courses. These credits may be applied toward state and local graduation requirements. Students may be enrolled in only one correspondence course at a time. Grades earned in correspondence courses shall not be used in computing class rankings.

Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term.

The Superintendent or designee may exercise discretion in approving correspondence course credit or waiving provisions stated above for hardship cases on an individual basis. [For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should make an appointment by calling Cheryl Arnold, 936-853-9361 (high school) or Cheryl Pegoda, 936-853-9354 (junior high).

## **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to FFE(LEGAL) and FFG(EXHIBIT).]

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policies EEJA.]

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the 2007–2008 school year include:

| <u>Date Scheduled</u> | <u>Registration Deadline</u> | <u>Grade</u> |
|-----------------------|------------------------------|--------------|
| September 18, 2009    | August 21, 2009              | 6-12         |
| October 9, 2009       | September 4, 2009            | 6-12         |
| October 23, 2009      | September 25, 2009           | 6-12         |
| February 5, 2010      | January 8, 2010              | 6-12         |
| April 2, 2010         | March 5, 2010                | 6-12         |
| June 4, 2010          | May 7, 2010                  | 6-12         |

A student will earn credit with a passing score of at least 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

## ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office on the district's Web site at [www.centralisd.com](http://www.centralisd.com).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

### **Sexual Harassment**

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

Examples of prohibited sexual harassment may include, but not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

## **Retaliation**

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

## **Reporting Procedures**

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

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary action even if the conduct that is the subject of the complaint was not unlawful.

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

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

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

The school newspaper and the yearbook are available to students.

All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Nonschool Materials...from students**

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

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

### **Nonschool Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policies at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a noncurriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

### **DRESS AND GROOMING**

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

- Any extreme/oversized or revealing clothing will not be permitted, including but not limited to bare midriff, cut-offs, crop-top shirts, body suits, plunging necklines, bare backs,

see-through clothing, pajamas, tank tops, and/or spaghetti-strap tops. Shirts/blouses that expose the midriff when the arms are raised are not to be worn.

- Students must wear proper underclothing.
- Tank tops will not be permitted unless worn under or over the appropriate blouse or shirt.
- All pants/slacks/jeans/shorts must: (a) fit securely on the waistline not dropping below the waistline and exposing undergarments, (b) not be touching the ground or covering the foot, (c) not be baggy or oversized, such as pants with wide legs running the length of the pant leg, (d) not be made of spandex or other form-fitting materials (e) not contain slits/holes above the seven inch mark for the length of shorts. Any holes above this mark must have patches on the outside of the pants.
- Shorts guidelines: (a) the length of the shorts must fall no further than seven inches from the floor while the student is kneeling. The correct way to measure the length is to have the student kneeling and to measure from the floor to the bottom of the shorts. (b) no spandex or other form fitting materials shorts, wind shorts, unlined micromesh shorts, or boxer shorts are to be worn. (c) slits in shorts must be modest and fall no further than seven inches from the floor while the student is kneeling. (d) shorts and pants must have a hemmed bottom. (e) cut-off jeans are not allowed. (f) sagging pants or shorts are not allowed; shorts must fit securely at the waistline.
- Dress and/or skirt guidelines: (a) dresses and/or skirts with a hemline must fall no further than seven inches from the floor while the student is kneeling. (b) dresses/skirts may not be made of spandex or other form fitting materials. (c) slits in skirts or dresses must be modest and must be no further than seven inches from the floor while the student is kneeling.
- Hats or caps, including athletic uniform caps or hats, will not be allowed on campus. Exceptions include athletic practices or events, or campus approved fundraisers.
- Shoes are required to be worn at all times while at school. House shoes are not allowed.
- Beards shall not be worn. Mustaches may be worn, if neatly trimmed. When asked to shave off beards, students must comply immediately and not return unshaven the next day.
- Earrings on males are prohibited. Decorative body piercing is prohibited.
- Tattoos may not be exposed and must be covered.
- Males must keep hair cut so that it does not cover the eyes.
- Sunglasses/sun shades may not be worn at school, except during athletics as permitted by the appropriate coach/sponsor.
- Good health and personal hygiene habits should be practiced.
- Jewelry (including earrings, chains, emblems), which is considered to be a safety hazard or a distraction, is not permitted. Jewelry that is considered gang related is not allowed.
- No item shall be worn that will in any way damage school property, create a safety hazard, or create a distraction, such as colored make-up, colored hair spray, paint, markers, etc.
- No long trench coats or dusters will be allowed.

- Females may wear sleeveless shirts if the strap of the shirt is at least three inches. If the strap is less than three inches, females must wear another shirt under or over the shirt. A tank top is defined as sleeveless, low-scooped neck, scooped back shirt with straps less than three inches. This type of shirt will not be allowed if undergarments show through clothing or are exposed.
- Metal hair combs, picks, or rakes are not allowed.
- Undergarments worn as a shirt/single item of clothing, such as but not limited to undershirts, white t-shirts without pockets, and scoop-neck undershirts, etc. are not allowed.
- The district prohibits pictures, emblems, or writings on clothing that are lewd, offensive, vulgar, obscene, or that advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under policy FNCF(L) and 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 gang related apparel, hats, shirts, jewelry, etc. is not appropriate for school and will be confiscated.
- Modesty and good taste are the “watch words” for school dress. Students are expected to follow the dress code on all school-sponsored trips. Sponsors are responsible for student compliance.
- Any student wishing to discuss a questionable piece of clothing before it is worn to school must ask the permission of the campus principal only, not secretaries, counselors, teachers, etc. If there are questions, please ask for a ruling in advance.

Students found to be in violation of the Dress and Grooming Code will be dealt with according to these regulations:

- First Offense: The principal will make a decision on the violation and inform the student in a personal conference. The student will be asked to correct the violation within a reasonable length of time (immediately if possible). In certain instances, a student may not be allowed to attend classes until a dress correction has been made. If this occurs, this constitutes an absence (unexcused) in that class.
- Repeated Offenses: The student will be subject to assignment to an alternative education program. The student must correct the dress code violation before being allowed to return to class.

## ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of

Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.

- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of 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’s standards of behavior.

[For further information, see policies at FM and FO.]

## **Offices and Elections**

All class officer elections and student council officer elections will be governed by the following guidelines and procedures.

### Prerequisites for Nominations to Office

1. Students running for office will sign up in the high school office on the designated sign up sheet. The high school principal will verify all candidates. Dates for signing up for positions will be posted by the high school principal.
2. Students must be passing all classes during the prior six weeks to run for an office, except during the first six weeks in which the student must be passing all classes at the time of the election.
3. Students who run for office may not have more than three referrals to the office, excluding tardies. Any student with three or more referrals may run for office if the high school principal gives permission after reviewing the discipline referrals.
4. A student may be removed from office, subject to review by the high school principal, if three discipline referrals are received within his/her term of office.
5. The class president and student council representative of each class will serve as representatives on the Student Council.
6. Should a vacancy in a class or student council office occur, in the case of the presidency, the vice president will advance to the presidency. All other offices will be filled by a new election, to be held within fourteen days of the vacancy.
7. All special elections will be held with the same guidelines as stated in regular elections.
8. A candidate must have 51% of the votes in order to assume office. In elections with no candidate having 51% of the vote, a run-off election will be held between the two

candidates that receive the most votes. In run-off elections the candidate with the most votes will be elected.

### Campaign and Pre-Election Regulations

1. A student must sign himself/herself up to run for office.
2. Two campaign posters may be posted in the main high school building, one in the old building, and one in the gym foyer. All posters are subject to the high school principal's discretion in regard to school regulations. Campaign business cards will be allowed with high school principal's permission after review.
3. The size of the posters is limited to no larger than normal poster board (18"x 24"). Posters are not allowed on the outside of the building, in classrooms, or in the cafeteria.
4. All campaign posters are to be removed by 4:00 p.m. on the day of the election, or that candidate will be disqualified. The high school principal and the members of the counting committee will determine disqualification.
5. All candidates will have three days to campaign before an election will be held.

### Voting Regulations

1. All voting will be held by secret ballot.
2. All students will have to sign a voter sheet in order to receive a ballot for voting. Verification of the voter eligibility will be made by the election official in charge of the election station.
3. Each ballot will have all candidates listed for each position up for election in the class.
4. Late ballots will not be accepted. Winners of the office will be posted on the window in front of the high school office, when counting is complete.
5. All ballots with more than one person marked for an office will be disqualified. All candidates will have until 4:00 p.m. on the day following the election in which to protest any election. All protests must be in writing and given to the high school principal.
6. The counting committee will sign the posted sheet containing the winner's name and a final tally sheet of the number of votes received by each candidate as their form of verification.

Clubs and organizational elections will be governed by the by-laws of that organization and must have a copy of the by-laws filed in the high school office.

### Homecoming Court Elections

Homecoming court duchess and king and queen election winners will be the candidate that receives the most votes. Candidates must be passing all subjects and may not have any discipline referrals to ISS or DAEP for the current school year in order to participate.

### **FEES**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page [63](#).]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

## ***FUND-RAISING***

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal by the end of the first six weeks of school.

The following is a list of guidelines and suggestions that clubs and organizations will use for fund raising at Central ISD.

1. Clubs and organizations must be school related in order to apply for a fund raising project.
2. All fundraisers must be discussed with and approved by the principal.
3. Clubs and organizations requesting a fund raising activity must justify the need and the amount of funds needed.

4. One fundraiser per year per organization. Exceptions may be made when money raised will be used for travel to school-sponsored events.
5. All fundraisers must be approved and placed on the calendar by the end of the first six weeks.
6. There will be no more than two clubs having fundraisers at the same time.
7. Fundraisers should last no more than two weeks for items being sold.
8. Fundraisers in which orders are taken should last no longer than three weeks for ordering.
9. Money left in the senior class account after graduation, will go toward prom cost.
10. The Central ISD Board of Trustees will be given a list of the fund raising projects at the August or September board meeting.

Except as approved by the Board of Trustees, fund-raising is not permitted on school property. [For further information, see policies at FJ and GE.]

### **GRADE CLASSIFICATION**

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

| Credits Earned | Classification       |
|----------------|----------------------|
| 7              | Grade 10 (Sophomore) |
| 14             | Grade 11 (Junior)    |
| 21             | Grade 12 (Senior)    |

### **GRADING GUIDELINES**

In grades 6-12, achievement is reported to parents as:

90-100=A

80-89=B

75-79=C

70-74=D

0-69=F

All grades are recorded numerically in high school and junior high.

### **Central Junior High Grading Policy**

Daily grade average = 50% (minimum of ten (10) daily grades for each 6 week period)

Test grade average = 50% (minimum of three (2) test grades and one (1) benchmark for each 6 week period for all core classes and a minimum of three (3) test grades for all other courses/classes)

A benchmark test will be given at the end of each six weeks in all core areas and will count as a test grade.

## **Central High School Grading Policy**

Daily grade average = 40% (minimum of ten (10) daily grades for each 6 week period)

Test grade average = 60% (minimum of two (2) test grades and one (1) benchmark for each 6 week period for all core classes and a minimum of three (3) test grades for all other courses/classes)

A benchmark test will be given at the end of each six weeks in all core areas and will count as a test grade. End of the year exams will be given in all courses during the final six weeks of the year.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. [See policy EIF(LEGAL).]

All students must meet the following credit requirements for graduation:

- Minimum Program 29 credits
- Recommended Program 29 credits
- Advanced/Distinguished Achievement Program 29 credits

Students may earn one Advanced Measure for the Distinguished Achievement Program by making an 85 or above in one of the following courses:

Prep for Parenting (1/2 credit) and Child Development (1/2 credit)—both courses must be taken and ATC (articulated) work must be selected with teacher.

Housing (1/2 credit) and Interior Design (1/2 credit)—both courses must be taken and ATC (articulated) work must be selected with teacher.

Food Production (2 credits; course is articulated)

Independent Study (1 credit; college level work is expected)

Business Computer Information Systems II (1 credit; course is articulated)

Accounting (1 credit; course is articulated)

Ag Mechanics (2 credit; course is articulated)

Other options for earning one Advanced Measure:

College Academic courses (student must make a 3.0 or higher in the course)

Make a grade of 3 or higher on an AP Exam

Students may earn high school credit for the following courses: Health, Art I, Business Computer Information Systems I, Algebra I, and Spanish I. The grades from these courses will count toward a student's GPA in high school.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation but fails to perform satisfactorily on the exit-level tests.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

### **Graduation Activities**

- Students shall meet all state and local graduation requirements to be eligible to participate in commencement activities and ceremonies.
- A Senior Reception will be held prior to graduation ceremonies to recognize students earning scholarships and academic awards.
- Students who meet graduation requirements are required to attend graduation practice on the morning of scheduled graduation. Students who do not attend practice may be banned from participating in the graduation ceremony.

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are the class officers will be eligible to give these remarks; however if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal. In addition to the opening and closing remarks, the valedictorian and the salutatorian will have speaking roles at the graduation ceremony. [See FNA(LOCAL).]

### **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both student and parent should monitor progress toward completion of all requirements for

graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page [42](#).]

### **State Scholarships and Grants**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.
- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. 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 policy EJ(LEGAL).]

### **HARASSMENT**

[See Dating, Violence, Discrimination, Harassment, and Retaliation on page [36](#).]

### **HEALTH-RELATED MATTERS**

#### **Physical Activity for Students in Middle School**

Students in middle or junior high school shall engage in 30 minutes of moderate or vigorous physical activity per day per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two week period for at least four semesters. For additional information on the district's requirements and programs regarding junior high school student physical activity requirements, please see the principal.

#### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from the superintendent. [See also policies at BDF and EHAA.]

#### **Physical Fitness Assessment**

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

#### **Vending Machines**

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

## **Other Health-Related Matters**

### **Energy Drinks Prohibited**

The district prohibits energy drinks on Central I.S.D. property.

### **Tobacco Prohibited**

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

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the maintenance/transportation office. If you have any questions, please contact Mitch Benge, Maintenance Supervisor, 936-853-9380.

### **Pest Management Plan**

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

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Don Allen, at 936-853-9387.

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or

member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see policy GRA(LEGAL).]

## **MAKEUP WORK**

### **Routine and In-depth Makeup Work Assignments**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by campus procedure governing late work. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by campus procedure governing late work will receive a grade of zero for the assignment. The grade for make-up work after an unexcused absence shall be no higher than 70.

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

### **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. [See policy FEA(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level.

## **MEDICINE AT SCHOOL**

State Law requires that a signed emergency card be on file for the current school year. These are kept in the nurses' office.

Students wishing to see the school nurse will need to report to the office to obtain a nurse's pass.

All medical and medication requests are only in effect for the school year in which they are made. They must be updated each school year.

### Central ISD Medication Policy

For each student's protection and safety and to comply with the state law, a very strict procedure for giving medication at school must be followed. All medications shall be delivered to the school nurse or principal immediately on arrival on campus.

No student is allowed to be in possession of medication (over-the-counter or prescription). It shall be the responsibility of the student to report to the designated person to take his/her medicine.

Parents shall be encouraged to schedule the administration of medication in such a manner that medicine brought to school will be kept to a minimum and any unnecessary absence from the classroom will be avoided.

School personnel may administer ONLY prescription medications. District employees shall not administer non-prescription medications. Prescription medication must be properly labeled by a pharmacist and in the original container with a current prescription date. Suggestion: Ask your pharmacist to prepare a school bottle for meds that need to be given at school. A proper prescription label contains the following information:

- Student's Name
- Date
- Physician's Name
- Physician's directions for administration
- Name and strength of medication

If a doctor prescribes an over-the-counter medication, the pharmacist must label it the same as any prescription.

A physician's form must be filled out and signed by the prescribing physician on any medication to be given longer than two weeks (long term meds). A signed and dated note must accompany all student medication from a parent or guardian requesting the medication be given at school. These forms may be obtained from the nurse.

Medication can only be administered to those students who have a current signed Student Emergency Card on file in the nurse's office.

No medication will be furnished by Central ISD to students.

### Asthma and Anaphylaxis

Texas State Law allows the student to carry and self-administer prescription asthma medication while on school property or at a school-related event or activity when physician and parental forms are filled out and filed with the school nurse. Parents MUST contact the nurse for the required forms. All blanks on the form must be completed. The student must demonstrate to the physician and school nurse their ability to use the prescribed medication, including any device required to administer the medication.

### Diabetes

In accordance with a student's individual health plan for the management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. An annual conference with the school nurse is required by law. Parents must contact the school nurse to schedule the conference prior to the first day of school yearly.

### Punishment for Non-compliance with Medication Policy

The punishment for students with non-prescription/over-the-counter drugs at school will be as follows:

- 1st offense warning to student, written documentation and parent notification.
- 2nd offense 3 days In School Suspension.
- 3rd offense 3 days of suspension.
- 4th offense assign student to the Alternative Education Program.

The punishment for students with controlled substances, alcohol, dangerous drugs, illegal drugs, prescription drugs on school property or at school related activities on or off school property:

- Possession: minimum 9 weeks assignment to the Alternative Education Program.
- Under the Influence: minimum 9 weeks assignment to the Alternative Education Program.
- Distribution: assigned to the Alternative Education Program for remainder of school year or minimum of 18 weeks.

**\*Note: As stated in local district policy (FNCF) (Local) "Under the influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.**

[See policy FFAF(LEGAL).]

### **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted

to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

## ***NONTRADITIONAL ACADEMIC PROGRAMS***

[See **Requirements for a Diploma** on page [45](#).]

## ***PHYSICAL EXAMINATIONS / HEALTH SCREENINGS***

Students desiring to participate in the UIL athletic program shall submit a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. [see policy FFAA (local)]

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

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

## ***PRAYER***

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

## ***PROMOTION AND RETENTION***

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

In grades 6–8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

Grade-level advancement for students in grades 9-12 shall be earned by course credits.

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

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

Parents of a student in grade 3, 5, or 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

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

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

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

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

During the fourth week of a six-week grading period, parents will be given a written progress report if their child's performance in any course is near or below 75, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page [10](#) for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and are 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 that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 75 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within two school days. At the high school, report cards and progress reports will be signed for by the student indicating the report has been received. Progress reports and report cards do not need to be returned.

Progress Report dates and Report Card dates are as follows:

### Progress Reports

September 15, 2009

October 27, 2009

December 8, 2009

January 26, 2010

March 9, 2010

May 4, 2010

### Report Cards

October 7, 2009

November 18, 2009

January 6, 2010

February 17, 2010

April 14, 2010

June 3, 2010

## **RETALIATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation on page [36](#).]

## **SAFETY**

Student safety on campus and at school-related events is a high priority of the district. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student should:

- Avoid conduct that is likely to put the student or other students at risk.

- Follow the behavioral standards in this handbook and the *Student Code of Conduct*, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.

### **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

### **Drills: Fire, Tornado, and Other Emergencies**

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

#### **Fire Drill Bells**

- |         |                          |
|---------|--------------------------|
| 3 bells | leave the building       |
| 1 bell  | halt; stand at attention |
| 2 bells | return to the classroom  |

#### **Tornado Drill Bells**

- |                   |  |
|-------------------|--|
| 1 continuous bell | move quietly but quickly to the designated locations |
| 2 bells           | return to the classroom                              |

### **Emergency Medical Treatment and Information**

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

### **Emergency School-Closing Information**

If weather conditions or other unusual circumstances occur which could call for school to be canceled, parents and students should listen to the local television and/or radio stations for pertinent information. The superintendent will make the decision to close or not to close school.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]).

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

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

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the Food Service Director or campus principal to apply.

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

### **Library**

CHS library and CJH library each have over 10,000 reference and print resources, videos, CDs, and twenty magazine subscriptions. Nineteen computers at the high school and eight computers at the junior high are networked to the Internet and are available for student research.

CISD provides students with access to high-quality databases that greatly enhance online learning. They include magazine/newspaper databases, online encyclopedias, reference databases for specific topics, such as health, literature, biography, and careers, and e-books. From the catalog web pages, materials can be reserved, and those materials are delivered to the classroom within twenty-four hours.

Materials from Stephen F. Austin State University can also be requested at any time, and they will be delivered within twenty-four hours.

Each library has a fully degreed library teacher whose professional mission is to assist every teacher and student to do their best work with the best resources. The librarians are the most valuable resources in each library, and everyone is encouraged to turn to them for help in every project and assignment and for reading promotion.

Each library runs the Reading Counts management program. The librarians manage the program, select materials to support the program, and assist the teachers in expanding the use of the program in order to promote reading skills and pleasure.

The library is open for student use during the following times:

- High School: Open from 7:30 a.m.-3:30 p.m. each school day. Open during student lunch. Students may request additional open hours by contacting Donna Cook, District Librarian.
- Junior High: Open from 7:30 a.m.-3:30 p.m.
- Summer: Open each Wednesday in the summer for students, teachers, and the community.
- Internet Access: Library provides Internet access to catalogue and digital databases by logging on to the school website at [www.centralisd.com](http://www.centralisd.com).

**Check-out:** Students may check out as many items as they need. The check-out periods are two weeks for print materials, one week for videos and CDs, and one day for reference materials and magazines.

**Fees:** At the high school, items that are kept for extended periods are charged a fee of \$1.00 after they have been out for twenty or more school days. At the junior high, extended-use fees may be charged if over dues become a problem. At both schools, students with lost or damaged items will be charged the replacement cost of the item, and they will be expected to pay within the semester.

**Printing:** Students may print from the computers and use the copy machine for one free page per day. Additional pages will be charged at the rate of .05 cents per page.

**Atmosphere:** Each library is primarily a learning laboratory. Students and teachers are encouraged to keep conversation to a minimum and to find some other place to socialize. Food and drink are prohibited.

**Computer use:** All rules for computer use on campus are enforced in the library at all times.

**Cheating:** Taking a quiz for another student or helping a student take a quiz is strictly forbidden. Such cheating jeopardizes the whole program. If it happens, the students involved will be given zeros on the tests, and their next Reading Counts assignments will be administered in essay form on paper by the librarian.

### **Meetings of Noncurriculum-Related Groups**

Student-organized, student-led noncurriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, district officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

### **Students' Desks and Lockers**

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

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

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

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

Only school locks are allowed on a locker. All other locks will be cut off. Locks are available in the office for \$3.

### **Vehicles on Campus**

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

[See also the *Student Code of Conduct*.]

Students may drive private cars, trucks, and motorbikes to school as long as the students have a legal driver's license, and may park in the designated high school lot only. No student is allowed in the parking lot during the school day except to enter or leave campus. Those riding with other student in private vehicles to and from school must have a written permission slip from the parent/guardian giving such permission.

Upon arriving at school:

1. Students must leave their vehicles immediately and enter the building.

2. Students may not return to vehicles for any reason other than to leave campus for the remainder of the day.
3. Any accident should be reported immediately to the principal.

In order to drive on Central I.S.D. property, students must do the following:

- a. Provide valid driver's license.
- b. Provide proof of insurance.
- c. Purchase a parking permit for \$5.00.
- d. Provide a signed drug testing parent permission form.

### **Trained Dogs**

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

### **Drug-Testing**

[For further information, see policy FNF(LOCAL).] Also, see Steroids, on page 61.

## ***SPECIAL PROGRAMS***

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Don Allen, 936-853-9387.

### **Gifted and Talented Program Identification Procedures**

#### **Nomination**

A student may be nominated for the gifted and talented program by:

- A parent
- A teacher, counselor, administrator, or any school employee
- A community member
- The student himself/herself

The form for nomination for students in grades 1-11 may be found in each campus office or the administration office and must be completed and submitted by March 1<sup>st</sup> for the next school year. This timeline will facilitate the gathering of data while the students are still in school. The form for nominating a kindergarten student to the program must be completed and submitted by January 31<sup>st</sup> for the current school year. Students will be identified for the program by March 1<sup>st</sup>.

## Screening

The screening process is used to collect data from a variety of sources. The director or a designee will enter this data on a matrix. This matrix will be utilized in considering students for final selection and placement in the gifted and talented program.

Items to be used on the matrix may include, but not limited to:

- IQ test results
- Achievement test percentiles
- Teacher Rating Scale (Renzulli)
- SOI-Structure of Intellect
- TAKS data
- Student grades
- Student product or portfolio

## Placement

Final selection of students for the Central ISD Gifted and Talented Program is made by a selection committee of at least three local district or campus educators who have received training in the nature and needs of gifted students.

## ***STEROIDS***

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at [http://www.uil.utexas.edu/athletics/health/steriod\\_information.html](http://www.uil.utexas.edu/athletics/health/steriod_information.html).

## ***STUDENT SPEAKERS***

The district provides students the opportunity to introduce the following school events: graduation and athletic or student organization banquets and meetings. Students are eligible to introduce these events if they are officers for the organization.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations,

homecoming king or queen, or prom king or queen may also address school audiences at designated events.

**SUMMER SCHOOL**

Optional Extended Year programs are offered to students in grades K-12 as determined through a state application process. Guidelines for the program can be obtained by contacting Don Allen, Director—Curriculum/Special Programs, 936-853-2216.

Students in grades 9-12 will be allowed to take summer school courses to make-up credit for courses failed. These courses will be available through Stubblefield Learning Center. In special circumstances, students may enroll in other summer school courses the summer before the senior year with the approval of the counselor and the principal. No premium points will be awarded for any summer school course.

**TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

**TARDINESS**

Students who are late to class or who fail to bring an admittance slip to class after an absence will receive a documented tardy. Tardies are cumulative during the school day. Tardies are not calculated separately for each period of the day. The following will apply:

|                        |                        |
|------------------------|------------------------|
| 1 <sup>st</sup> tardy  | Warning.               |
| 2 <sup>nd</sup> tardy  | 1 Lunch Detention.     |
| 3 <sup>rd</sup> tardy  | 2 Lunch Detentions.    |
| 4 <sup>th</sup> tardy  | 3 Lunch Detentions.    |
| 5 <sup>th</sup> tardy  | Saturday School/Swats. |
| 6 <sup>th</sup> tardy  | Saturday School/Swats. |
| 7 <sup>th</sup> tardy  | 1 Day of ISS.          |
| 8 <sup>th</sup> tardy  | 2 Days of ISS.         |
| 9 <sup>th</sup> tardy  | 3 Days of ISS.         |
| 10 <sup>th</sup> tardy | DAEP Placement         |

Tardies will start over at the end of each six weeks.

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **TRANSFERS**

[See **Other Parental Rights**, on page [11](#), and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**, on page [15](#), for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mitch Benge, 936-853-9380.

See the *Student Code of Conduct* for provisions regarding transportation to the Disciplinary Alternative Education Program (DAEP).

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Mitch Benge at 936-853-9380.

See the Student Code of Conduct for provisions regarding transportation to the disciplinary alternative education program.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, or present in bus stop areas, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times. The bus driver will have the right to assign seats to students if needed.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.

- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Fasten their seat belts.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Not smoke or use any form of tobacco on school buses.
- Not use obscene language.
- Have a written notice from their parent or guardian with the approval of their campus principal before they will be allowed to ride another bus other than their regularly assigned bus. Note: On buses with near capacity ridership, a student may be denied permission to rider another bus due to possible safety hazards on the bus. Overcrowding will be determined by the Transportation Supervisor at the time of the loading of the buses.
- Not bring food and/or drinks on any bus.
- Not behave in a violent manner. Those who behave in a violent manner or cause harm to another student or bus driver will be subject to sever disciplinary action by the Transportation Supervisor and the campus principal.

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

The driver shall attempt to correct the misbehavior of the passenger.

- If the driver is unable to resolve the problem, the Transportation Supervisor shall be notified immediately upon returning to school. The Transportation Supervisor will notify the student's campus principal for disciplinary action.
- The Principal shall investigate the incident, direct the disciplinary action, and notify the Transportation Supervisor and bus driver.
- In severe cases a conference between the campus principal, the student passenger, the driver, Transportation Supervisor and the student's parents may be required before action is taken.
- The Principal or Transportation Supervisor may suspend the student's bus riding privileges. If such a suspension occurs, the parents shall be notified prior of the time in which the suspension is to take effect.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

In the case of an injury occurring on a bus, the following procedures will be followed to preserve safety and well being of passengers.

- Notify the parents of the child injured on the bus as soon as possible.

- In the case of a major injury, the driver will not deliver a student to his/her home, unless a parent or guardian is present. If a parent is not home, the driver will have a responsible person go to the nearest home and call 911 for emergency assistance and also notify the Transportation Supervisor. The parents will be notified at the earliest possible time and informed of the incident and where their child has been taken for emergency care.
- A complete detail of the injury and the circumstances contributing to the incident will be written by the driver and given to the Transportation Supervisor. The Transportation Supervisor, campus principals, and specified school officials will review the report and take action if needed.
- The Transportation Supervisor will take every precaution to make sure every bus is safe and fully operational through a series of periodic inspections.

### **Bus Referrals**

|                 |  |
|-----------------|--|
| First Referral  | Minimum discipline will be a verbal warning.   |
| Second Referral | Minimum discipline will be three (3) days removal from riding the bus.                       |
| Third referral  | Minimum discipline will be five (5) days removal from riding the bus                         |
| Fourth referral | Minimum discipline will be removal from riding the bus for the remainder of the semester.    |
| Fifth referral  | Minimum discipline will be removal from riding the bus for the remainder of the school term. |

Misconduct will be punished in accordance with the *Student Code of Conduct*; bus-riding privileges may be suspended.

### **VANDALISM**

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

### **VIDEO CAMERAS**

For safety purposes, video/audio equipment may be used to monitor student behavior on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video/audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

## ***VISITORS TO THE SCHOOL***

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office. Visitors will be required to acquire a visitor's badge and must sign in and out at the principal's office.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

### **Campus Visitor Guidelines**

1. Beginning at 7:55 a.m., all visitors to the campus will be scanned on each visit.
2. All visitors must show a driver's license or a personal ID issued by the driver's license office in order to be scanned. Visitors without either of these two types of identification will not be allowed on campus. Other forms of identification that cannot be scanned are not allowed (example: passport, employment identification, etc.)
3. All alerts by the system will be referred to the campus principal and the campus security officer. Visitors who have alerts on the system will not be permitted to enter the campus.
4. Every person who enters the cafeteria to eat lunch with a student must have a visitor badge.

Only parents/guardians and/or grandparents are allowed to eat lunch with a student. Other individuals/family members who arrive with a parent/guardian and/or grandparent should present the proper identification for scanning. If there are no alerts, he or she may also eat lunch with a student

### **Visitors Participating in Special Programs for Students**

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

## ***WITHDRAWING FROM SCHOOL***

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

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the nurses for health records; and finally, to the campus secretary. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## GLOSSARY

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

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

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student's parents are part of the committee.

**Attendance Review Committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the Individualized Education Program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

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

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**Personal Graduation Plan (PGP)** is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined by an ARD committee to be eligible for special education services, appropriate regular educational services will be provided.

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

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The *Student Code of Conduct* also addresses notice to the parent regarding a student's violation of one of its provisions.

**TAKS** is short for the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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