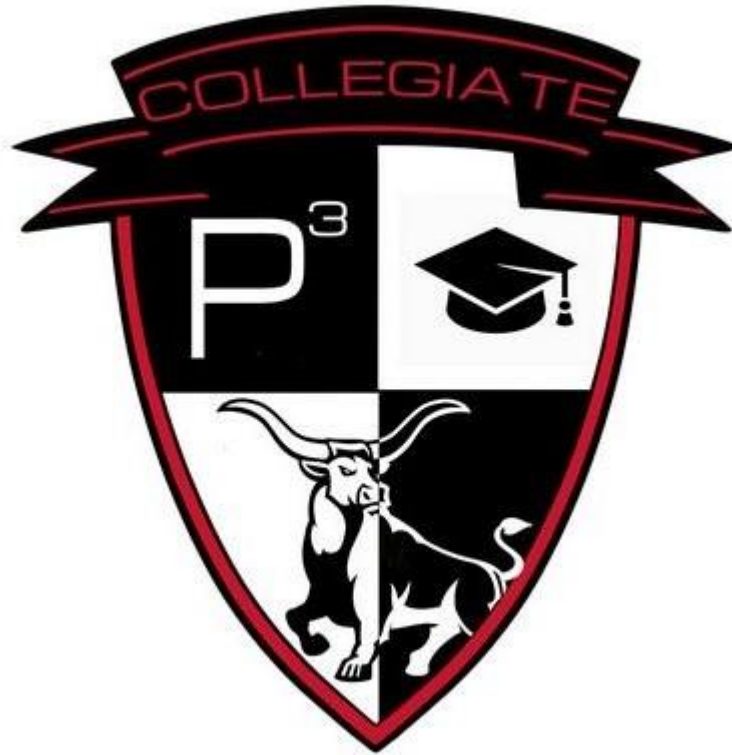


# *Cedar Hill Collegiate Academy & High School*



## *Student Handbook 2016-2017*

*“Pride, Purpose and Perseverance”*

*The Mission of Cedar Hill Collegiate Academy & High School is to provide students with college experience and equip them with the knowledge and skills to successfully transition to college or a career.*

Cedar Hill Collegiate Academy and High School  
1533 High Pointe Ln  
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### **CHISD Vision**

The Cedar Hill Independent School District will become a premier school district providing innovative opportunities and academic challenges preparing all students for the global marketplace.

### **CHISD Mission**

The mission of Cedar Hill Independent School District is to develop confident students with: character, knowledge and skills to maximize their potential and excel in any endeavor they pursue.

## **SCHOOL MASCOT**

Longhorns

## **SCHOOL MOTTO**

“Pride, Purpose and Perseverance”

## **SCHOOL COLORS**

Red and White

## **CAMPUS MISSION STATEMENT**

The mission of Cedar Hill Collegiate Academy and High School is to provide students with a higher-level academic environment that equips them with experience, knowledge, and skills to accomplish their educational and career goals.

## **ALMA MATER**

Cedar Hill Collegiate Academy and High School  
Where dreams are born and goals are made  
A place with no limits  
Where determination never fades

One team with one goal  
We walk this journey hand in hand  
We take the road less traveled  
Now on excellence we stand

Pride purpose and perseverance  
A motto tried and true  
Collegiate was meant for the many  
But chosen by the few

The beginning to our finish strong  
Preparing us for the new  
Cedar Hill Collegiate Academy and High School  
Stand tall, stand true

## **PREFACE**

The faculty and staff of Cedar Hill Collegiate Academy and High School welcome you as we work to build a tradition of excellence. We are excited that you will be a part of this groundbreaking opportunity. Our staff is committed to helping you and your child make this a great experience. We ask that students and parents carefully read this handbook. It is important that all stakeholders become familiar with the policies and procedures of Cedar Hill Collegiate Academy and High School, the Cedar Hill Independent School District and Cedar Valley Community College.

The Cedar Hill Collegiate Academy and High School 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 four sections:

**Section I - STUDENT INFORMATION RELEASE** – notice regarding directory information and parent’s response regarding release of student information, including release of information to military recruiters and institutions of higher education

**Section II - ELECTRONIC COMMUNICATION AND DATA MANAGEMENT** – information and regulations for acceptable use of electronic communication and data management systems with the District

**Section III - REQUIRED NOTICES AND INFORMATION FOR PARENTS** - 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

**Section IV - 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 Cedar Hill Independent School District *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. The District Code of Conduct may be found on the school district website or available from the campus principal’s office.

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 student’s assistant 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 on-line at:

[http://www.chisd.com/links/links\\_parents.htm](http://www.chisd.com/links/links_parents.htm).

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# Cedar Hill Collegiate Academy and High School Collaborative Partners

- Cedar Hill Independent School District
  - Cedar Valley Community College
  - Texas Education Agency
  - Texas Higher Education Coordinating Board
- 

## Cedar Hill Collegiate Academy and High School Office Staff

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**CVC Office Number:(972) 860 – 8284**

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## **SECTION I: STUDENT INFORMATION RELEASE**

### **Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information**

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Cedar Hill Collegiate Academy and High School to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 9 for more information.]

Cedar Hill ISD has designated the following information as directory information:

- Student's name
- Mailing Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- 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
- Weight and height of members of athletic teams
- Enrollment status

## **COLLEGE AND MILITARY INFORMATION RELEASE**

### **Parent's response regarding release of student information to military recruiters and institutions of higher education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** for more information.]

## **SECTION II: ELECTRONIC COMMUNICATION AND DATA MANAGEMENT - CQ (REGULATON)**

The Superintendent or designee will oversee the District's electronic communication and data management system.

The District will provide training in proper use of the system and will provide all users with copies of acceptable use regulations. All training in the use of the District's system will emphasize the ethical and safe use of this resource.

The following regulation for acceptable use of electronic communication and data management systems—including the District's wide area network (WAN), local area network (LAN), e-mail system, Internet, and hardware/software—shall apply to all Cedar Hill ISD administrators, faculty, staff, and students. All technology equipment is the property of Cedar Hill ISD and shall be used under the supervision of authorized District personnel. Authorized District personnel include the Superintendent, Chiefs, Executive Director of Technology, and Executive Director of Instructional Technology.

### **Overview**

Cedar Hill Independent School District's electronic communication and data management system provides network and Internet access to students, administrators, faculty, and staff. Cedar Hill ISD believes that the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These regulations are provided here so that all users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Cedar Hill ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

### **Consent requirements**

No original work created by any District student or employee will be posted on a webpage under the District's control unless the District has received written consent from the student (and the student's parent if the student is a minor) or employee who created the work.

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy.

### **Filtering**

With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The Superintendent will appoint a designee to select, implement, and maintain appropriate technology for filtering Internet sites containing material considered inappropriate or harmful to minors. All Internet access will be filtered for minors and

adults on computers with Internet access provided by the school.

Cedar Hill ISD uses LightSpeed filtering application for Internet Safety. The LightSpeed application is CIPA (Children's Internet Protection Act) compliant and is one of the most widely used filtering products among schools. LightSpeed comprehensive database of categorized Websites allows the District to choose what content users can access and what content to restrict based on categories. The categories of material considered inappropriate and to which access will be blocked will include, but not limited to: adult only sites, alcohol, tobacco, chat rooms, nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, hacking, promotion of illegal activities, lingerie, murder, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g. bomb making); and on-line gambling. This filter is not bypassable for any computer on the Cedar Hill ISD network. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

### **Requests to disable filter**

The Superintendent's designee will consider requests from users who wish to use a blocked site for bona fide research or other lawful purposes.

### **System access**

Access to the District's electronic communications system will be governed as follows:

- Students in grades PK-4 will be granted access to the District's system by a shared login, as appropriate. Students in grades 5-12 will be assigned individual accounts. Students granted access to the District's system must complete any applicable District network training.
- As appropriate and with completion of District network training, District employees will be granted access to the District's system.
- The District will require that all employee passwords be changed every 180days. All passwords must remain confidential and should not be shared.
- Any system user identified as a security risk or as having violated District and/or campus computer use guidelines may be denied access to the District's system.
- All users will be required to sign an acceptable use agreement annually for issuance or renewal of an account.

### **Technology director responsibilities**

The technology director for the District's electronic communications system (or campus designee) will:

- Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
- Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the principal's or supervisor's office.
- Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource including education of minors about appropriate on-line behavior, including interaction with other individuals on social networking sites/chatrooms and cyberbullying and response.

- Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
- Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
- Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose.
- Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.
- Set limits for data storage within the District's system, as needed.

## **Individual user responsibilities**

The following standards will apply to all users of the District's electronic information/communications systems:

### **On-line conduct**

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.
- Communications may not be encrypted so as to avoid security review by system administrators.
- System users may not use another person's system account without written permission from the campus administrator or District director, as appropriate.
- System users may not pretend to be someone else when sending/receiving messages.
- Students may not distribute personal information about themselves or others by means of the electronic communication system; this includes, but is not limited to, personal addresses and telephone numbers.
- Students may not respond to requests for personally indentifying information or contact from unknown individuals.
- Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
- System users may not use inappropriate language such as swear words, vulgarity, ethnic or racial slurs, or any other inflammatory language.
- System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or considered a form of cyberbullying.
- System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- System users may upload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
- System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening e-mail message from unknown senders and loading data from unprotected

computers.

- System users may not purposefully transmit or access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users may not waste District resources related to the electronic communications system, including sending chain letters.
- System users may not gain unauthorized access to resources or information.

### **District e-mail**

System users shall refrain from unethical and inappropriate use of District's electronic mail. These include (but are not limited to) the following:

- Sending messages to everyone in the district or everyone on a campus without permission from your immediate supervisor
- Sending unsolicited junk mail, chain letters, jokes, or advertisement
- Sending messages relating to political lobbying
- Sending messages that contain racist, sexist or inflammatory comments
- Sending messages that contain obscenities or abusive language
- Sending messages that use someone else's name on it
- Sending messages that are inconsistent with the district's code of conduct
- Using the e-mail system to request home phone numbers and, later, making obscene phone calls to the numbers
- Using the e-mail system to provide addresses or other personal information to any third party that others may use inappropriately

System users should understand their role and responsibility in the proper use of the District's electronic mail. These include (but are not limited to) the following:

- Messages for the "**Everyone**" or "**Campus**" distribution lists must directly relate to the instructional or administrative processes of the District or that campus. Acceptable messages include notifications of school-related functions and activities, administrative communiqué, notices of meetings/workshops, or award/honor/accolade announcements.
- Any non-instructional message, such as "for sale" or "personal ad" messages should be posted using the "**Classifieds**" distribution list. This will post the message in the Public Folders, which are available to all e-mail users. (*NOTE: This is a benefit for Cedar Hill ISD personnel only and may not be used by other individuals, organizations, or businesses for the purpose of solicitation.*)
- Address messages to the most appropriate audience, not the widest. (Carefully evaluate whether an announcement or request should be addressed to only your campus and not the entire district.)
- System users must purge electronic mail in accordance with established retention guidelines.
- System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.

### **Network, hardware, and software guidelines**

System users shall not erase, rename, or make unusable anyone else's computer files, programs or disks

- System users shall not let other persons use their name, logon, password, or files for any reason (except for authorized District personnel).

- System users shall not use or try to discover another user's password.
- System users shall not use the District's computers or networks for any non-instructional or non-administrative purpose (examples: games or activities for personal profit) during active hours of employment.
- System users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
- System users shall not copy, change or transfer any software or documentation provided by the District without permission from authorized District personnel.
- System users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- System users shall not deliberately use the District's computer or network to annoy or harass others with language, images, or threats. System users shall not deliberately access or create any obscene or objectionable information, language, or images.
- System users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- System users shall not tamper with or relocate computers, networks, printers, IP phones or other associated equipment except as directed by District technology department.
- System users shall not take home technology equipment (hardware or software) unless they have written permission from authorized District personnel.
- Students and employees who access the District system from personal computers are subject to these procedures. This includes the Internet and e-mail.
- System users shall not delete district-related files from their hard drive or personal network drive upon resignation or retirement. Authorized District personnel will oversee the purging of all district-related files.
- Upon resignation or retirement, system users shall return to the Technology Department all software and hardware purchased by the District, but checked out to the user. Hardware may include, but is not limited to, laptops, digital cameras, wireless keyboard/mouse, scanners, camcorders, printers, DVD players, or CD players.

### **Network etiquette**

System users are expected to observe the following network etiquette:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited. Do remember that humor and satire is very often misinterpreted.
- Carefully proofread and critically consider all communication with respect to proper grammar and word choice to promote clear, unambiguous communication.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.
- Using the network in such a way that would disrupt the use of the network by other users is prohibited.
- All communications and information accessible via the network should not be assumed to be private property.

### **Vandalism prohibited**

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See **Student Code of Conduct**]

### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

### **Information content/ third party supplied information**

- System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.
- A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.
- An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

### **Participation in social networking websites, chatrooms, newsgroups**

Students are prohibited from participating in any social networking webs sites, chat rooms or newsgroups. Such participation is permissible for employees for educational and administrative purposes, in accordance with District policies.

Employees participating in social networking websites, chat rooms, or newsgroups using District electronic resources should assume that all content shared, including pictures, is public.

### **District website**

- The District will maintain a District website for the purpose of informing employees, students, parents, and members of the community of District programs, policies, and practices. Requests for publication of information on the District website must be directed to the designated webmaster. The technology director and the District webmaster will establish guidelines for the development and format of webpages controlled by the District.
- No personally identifiable information regarding a student will be published on a website controlled by the District without written permission from the student's parent.
- No commercial advertising will be permitted on a website controlled by the District.

### **School or class webpages**

Schools or classes may publish and link to the District's website pages that present information about the



school or class activities, subject to approval from the webmaster. The campus principal will designate the staff member responsible for managing the campus's webpages under the supervision of the District webmaster. Teachers will be responsible for compliance with District rules in maintaining their class webpages. [See Webpage Guidelines]

### **Extra-curricular organization webpages**

With the approval of the District webmaster, extracurricular organization may establish linked to a campus or District website; however, all material presented on the webpages must relate specifically to organization activities and include only student-produced material. The sponsor of the organization will be responsible for compliance with District rules for maintaining the webpages.

### **Personal webpages**

District employees will not be permitted to include hyperlinks on the campus websites or teacher webpages to personal webpages or personal social networking sites without permission of the District webmaster.

### **Termination/ revocation of system user account**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the principal or District director receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

### **Disclaimer**

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected. District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, nondeliveries, mis-deliveries, or service interruptions caused by its own negligence or your errors or omissions.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

### **Copyright compliance**

The use of District technology in violation of any law, including copyright law, is prohibited. Copyrighted or licensed software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright or license. Only the copyright or license owner, or an individual the owner specifically authorizes, may upload copyrighted or licensed material to the system. No person will be allowed to use the District's technology to post, publicize, or duplicate information in violation of copyright law. The technology director will use all reasonable measures to prevent the use of District technology in violation of the law.

## **Student agreement for acceptable use of the CHISD electronic communications and data management system**

You are being given access to the Cedar Hill Independent School District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. **It is important that you read the entire Electronic Communication and Data Management regulations and agreement form.** Be sure to ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your 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 your responsibility to follow the rules for appropriate use at all times.

### **Inappropriate uses**

- Using the system for any illegal purpose.
- Disabling or attempting to disable any Internet filtering device.
- Borrowing someone's account without permission.
- Posting personal information about yourself or others (such as addresses and phone numbers) or responding to requests for personal information.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or considered a form of cyberbullying.
- Intentionally introducing a virus to the computer system.
- Gaining unauthorized access to restricted information or resources.

### **Consequences for inappropriate use**

- Suspension of access to the system;
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

The student agreement must be renewed each academic year.

### **Letter for Parents Of System Users**

Dear Parents:

Your child has an opportunity to be given access to the Cedar Hill Independent School District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through

the Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications system, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not condone such access, it is not possible for us to absolutely prevent such access.

Please return the attached agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

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

This section of the Cedar Hill Collegiate Academy and High School 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, Cedar Hill 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: Ms. Shana Nix, 285 Uptown Blvd, Cedar Hill, Texas, 75104, 972-291-1581.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Executive Director of Special Education, 285 Uptown Blvd, Cedar Hill, Texas, 75104, 972-291-1581.
- All other concerns regarding discrimination: See the superintendent, Mr. Horace Williams, 285 Uptown Blvd, Cedar Hill, Texas, 75104, 972-291-1581.

## **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 principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher or administrator, please call the school office at 469-272-2021 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.
- Becoming a school volunteer. For further information, see policies at GKG and contact the office manager.
- Participating in the Parent Teacher Student Association.
- 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 the office manager.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]
- Promoting proper internet and communication device etiquette with your child. This could include monitoring your child's internet and mobile phone usage to look for troubling signs regarding bullying, academic dishonesty, content piracy, sexually explicit materials, and other activities. This could help your child avoid legal and district violations presently and in the future.

## **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 non-emergency, 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.]

### **Limiting the Display of a Student’s Artwork and Projects**

As a parent, if you do not want your child’s artwork, special projects, photographs, and the like to be displayed on the district’s Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

### **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.

### **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 in 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.

### **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 non-custodial 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 campus principal and superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. [See 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 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 Assignments 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 14th day after the enrollment of your children. [See FDB(LEGAL).]

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

### **Admission/Residency Requirements**

CHISD shall admit into the schools all persons who are over five and not over twenty-one years of age on September 1 of the scholastic year if such a person and his parent/guardian or person having lawful

control resides within the district. Tex. Ed. Code §25.001 (b). Proof of residency will be required of all students/families annually. The residence of parent(s) determines the attendance zone of minor students. Parents who live outside the boundaries of the CHISD have their school rights in the district where they live and not in Cedar Hill. A parent living in the school district in the role of a joint managing, sole managing, or possessor conservatorship may send their child to CHISD. Also, a minor living with a natural parent or court-approved guardian within the district may attend CHISD. The child may be enrolled for 30 days or until the guardian has a court date set by a District Judge if guardianship is pending. If the student lives within the boundaries of the CHISD and the parent or legal guardian does not, the student may not attend a Cedar Hill district school. Any exception has to be obtained through a power of attorney from the superintendent before a student can be admitted to Cedar Hill Schools. Before a student is allowed to enroll at Cedar Hill Middle school, parents must present proof of residency and other pertinent, required papers. Education Code 25.002(d) requires the district to inform the parent or other person enrolling the child that presenting false information or records is a criminal offense. If a person knowingly falsifies information on an enrollment form or submits false documents, that person is subject to civil [Tex. Educ. Code 25.001(h)] and criminal penalties [Tex. Penal Code 37.10].

### **Admission to Cedar Hill Collegiate Academy and High School**

Prospective students will follow the admissions process to start 6th or 9th grade that is provided by the school upon inquiry. If a student wishes to transfer into Cedar Hill Collegiate High after their 6th or 9th grade year they must fit certain requirements. Those requirements consist of good academic standing with previous college/school, have appropriate TSI scores, and they can only enroll at the beginning of an academic semester.

### **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, Executive Director of Special Education, 285 Uptown Blvd, Cedar Hill, TX 75104, 972-291-1581 x4055, 972-291-9739 (fax).

### **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 evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date 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 the Executive Director of Special Education, 285 Uptown Blvd, Cedar Hill, TX 75104, 972-291-1581 x4055, 972-291-9739 (fax).

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 may be contacted at 285 Uptown Blvd, Cedar Hill, TX 75104, 972-291-1581.

### **Student Records**

Both federal and state laws safeguard 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. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records go 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, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- 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 principals' office is:

Cedar Hill Collegiate Academy and High School- 1533 High Pointe Ln Cedar Hill, TX 75104

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. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL)

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.

### **Address/Telephone Number Changes**

Students, who change their residence, mailing address, or telephone number after enrollment, must report the change to the office immediately so that records may be corrected. A copy of the most recent utility bill (gas, electric or water) must be provided to change an address. Phone numbers must be kept current. Changes may be made only by a parent or guardian through the attendance office. Failure to make adequate changes may result in delayed receipt of pertinent student information.

### **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 student's first day of instruction for this school year.

### **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 web site at [http://www.chisd.com/links/links\\_parents.htm](http://www.chisd.com/links/links_parents.htm) The parent's or eligible student's right of access to and copies does 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.

### **CEDAR HILL COLLEGIATE ACADEMY AND HIGH SCHOOL MISSION**

The mission of Cedar Hill Collegiate Academy and High School is to provide students with a higher-level academic environment that equips them with experience, knowledge, and skills to accomplish their educational and career goals.

### **CEDAR HILL COLLEGIATE ACADEMY AND HIGH SCHOOL (CHC) STRUCTURE**

A high-quality education at Early College High School starts with relationships. One of the major strengths of this school is its size and personalized plan is developed and constantly monitored. In various studies of successful small high schools, students compare their school to a family rather than a factory and link their academic achievement to their caring relationships with teachers. Like many successful small schools, CHC has smaller classes for students and reduced pupil loads for teachers, so that the young people and adults in the school are well known to each other.

Students in both Collegiate Academy and Collegiate High School will be guided by adult advocates to develop a sense of responsibility for their own learning through work and life tools acquired at CHC.

### **CEDAR HILL COLLEGIATE- AN EARLY COLLEGE SCHOOL PROGRAM**

An early college provides the high school-age students a "seamless" pathway from high school to college. ECHS allows the high school student to gradually integrate into college course work through his or her traditional high school degree plan. This integration requires dual enrollment, with the student having to show mastery of the knowledge and skills necessary for success (THEA or another TSI designated requisite test). Students who graduate from CHC will potentially have, earned their high school diploma and accumulated 60 college credits, transferable to the post-secondary institution of their choice. CHC will provide strong support to each student and the family in obtaining entrance to, and success in, higher education. Collegiate Academy will better prepare them for this approach when they reach Collegiate High School.

# PROGRAM

## GUIDING PRINCIPLES:

<b>RIGOR</b>	High expectations for all students in all classes. Students are working at their fullest potential and are able to meet the challenges of a blended approach – high school honors courses and college level courses.
<b>RELEVANCE</b>	Students are able to link classroom experiences to real world applications to enhance their learning. Job shadowing, internship experiences, field trips, and projects will afford students the opportunity to make connections, apply concepts, and expose them to real life experiences that align with their future goals and aspirations.
<b>RELATIONSHIPS</b>	Building a foundation that fosters a sense of growth, success, and accomplishment throughout life. Cedar Hill Collegiate Staff will build a network of support for every student and parent.

## ADVISORY PROGRAM

Cedar Hill Collegiate Academy and High School will provide student support and enable strong relationships to develop through the Advisory Program. Advisory groups place students together with a faculty advisor daily for ongoing academic and personal support. These small student-adult ratios are achieved by having every staff member in the school take responsibility for an advisory group. Students stay with the teacher each term - thus building on existing relationships over extended periods of time.

### Advisory Objectives

#### **Effective Communicator:**

- Develop intrapersonal and interpersonal skills with emphasis on group communication
- Consider delivery of a message and use different forms of communication
- Apply basic skills including reading, writing, and speaking to daily life situations
- Develop ways to communicate articulately, effectively, and efficiently.

#### **Proficient Problem Solver:**

- Develop organizational skills
- Analyze a problem and break it into its component pieces
- Determine pros and cons of a problem's many solutions

#### **Independent Worker and Thinker:**

- Set goals and create a plan of action to accomplish those goals
- Routinely evaluate the effectiveness of the action plan

- Prioritize goals and desires by weighing the importance of each
- Identify values
- Identify personal strengths and weaknesses through self-exploration
- Determine ways to focus oneself
- Self-assess work
- Explore multiple frames of reference (e.g. testing pros/cons of a decision, forcing yourself into another point of view, examining the power of peer pressure)
- Monitor health, both mental and physical

### **Cooperative Team Member:**

- Develop leadership skills
- Know himself or herself and others
- Develop the skills to support positive group dynamics
- Demonstrate kind, cooperative, yet assertive behavior
- Strengthen cultural awareness
- Identify social proprieties

### **Responsible Citizen:**

- Identify and link together global, national, and local issues
- Contribute through the democratic process
- Consider own welfare as contributes are made to the greater society
- Cultivate sound judgment
- Create a "rubric" to apply self-exploration.

## **CEDAR HILL COLLEGIATE ACADEMY AND HIGH SCHOOL SCHEDULE**

The modified block schedule allows teachers to pace lessons according to student needs. Additionally, 11<sup>th</sup> and 12<sup>th</sup> grade students will attend classes at Cedar Valley College and will attend classes according to the CVC schedule. For 11th and 12th graders at CVC, if college classes do not make or the student does not have a college class during a period of time they are required to go to study hall.

## **DUAL CREDIT PROGRAM**

The Dual Credit program is designed to enable students to earn college credit while still in high school. Students who are capable of accepting the academic challenge of this program earn high school and college credit simultaneously through a more rigorous curriculum offered by instructors certified to teach at the college level. Some Dual Credit schools also utilize distance learning technology to deliver accredited instruction. Dual Credit courses are designed to apply to Cedar Valley College graduation or to transfer to other public higher education institutions.

## **DALLAS COUNTY COMMUNITY COLLEGES' GUIDELINES FOR EARLY COLLEGE HIGH SCHOOLS AND MIDDLE COLLEGES DUAL CREDIT COURSES AND REMEDIAL COURSES OFFERED IN PARTNERSHIP WITH TEXAS PUBLIC SCHOOLS**

The following guidelines reflect Texas Higher Education Coordinating Board (THECB) rules and regulations (Chapter 4, Subchapter G and Chapter 9, Subchapter H). THECB rules are always subject to change with the new changes taking precedence.

While THECB defines four types of partnerships with high schools, these guidelines do not address partnerships where only high school credit is granted nor tech-prep agreements. They do address course credit where instruction is provided to high school students for the immediate award of both high school and college certificate and associate degree credit. They also address remedial instruction provided to high school students for either remedial work to prepare students to pass the Texas Assessment of Knowledge and Skills (TAKS) test or to prepare students to pass the Texas Success Initiative (TSI) tests.

1. For any instructional partnerships between Texas public school(s) and a college of the DCCCD to create an Early College High School/Middle College, an agreement must be approved by the governing boards or designated authorities of both the Texas public school district(s) and the DCCCD prior to the offering of courses. This agreement must address the following:
  - A. Student eligibility requirements.
    - (1) The student enrolled in Early College High School/Middle College may enroll in more than two dual credit courses per semester, and may enroll in dual credit coursework with freshman, sophomore, junior, or high school standing.
    - (2) An Early College High School/Middle College shall assess each student for readiness to engage in any college-level curriculum offered for college credit prior to the student's enrollment in such curriculum. Students must achieve the minimum passing standard on a relative section(s) on an assessment instrument associated with the Texas Success Initiative (TSI) program for higher education or be exempt based upon appropriate other test scores (eleventh grade exit-level TAKS, ACT, SAT). However, student is required to meet all DCCCD college prerequisites designated for a course. (e.g., higher cut score requirement on a specific placement test than those outlined by the THECB TSI state minimum requirements, minimum grade in a specific previous course, etc.)
    - (3) After assessment, the Early College/Middle College High School, using guidelines established by the College/University, shall determine what forms of assistance and remediation, if any, are necessary prior to a student's enrollment in any college-level curriculum based on the results of the assessment and other indicators of student readiness.
    - (4) Students who do not acquire the necessary test score(s) for eligibility purposes should discuss their options with the college Dual Credit Coordinator.
    - (5) The student must meet all admissions criteria of the college.  
In addition, students may be withdrawn from the pre-registration course(s) for subsequent semesters or terms if the student withdraws from a course or makes a grade of D or F. Students may be refused re-enrollment unless the

student and the parent(s)/guardian(s) agree to abide by written conditions from the college designed to increase the potential for success.

- (6) ***Eligibility for continued participation in DCCCD Dual Credit program requires satisfactory academic performance at the high school; earned grades of A, B or C in all college courses; and parental and school approval for each subsequent semester of enrollment. A student who earns grades of W, D or F may not be eligible for future dual credit courses or may have restrictions.***
- (7) Students must discuss with their high school counselor if they wish to withdraw from their college course(s).
- (a.) Students who decide to withdraw must submit the required withdrawal form to the College Dual Credit/Concurrent Enrollment Coordinator or College Registrar by the published deadline.
- (b.) Section 51.907 of the Texas Education Code applies to students who enroll in a Texas public institution of higher education for the first time in fall 2007 or later. Based on this law, when you graduate from high school and continue your college education, DCCCD or any other Texas public institution of higher education may not permit students to drop more than six college level credit courses for unacceptable reasons during their entire undergraduate career without penalty. All college level courses dropped after the official drop and add period for the course are included in the six-course limit, including courses dropped at another Texas public institution of higher education, unless it qualifies as an exception.
- (8) Students should take care when selecting additional courses to be transferred toward a Baccalaureate degree. House Bill 1172 allows an institution to charge the equivalent of out of state tuition for credit hours taken beyond the state limits. State limits are:
- (a.) For students entering public Texas institutions Fall 1999 – Summer 2006 who attempt 45 hours beyond what is required for Baccalaureate degree (120 hours).
- (b.) For students entering Fall 2006 and thereafter who attempt 30 hours beyond the hours required for a Baccalaureate degree. It is recommended that students take minimal hours beyond degree requirements to avoid possible higher tuition charges at the institution to which they are transferring.
- (9) Academic freedom is practiced at all DCCCD Colleges and

appropriate and essential discipline-specific terminology, concepts and principles are utilized as needed in the classroom setting, including within dual credit classes.

### **Course Curriculum, Instruction and Grading**

- (1) The college shall ensure that a dual credit course and the college course offered on the college campus are equivalent with respect to curriculum, materials, instruction, and method/rigor of student evaluation.
- (2) Instructors of dual credit courses should be given the opportunity to award high school only or dual credit depending upon student performance.

### **Student Services**

High school students in dual credit courses will be given access to the college library, accorded appropriate privileges, and have adequate library resources convenient for use at the site where the course is offered.

High school students in dual credit courses will be provided the academic support services, including academic advising and counseling, as those on the college campus.

All other benefits provided to college students will be provided to high school students enrolled in dual credit courses.

**Transcription of Credit.** Transcription of dual credit on a college transcript should be handled exactly as it is for other college-level courses.

**Tuition and costs.** Tuition and costs may be waived for students enrolled in dual credit programs when both college and high school credit are to be awarded.

- Tuition may not be waived for high school students enrolled in college courses where only college credit is to be awarded.

As rules and regulations are subject to change, please refer to the DCCCD web catalog at <https://www1.dcccd.edu/catalog/cattoc.cfm> for updated general and academic information for your needs.

May 2009  
DCCCD/Educational Affairs/May2009 vgh



## Articulation between Cedar Hill Collegiate Academy and High School and CVC

The matrix below indicates the number of targeted college hours for students, depending on their year in high school and the semester. Approximately sixty college hours are earned in this program and enable a student to finish an associates' degree. Furthermore, students who take additional courses during the summer can accelerate the process.

### Tentative College Credit Outline for Cedar Hill Collegiate Academy and High School Students

Year	Fall Semester	Spring Semester	Summer 1	Summer 2	
Year One	4	4	3*		
Year Two	6	6	3*		
Year Three	9	9	3*		
Year Four	12	12			
Total Hours	31	31	9		71

#### *College Course Notes:*

- *All college courses for students MUST be approved by the CHC Administration.*
- *The dropping or failing of a college course may result in limitations on college classes that may be taken by the student in subsequent semesters. If a student fails a course and chooses to retake the identified class, the student will be placed on academic probation.*
- *Dropping a college course will require parent approval through the CHC Administration.*

#### Who is eligible to take Dual Credit and Concurrent Course Credit?

- Must be recommended by school administration
- Must meet Cedar Hill Independent School District (CHISD) Criteria
- Must meet CVC requirements
- Must meet TSI requirements

The State of Texas requires all students to take a college admission exam prior to admission. The TSI test prior to enrolling in college level coursework is required. Students should consult CHC administrators for testing information.

## SECTION IV: INFORMATION FOR STUDENTS AND PARENTS

### ***ACADEMIC DISHONESTY***

Cedar Hill Collegiate Academy and High School is committed to encouraging students to experience the joy of accomplishment in school and in their personal lives, to discover their full potential, to value an atmosphere of trust and respect, to assume responsibility for their own ethical behavior, and to foster ethical behavior in others.

In pursuit of this ideal, Cedar Hill Collegiate Academy and High School offers a framework which reflects this commitment and acknowledges that:

- Academic honesty and mutual respect are shared responsibilities among students, parents and school staff.
- Students that do not participate in academic dishonesty are adversely affected by those who do.
- High school students are under more pressure than ever to achieve high grades.
- Teachers must create conditions that discourage unethical behavior in the classroom setting.
- There is a need for students to experience rewards for good ethics.

Academic Dishonesty includes, but is not limited to, the following:

- Claiming credit for work which is not one's own (copying homework, copying test answers, submitting information downloaded/purchased from the internet, etc.).
- Allowing others to claim credit for the work (allowing others to view your homework or assignments, etc.).
- ***Collusion is a form of plagiarism that can occur as a result of unauthorized collaboration with another person in preparing group's academic assignments offered for credit. The best way to avoid collusion is to ensure that each member of the group writes their own material using their own words.***
- Using notes or other unauthorized material, or being involved in unauthorized communication during a test.
- Copying published works without proper source attribution (including the downloading of computer files), either directly or with only minor editing.
- Deceptive submission of work for one class that had already been accepted for credit, in its present form, in another class.

### **Consequences for Academic Dishonesty**

- First offense – the student will receive a zero on the assignment
- Second offense – the student will receive a zero on the assignment, parent conference required and the student will be placed on academic probation
- **Third offense – the student will be dismissed from Cedar Hill Collegiate Academy and High School**

### ***ATTENDANCE***

Due to the rigorous nature of the coursework at Cedar Hill Collegiate Academy and High School, exemplary student attendance is expected [See parent contract]. Collegiate students are also subject to the attendance policies of Cedar Valley College, College Professors and CHISD Board Policy.

Cedar Hill Collegiate Academy and High School teachers will monitor and record student attendance in all classes daily. The absences are either excused or unexcused and must be recorded accordingly. It is the

**STUDENT'S RESPONSIBILITY** to ask the teachers for missing assignments and make arrangements for making up the missed assignments. **Excessive absences will result in dismissal from Cedar Hill Collegiate Academy and High School.** Collegiate students at CVC, if college classes do not make or the student does not have a college class during a period of time they are required to go to study hall.

### **Compulsory Attendance – TEC 25.085**

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

A student who voluntarily attends or enrolls after his or her 18<sup>th</sup> birthday is required to attend each school day. 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.

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.

### **Exemptions to Compulsory Attendance**

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

Religious holy days;

Required court appearances;

Activities related to obtaining United States citizenship;

Service as an election clerk; and

Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

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

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) 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 – TEC 25.092**

*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.

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEC LOCAL.]
- 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 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).

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Anytime documentation is not received in the attendance office, after an absence, the absence will be recorded as unexcused.

Students may only have ten parent notes in regards to absences, per school year

### **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 campus attendance office.

### **College Days**

Seniors students are allowed one full school day during their senior year to visit the college of their choice. College visits must be made before May 1<sup>st</sup>. Students are not allowed to have a college visit the day before spring break without specific prior written authorization of the principal. Students wishing to visit a college must request a visitation form from the counseling office. A campus administrator must provide final approval. The form must be signed and dated on the day of the visit by a college official in order for the absence to be excused. The form must be turned into the attendance office after the visit.

### **Cedar Valley College Expectations**

Each instructor will have attendance policies that are unique to his/her course. These expectations will be described in the course syllabus and the student enrolled in Cedar Valley College classes must adhere to the expectations set forth by the instructors. Students are expected to be proactive about absences. When a student knows a class will be missed, he/she is required to speak to the instructor and turn in assignments prior to the absence. The college's student code of conduct is posted at [www.cedarvalleycollege.edu](http://www.cedarvalleycollege.edu)

### **Tardy Policy**

When entering a class after the assigned time the student must sign the tardy sheet before sitting for instruction. Parent(s)/guardian(s) will be notified if a student has excessive late arrivals to class.

### **Consequences for excessive late arrivals to class:**

- Three or more late arrivals to a class within a single grading period the student will not be eligible to receive a final exam exemption card
- Fourth late arrival within a single grading period – parent conference and discipline referral
- Fifth late arrival within a single grading period- lunch detention (1 week)
- Sixth late arrival with a single grading period – the student will be placed on probation which may result in dismissal from Cedar Hill Collegiate Academy and High School.

## ***BULLYING***

Cedar Hill Independent School District is committed to protecting its students from bullying of any type. We believe that all students are entitled to a safe, equitable, and bully-free school experience. Bullying will not be tolerated and shall be just cause for disciplinary action.

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student

Student conduct is considered bullying if that conduct:

- exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
- interferes with a student's education or substantially disrupts the operation of a school.

Bullying means systematically and chronically inflicting physical hurt or psychological distress on one or more students. Cyberbullying is defined as willful harassment and/or intimidation of a person through the use of digital and/or electronic technologies.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. Reports can be made at the front office of any CHISD school campus or via the CHISD smart phone app. The campus administration will investigate any formal reports of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary action may be taken even if the conduct did not rise to the level of bullying.

Disciplinary options will be based on the individual incident(s) found as a result of the investigation and will be consistent with the CHISD Code of Conduct (see p. 14 for Discipline). Bullying that has occurred through social media or other electronic communications can be used as evidence to verify bullying even if the communications were done off-campus, not on district owned hardware, or at non-school related events. Disciplinary action against a student who is found to be a victim of bullying and used reasonable self-defense in response to the bullying cannot be subject to disciplinary action.

Consequences and appropriate remedial actions for a student who engages in one or more acts of harassment or bullying may range from positive behavioral interventions up to and including suspension and/or expulsion.

Intervention services will be available to students determined to be victims, witnesses, and/or perpetrators of bullying. Intervention services may include, but are not limited to: school counseling services to assist in maintaining school success, information regarding additional resources for parents, and printed material to assist with parent support at home. Training for students who have engaged in bullying behavior and their parents may be included in intervention services.

Cedar Hill Independent School District does not tolerate any form of bullying. If you suspect that your child is being bullied, remember to support your child and take action. Please also consider the following suggestions from the U.S. Department of Health & Human Services federal website Stop Bullying! (<http://www.stopbullying.gov/>)

- First, focus on your child. Be supportive and gather information about the bullying. Tell your child you are concerned about him or her and ask questions.

- Contact your child’s teacher and/or principal. He or she will be in a good position to understand the relationships between your child and other peers at school

Additional information can be found in Cedar Hill ISD Board Policy FFI(LOCAL) or Texas Education Code Chapter 37.

***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 campus receptionist for an application.

Students must not take food or drinks from the cafeteria area. Each student should take part in keeping the cafeteria clean. Students should clear their eating area of all items after they have finished their lunch. Failure to do so may result in disciplinary action

***CEDAR VALLEY COLLEGE SATELLITE CAFETERIA SERVICES***

Cedar Hill ISD Child Nutrition Department will provide daily lunches on the Cedar Valley College Campus in accordance with Federal and State regulations. Students must pre-pay for lunch on-line or the Cafeteria office prior to receiving meals. Students must purchase through this provided service or bring a lunch from home. Student shall not purchase lunch from any other food service provider.

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).]

***CHECK ACCEPTANCE POLICY***

For a check to be an acceptable form of payment it must include your current, full and accurate name, date of birth, valid driver’s license number, address and telephone number. In the event that a check written to a **Cedar Hill Independent School District** campus, club, or organization is returned unpaid by your bank, **Cedar Hill Independent School District** or it’s agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your **ACKNOWLEDGEMENT** and **ACCEPTANCE** of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

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

Two members of each graduating class shall be honored as valedictorian and salutatorian. The following selection guidelines shall apply:

- The valedictorian shall be the graduate with the highest weighted grade point average and who has met all related criteria
- The salutatorian shall be the graduate with the second highest weighted grade point average and who has met all related criteria.
- A student shall complete the last four consecutive semesters (fall/spring) in the district to compete for valedictorian and/or salutatorian honors. See Board Policy EIC (Local)

A student who completes the high school program requirements in fewer than four years shall be ranked in the class with which he/she actually graduates and shall be eligible for all honors including valedictorian and salutatorian. In the event that an early graduate earns valedictorian honor, the early graduate shall be designated as valedictorian and the four-year graduate who would have been valedictorian shall be designated as co-valedictorian. In the event that an early graduate earns salutatorian honors, the early graduate shall be designated as salutatorian and the four-year graduate who would have been salutatorian shall be designated as co-salutatorian.

For two 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. Rank will not be published for students who are outside of the top 10 %. Parent and universities can request this information. Both requests must be approved by a parent. Students and parents should contact the student's counselor for further information about the application process and deadlines. [For further information, see policies and EIC]

### ***CLOSED CAMPUS***

Cedar Hill Collegiate Academy and High School operates a closed campus. Once the student arrives at school, he/she remains on campus until his/her regular dismissal time.

### ***COMPLAINTS AND CONCERNS***

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or administrator. 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. 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 resources for instructional purposes. "Technology resources" are defined as electronic communication systems and electronic equipment, including but not limited to, the District's network (including wireless network), servers, computer workstations, mobile technologies, peripherals, applications, databases, online resources, internet access, e-mail, and any other technology designated for use by students, including all new technologies as they become available.

Use of the computer resources are restricted to students working under a teacher's supervision and for approved educational purposes only. In signing the "Acknowledgement Form" at the end of the Student Handbook, students and parents agree to follow the handbook rules, Local and Legal Policies CQ, including CQ(Regulation) and Local and Legal Policies FNCE, regarding the use of these resources. Violations of this agreement may result in withdrawal or suspension of privileges and other disciplinary action pursuant to the Student Code of Conduct and Student Handbook.

Students and their parents should be aware that e-mail and other electronic communications using District



computers or resources are not private and may be monitored by District staff.

### **Acceptable Usage of Internet/Computer Facilities**

We are pleased to offer Cedar Hill ISD students the privilege of access to the District technology resources and Internet for educational purposes. To that end, students have access to computers and network/Internet at all campuses from Cedar Hill ISD computers. Students are allowed, at the discretion of the administration and teaching staff of each campus, to bring their own wireless devices to utilize the Cedar Hill ISD wireless network for instructional purposes only. The use of the personal devices while on campus will be governed by the same rules and regulations as the District's technology resources.

Cedar Hill ISD filters internet content for inappropriate materials to ensure compliance with the Children's Internet Protection Act. While the District makes every effort to employ technology that creates a secure and optimal learning environment, it is not possible to absolutely prevent access (accidental or otherwise) to inappropriate content. Parents and guardians should be aware that a portion of information available on the Internet may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. While the District's intent is to make Internet access available to further educational goals and objectives, students may find ways to access these sites. **It is the student's responsibility to follow the guidelines for appropriate and acceptable use.**

### **Computer Usage Policy**

The District has a number of policies and rules involving the use of technology resources and other electronic communication or imaging devices, and accessing the Internet. Violations of those policies or rules may result in termination of privileges involving the use of the technology resources and Internet access as well as disciplinary action under the Student Code of Conduct.

Students will be held responsible at all times for proper use of their accounts.

Cedar Hill ISD's technology resources may not be used for any activity which contravenes the laws of United States or any other applicable jurisdiction.

**Users may not employ District devices, personal devices or Cedar Hill ISD's technology resources to do including, but not limited to, the following:**

- Seek to gain unauthorized access to Cedar Hill ISD's facilities, services or resources or to the facilities, services or resources of connected networks (e.g.: hacking or using another user's account and password).
- Possess, access, transmit, copy or create material that violates the Student Code of Conduct, District policy, student or employee handbooks, District rules or regulations, including but not limited to content that is inappropriate, illegal, copyrighted, pornographic, obscene, stolen, threatening, discriminatory, harassing, or offensive.
- Engage in activities which waste any of Cedar Hill ISD's resources, including but not limited to its' people, network, computer and financial resources. (e.g.: accessing sites or engaging software that is not directly related to curriculum and instruction, accessing streaming music or video, modifying District software or hardware, etc.).

- Engage in activities, which cause or may cause disruption or denial of services to other users (e.g.: introducing or attempting to introduce a virus, worm, Trojan or Spyware onto the network).
- Access, create, or transmit offensive or obscene material, or engage in activities, which would cause offense to others on the grounds of race, religion, age, disability or gender (e.g.: downloading or accessing sites that promote discrimination based on a protected class; downloading or accessing material which contains sexual content).
- Access, create, or transmit material, which is defamatory or designed to cause annoyance, inconvenience or needless anxiety to others (e.g.: cyber bullying; hate mail; using another person's identity online for the purpose of bullying, harassment, etc.).
- Access, create, or transmit material, which infringes the copyright of another person or organization (e.g.: plagiarism of electronic material or graphics including music downloads).
- Access, download, or install or uninstall software of any type on Cedar Hill ISD computing devices (e.g.: freeware, shareware, utilities, drivers).
- Engage in activities, which infringe the proprietary rights of software (e.g.: installing software on a computer system).
- Engage in activities which compromise the privacy of others (e.g. disclosing and/or using other user's passwords or obtaining access to secure information, etc.).
- Engage in activities which would destroy the integrity of computer-based information.
- Seek personal or commercial gain (e.g.: attempting to download or access music or movies with the intent to sell, accessing commercial auction sites for non-educational purposes, gambling, etc.).
- Inflict damage on Cedar Hill ISD property.
- Remove Cedar Hill ISD property from its assigned location.
- Connect personal computing devices to the Cedar Hill ISD wired network.
- Access storage devices without prior permission.
- Bypass or attempt to bypass the Cedar Hill ISD content filtering system.

Violations of the provisions listed above will result in disciplinary action in accordance with District policy and Student Code of Conduct.

**Computer and/or Internet  
Offenses and Consequences**

The following are examples of 1st, 2nd, and 3rd degree offenses and consequences. The list is not intended to be all inclusive, but only examples of the types of behavior that fall under each category.

1st Degree Offenses

- Accessing the Internet or e-mail without requesting permission from an instructor at each instance.
- Using chat or other communication software.
- Changing system or network settings on District technology resources (i.e. screen saver, backgrounds).

Consequences

A student, parent, teacher, and administrator conference will be required to assess and correct the problem. Additionally, the student will be disciplined, as determined by campus administration, for violation of any 1st degree offense. Students will be assigned to detention, in-school suspension or other disciplinary measures at the administrator's discretion. Further, the student/parent will be held financially responsible for any necessary repairs.

## 2nd Degree Offenses

- Sending, displaying, or accessing offensive messages, sexually explicit pictures, or web sites.
- Using obscene language.
- Downloading, installing, or attempting to install software or files (i.e. installing games).
- Accessing or attempting to gain access to another user's password or account.
- Giving a password or account to another user.
- Violating copyright laws, or engaging in plagiarism.

## Consequences

A student, parent, teacher, and administrator conference will be required to assess and correct the problem. Additionally, the student will be disciplined, as determined by campus administration, for violation of any 2nd degree offense.

Further the student/parent will be held financially responsible for any necessary repairs. Students will be assigned to detention, in-school suspension or other disciplinary measures at the administrator's discretion.

## 3rd Degree Offenses

- Harassing, threatening, or attacking others through the use of the network (e.g., cyber bullying).
- Damaging computers, computer systems or other computer networks including attempting to access systems to which the student has no authorization (e.g., hacking, spying).
- Sending, displaying, or accessing offensive messages, sexually explicit pictures, or web sites (e.g., pornography or 'hate' sites).
- Employing the network for commercial use (e.g. selling video/music CDs, auction sites, gambling).

## Consequences

A student, parent teacher, and administrator conference will be required to assess and correct the problem. Students will be assigned a disciplinary measure at the administrator's discretion. The student's computer access privileges will be revoked for the remainder of the school year, and the student/parent will be held financially responsible for any necessary repairs.

## Habitual 1st or 2nd degree offenses can result in a 3rd Degree Offense consequence

Administrative action can include disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws.

*The above rules are to assure every student is provided a computer on which to learn. The current rate of labor for repairs (subject to change) is \$80.00 per hour (minimum of \$30.00).*

## **CONDUCT**

The Cedar Hill Collegiate Academy and High School staff is committed to providing an orderly and caring environment in which students feel comfortable, share responsibility for maintaining a positive school climate, and take pride in their school and their achievements. Attitudes and behaviors that promote mutual respect and harmonious relations will be continuously encouraged. Cedar Hill Collegiate

Academy and High School shall promote nonviolent conflict resolution techniques and provide students opportunities to voice their concerns about school policies and practices.

### **Cedar Valley College Expectations**

Cedar Valley College has a code of conduct that defines what student behaviors are acceptable and how unacceptable behaviors will be investigated and adjudicated. It is your responsibility to become familiar with the Cedar Valley College Code of 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. Conduct can be addressed both upon the intent of the student as well as in the act of the conduct. This means that reasonable suspicion from district personnel is enough to allow for investigating items such as phones, bags, and other personal student items.

### **General Conduct Violations**

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses.

#### **Disregard for Authority**

Students shall not:

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Bring food or drinks into any classroom on the Collegiate or CVC Campuses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.
- Disrespect staff.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

#### **Mistreatment of Others**

Students shall not:

- Use profanity or vulgar language or make obscene gestures.
- Fight, scuffle, or show acts of aggression
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists

- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Make remarks or slurs degrading or demeaning, or otherwise harassing on the basis of a student's race, color, ethnicity, national origin, religion, disability, age, socioeconomic status, sexual orientation, a student's sex, gender identity, gender expression, or nonconformity with gender stereotypes.
- Engage in conduct that constitutes dating violence.
- Engage in inappropriate or indecent exposure of private body parts. Including but not limited to photographing. Reasonable suspicion from district personnel is enough to allow for investigating items such as phones, bags, and other personal student items.
- Participate in hazing.
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.
- Tamper with food or drink with the intent to do bodily harm.

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

Students shall not:

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

### **Teacher Discipline Management Techniques**

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

- Verbal correction, oral or written.
- Cooling-off time or —time-out.¶

- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.
- Sending the student to the office or other assigned area
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

## ***COUNSELING***

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher or principal to learn more about course offerings and graduation requirements. 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. In regards to college classes, students can request a change of class/professor. However, a class/professor cannot be changed for the purpose of avoiding a more rigorous instructor. Additionally, a student or parent/guardian cannot request certain college courses due to the time of the classes or to assist with making the college courses more convenient for things like extracurricular activities. The decision regarding which college courses to take, the timing of the courses in the student's schedule, and the professors that the students end up with are all up to the school Chancellor/Principal and the school Counselor. Furthermore, if college classes do not make or the student does not have a college class during a period of time they are required to go to study hall. Issues such as the learning environment being compromised must be resolved by following the steps to create an amenable environment through the CVC ECHS office.

## **Personal Graduation Plan**

A personal graduation plan (PGP) will be prepared for any student who did not perform satisfactorily on a state-mandated assessment or is determined by district guidelines as a student not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed to identify educational goals, address parents' educational expectations for the student and outline an intensive instruction program for the student.

## **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 contact the counselor via e-mail or sign –up in the counselor's office for an appointment.

## ***DAEP – Disciplinary Alternative Education Program***

Students assigned to DAEP for violations of the Student Code of Conduct shall be dismissed from the Cedar Hill Collegiate Academy and High School Early College Program. Upon successful completion of DAEP placement students will be required to return to their home school.

## **DAEP Grading Procedures**

Credit will be given for all acceptable work done at the DAEP. Grades for work done at the DAEP will not replace previous grades, but will be averaged with grades earned on the home campus. Final grade submission will be the responsibility of the home campus classroom teacher to whom the student is assigned. Campus teachers will follow the campus grading timelines and procedures.

## **College Courses in Regards to DAEP**

Students may lose credit for their enrolled courses if placed in DAEP. Students must contact their college teachers to inform them of the placement and make arrangements to complete coursework if available. If a student has a loss of college credit due to DAEP placement, the student will be expected to retake the course at the student's expense.

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

The DAEP shall be provided in a setting other than the student's regular classroom. An elementary school student may not be placed in a DAEP with a student who is not an elementary school student.

For purposes of DAEP, elementary classification shall be kindergarten – grade 6 and secondary classification shall be grades 7–12.

Summer programs provided by the district shall serve students assigned to a DAEP in conjunction with other students.

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

In deciding whether to place a student in a DAEP, regardless of whether the action is mandatory or discretionary, the district shall take into consideration:

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

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

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

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

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

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See CHISD Code of Conduct Glossary)
- Involvement in criminal street gang activity. (See CHISD Code of Conduct Glossary.)
- Criminal mischief, not punishable as a felony.
- Assault (no bodily injury) with threat of imminent bodily injury.
- Assault by offensive or provocative physical contact.

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

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

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

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

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See CHISD Code of Conduct Glossary.)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
  - Engages in conduct punishable as a felony.
  - Commits an assault (see CHISD Code of Conduct Glossary.) under Texas Penal Code 22.01(a)(1).



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

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

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

### **Emergencies**

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

### **Process**

Removals to a DAEP shall be made by the campus administrator. Placement in DAEP will result in the removal of the student from Cedar Hill Collegiate Academy and High School. When the student is

released from DAEP they will return to their home district campus. This was agreed upon by the parents/guardian upon completion of the Cedar Hill Collegiate enrollment application.

### **Notification**

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

### **Conference**

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

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

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

### **Placement Order**

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

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

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

### **Coursework Notice**

The parent or guardian of a student placed in DAEP shall be given written notice of the student's opportunity to complete a foundation curriculum course in which the student was enrolled at the time of removal and which is required for graduation, at no cost to the student. The notice shall include information regarding all methods available for completing the coursework.

### **Length of Placement**

The duration of a student's placement in a DAEP shall be determined by the campus administrator.

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

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

The district shall administer the required pre-and post-assessments for students assigned to DAEP for a period of 90 days or longer in accordance with established district administrative procedures for administering other diagnostic or benchmark assessments.

### **Exceeds One Year**

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

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

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

### **Exceeds School Year**

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

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

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

### **Exceeds 60 Days**

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

### **Appeals**

Questions from parents regarding disciplinary measures should be addressed to the campus administration.

Appeals regarding the decision to place a student in a DAEP should be addressed to the Superintendent, or designee of the Board of Trustees, in accordance with policy FOC(LEGAL).

Student or parent appeals regarding the process used for the placement decision, such as issues related to the administrator's handling of the conference or proper notice being provided, should be addressed in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: <http://www.chisd.net/parents>, click on Parent Links, click on Board Policy Online.

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

### **Restrictions during Placement**

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

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

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

### **Placement Review**

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

### **Additional Misconduct**

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

## **Notice of Criminal Proceedings**

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

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

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

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

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

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

## **Withdrawal during Process**

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

## **Newly Enrolled Students**

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

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

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

### **Emergency Placement Procedure**

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

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

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

### **Registered Sex Offenders**

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement. If the student is under any form of court supervision, including probation, community supervision, or parole, the placement shall be in either DAEP or JJAEP for at least one semester. If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

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

### **Review Committee**

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district

shall convene a committee, in accordance with state law, to review the student's placement. The committee shall recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

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

### **Newly Enrolled Student**

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

### **Appeal**

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

### **Certain Felonies**

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to aggravated robbery or a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

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

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

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

## **Hearing and Required Findings**

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

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

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

## **Length of Placement**

The student is subject to the placement until:

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

## **Newly Enrolled Students**

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

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

## ***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.

### **Discrimination**

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

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

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 be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

### **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, 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).

### ***DELIVERIES***

**Students may not receive delivery of gifts (e.g. candy, balloons, birthday food items, or flowers) during school hours. Non-school 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 non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated a bulletin board in the student union as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG (LOCAL). Any student who posts non-school 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.

### **Non-school 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 non-school 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 non-curriculum-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 non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

### ***DISRUPTIONS***

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or non-student—who:

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

### ***DISRUPTION OF ASSEMBLIES***

A lawful assembly is disrupted when any person or persons acting individually or in concert perform such acts as to cause another person to be rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur. The district may pursue a criminal charge and/or disciplinary action against any person inciting, promoting, or participating in a protest, demonstration, disruption, riot, sit-in, walk-in, the blocking of entrances, etc. Duplicated, written, or printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

### ***DRESS CODE POLICY***

Dress and grooming policies are in effect each day of the school Year. All students are expected to dress in compliance with the standardized dress criteria. This will allow students to perform effectively in the

learning environment without distractions to themselves or others. The principal has total discretion in determining compliance with the standardized dress criteria.

Violations of the dress or grooming code warrant disciplinary action. If the principal or designee determines that the dress or grooming of a student is inappropriate, he/she will advise the student of why the dress or grooming fails to conform to guidelines and allow the student to give an explanation. The parent or guardian of the student whose dress or grooming is inappropriate shall be notified that their student has been assigned one day of In-School-Suspension or until the parent brings compliant clothing for their child to wear. A second violation of dress code will result in the parent be notified that their child is on Out-of-School Suspension for one day. Repeated offenses will be handled as Category III and/or IV offenses.

Unless modified by the principal, students, including student spectators, at school activities such as sporting events, musicals, field trips, off-campus school events and commencement exercises shall meet the grooming standards. The Standardized Dress criteria may be modified for students who are officially representing the school in extracurricular activities and are wearing an official uniform or other appropriate dress for that school activity.

#### **THE FOLLOWING ARE NOT PERMITTED FOR ANY STUDENT:**

- Jewelry or other items worn in pierced body parts other than ears
- Jewelry that is considered to be disruptive or offensive
- Wearing of hats (including beanies/toboggans), caps, hair rollers, sunglasses, or any headgear. Headwear associated with the religious practices of a student is allowed.
- Bandannas, armbands, or sweatbands
- Pocket chains or other chains determined as inappropriate by the principal
- Hair that is not kept well groomed at all times
- Unnatural or distracting color hair or style of hair (See CHISD grooming guidelines for details)
- Any facial hair which is not short and neatly trimmed
- Flip-flops, house shoes, or slippers
- Dresses, skirts, or skorts that do not extend to the knee while fastened appropriately around the waist
- Slits in dresses, skirts, shorts, or skorts that extend above the knee while fastened appropriately around the waist
- Sagging or oversized Biking shorts, cutoffs, boxer shorts, or soccer-type shorts
- Pants that do not reveal the shoes
- Clothing that reveals undergarments
- The presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with a gang, secret society, fraternity, or sorority.

#### ***DRESS AND GROOMING***

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

## Cedar Hill Collegiate Academy and High School Standardized Dress Code

<p style="text-align: center;"><b>All Collegiate Campuses</b></p> <p style="text-align: center;"><b><u>Monday-Thursday</u></b></p> <p>6<sup>th</sup> -12<sup>th</sup> Graders (<i>This includes CVC students</i>) must wear a solid red or black polo style shirt with the Collegiate Crest applied to it and visible at all times. All items worn on the top ½ of the body must be solid red or black, this includes sweaters/hoodies. The only exception to this rule will be sweaters/hoodies purchased from the Longhorn or Collegiate stores. Winter coats meant for rain, snow, or extreme cold such as parkas are excluded from this rule. Pants and shorts must comply with District standards, Monday through Friday. See CHISD website for details.</p>	<p style="text-align: center;"><b>All Collegiate Campuses</b></p> <p style="text-align: center;"><b><u>Friday Dress code</u></b></p> <p>Students may wear CHISD, CHCHS Spirit Shirts, or official college shirts on Fridays only. They may also wear jeans on Fridays. Pants and shorts must comply with District standards.</p> <p style="text-align: center;"><b><u>Special Occasion Professional Dress Code</u></b></p> <p>On certain days and sometimes for certain classes students will be asked to dress “professional” for a presentation or on a designated “Professional Day.” This means that students need to dress in a business professional manner. This includes ensembles such as: 1) Slacks, belt, oxford shirt, dress shoes, and preferably a suit jacket or blazer, and/or tie. 2) Suit or Pantsuit with a tie. 3) A skirt that is knee or fingertip length with a blouse or top that does not reveal a large amount of skin. 4) A dress that follows the same rules as #3.</p> <p>Additionally, Dress shoes or heels need to allow for easy movement while walking. Jeans/Denim does not qualify as professional dress.</p>
<p><b>SKIRTS AND JUMPERS</b></p> <p><b>COLOR:</b> black or khaki, solid single color. On Fridays: Jean (denim) material: blue in color.</p> <p><b>STYLE:</b> No shorter than fingertip length. Must be hemmed.</p>	
<p><b>Collegiate CVC Campus</b></p> <p>11<sup>th</sup> and 12<sup>th</sup> Grades must comply with District and 9<sup>th</sup> and 10<sup>th</sup> grade collegiate standards Monday through Friday. This includes the Collegiate Crest being permanently affixed to the left side of the chest on solid red or black polos. Anything else worn on the top ½ of the body must be solid red or black. This includes sweaters or hoodies. Sweaters and hoodies purchased from the Longhorn/ Collegiate stores are acceptable. Winter coats meant for rain, snow, or extreme cold such as parkas are excluded from this rule.</p>	

## LIGHTWEIGHT JACKETS, HOODIES, and HEAVY COATS

### **Sweater, Cardigans, Hoodies, etc. Colors**

Solid red or black with no pictures, or graphics. Sweaters and hoodies purchased from the Longhorn/ Collegiate stores are acceptable..

### **STYLE**

Must be properly fitted and worn over an approved top for that day of the week. Approved jackets and hoodies may be worn in the classrooms. Note: Hoods may not be worn over the head in the building. Heavy coats may be worn to and from school, but not in classrooms or corridors. Cedar Hill ISD Academic and Varsity Letter Jackets are allowed.

## FOOTWEAR

### Monday-Friday

Athletic shoes, loafers, dress shoes must have closed toes and heels, fastened or tied.

**Parent and Student Responsibility:** The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this Code when the student enters the school premises during the regular school day.

**Principal is the final authority:** The Board delegates to the building Principal the authority to render the final determination as to whether clothing or grooming is/is not within this Code. The ruling of the building Principal regarding compliance/non-compliance with this Code and corresponding consequences assigned for violation of this Code are final and may not be appealed to the Superintendent or the Board.

**Consequences:** The parents or guardians of the student whose dress or grooming is inappropriate shall be notified and dress code appropriate clothes will need to be brought to the school by the parents before the child can return to class. The second time the student will be assigned one day of ISS. The third and subsequent violations of dress code will result in the parent being notified that their child is assigned to out of school suspension for one day.

**Exclusions:** This POLICY does not prohibit principals from allowing extracurricular group uniforms or special celebrations which involve dress such as “crazy hat day” or “50’s day”, etc. However, the specific dates and allowable dress for such days shall be clearly stipulated by the Principal. An ARD committee may make exceptions for individual special needs students. The Superintendent or designee makes decisions regarding all other exceptions.

### **Student Identification Cards**

Students will be issued ID cards. Students must wear the student ID cards on a lanyard around the neck in a clearly visible spot above their waist, on the front side of their body. Failure to wear your student ID's will be handled as a disciplinary infraction. **Students are required to produce and hand over their ID's when asked to do so any staff member at any time.** If lost or defaced, the ID must be replaced at student expense. A fee of \$5.00 will be charged. A temporary ID (one day) may be purchased for a \$1.00 fee. ID cards will be needed to ride the school bus and for admission to school activities, lunch, checking out library books and issuing textbooks.

## ***ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES***

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the District permits students to possess personal mobile telephones and other computing devices. Use of these devices is allowed for approved instructional environments and on the campus. Usage of these devices is at the discretion of campus administration and staff. In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. **All devices must remain silent or be put away unless being used within a lesson during class time.**

*The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. The use of the camera function on any technological device is prohibited unless it has been approved for instructional purposes.*

A student's personal telecommunications or computing device may be searched by authorized personnel only in accordance with applicable law.

Any disciplinary action will be in accordance with the Student Code of Conduct. The District will not be responsible for damaged, lost, or stolen personal telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the campus principal/teacher.

As stated above, students may possess certain personal electronic and/or telecommunications devices and principals will determine guidelines for teachers to utilize electronic devices for instructional purposes. The personal electronic and/or telecommunications devices which may be used during instructional time, if approved, include smart phones, notebooks, iPads, iPhones, and eReaders. Without such permission, teachers will collect the items and turn them into the principal's office.

In accordance with Board Policy FNCE(Legal) and FNCE(Local), a confiscated personal telecommunications device shall be released for a fee determined by the Board. In accordance with the student handbook, the student or the student's parents may retrieve the device after paying the fee.

If a personal telecommunications device is not retrieved, the District shall dispose of the device after providing notice required by law.

### **Unacceptable and Inappropriate Use of Technology Resources**

As listed herein, students are prohibited from sending, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This could also apply to conduct off school property, whether the equipment used to send such messages is District-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

### **Acceptable and Appropriate Use of Technology Resources**

Students are permitted to and should do the following, once approved to use technology resources by the principal/teacher:

- Internet use at school must be directly related to school assignments and projects.
- Students should use kind and respectful language while using District technology resources.
- All account activity should be for educational purposes only.
- Students must only open, view, modify, and delete their own computer files.
- Students must immediately report threatening messages or inappropriate internet files/sites to a teacher.
- Students are responsible at all times for their use of the District's technology resources and must assume personal responsibility to behave ethically and responsibly, even when technology provides them freedom to do otherwise.

A \$15.00 administrative fee payable by cash or money order will be required when parents come to pick up these items. Items may be picked up between the hours of 7:30 a.m. and 4:00 p.m. each school day. The money will go into the student activity fund.

## ***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. Collegiate High School students may participate in school athletic programs (sports) beginning their sophomore year. Participation is based upon principal and director/coach approval.

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 inter-district 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 ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two 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 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**

Student organizations/clubs will be established by the students of Cedar Hill Collegiate Academy and High School.

#### *Requirements for Holding a Student Office:*

In order to obtain the best possible student leadership and to prevent interference with scholastic achievement, all students must meet general guidelines. All officers must have an overall 2.5 grade average. The president must have a 3.0 average. The office shall be relinquished for serious infraction of the school rules or failure to improve a grade of 0 or F and/or a conduct mark of "U".

### ***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, yearbooks, 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.
- 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 requires 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.
- 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.

On occasions cashiers checks and money orders will only be accepted for payment of fees because of the amount and nature of fees. 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 campus 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 prior to the event. [For further information, see policies at FJ and GE.]

### ***FIGHTING***

Fighting of any kind is not acceptable at Cedar Hill Collegiate Academy and High School. **Students involved in fights may be dismissed from Cedar Hill Collegiate Academy and High School and subject to disciplinary action (placed in DAEP).** Section 42.01 of the Texas Penal Code states that a person is committing an offense if he/she intentionally or knowingly fights with another person in a public place. This offense is a Class C misdemeanor and may be punishable by a fine up to \$500 on the first offense. Students violating Section 42.01 may be issued a citation and be subject to a fine.

### ***FINAL EXAMS***

Every course taught must have a comprehensive final examination each semester. The examination will measure the student's level of mastery of the TEKS and college level course work. Every student enrolled in a course must take the comprehensive examination to be awarded credit for the course.

**Exams cannot be taken early.** Students who miss exams with an excused absence must schedule the exams no later than two weeks after date of the exam unless there are extenuating circumstances. **College make up exams are given at the professor's discretion.** A student can make arrangements to take a high school course exam late if the principal is notified of the circumstance. If the exam is not made up, the exam grade will be 0.

## ***GRADE CLASSIFICATION***

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

<u>Credits Earned</u>	<u>Classification</u>
6	Grade 10 (Sophomore)
12	Grade 11 (Junior)
18	Grade 12 (Senior)

## ***GRADING GUIDELINES***

The grading policy of the Cedar Hill Independent School District is designed to provide consistency throughout the system and to meet requirements specified by the Texas Education Agency. There are four reporting periods, two each semester. Supplementary reporting is accomplished through parent/teacher conferences and/or three-week interim progress reports. In grades 7-12, number grades are used to represent the teacher's assessment of the student's achievement. Number grades can be converted to letter grades using the following scale:

A	=	90 - 100	C	=	70 - 79
B	=	80 - 89	F	=	Below 70

The district sets a minimum number of grades for each marking period. Please check the CHISD website for the current rules regarding the number of grades per marking period. Students are expected to complete all assignments in all classes. If assignments are not completed, an "Incomplete" status will be reflected on the report card. **Incomplete assignments must be completed during the first two weeks of the next grading period. If it is the last week of the semester, they must complete the incomplete assignments before the end of the last week of school for that semester.** If incomplete grades are not resolved, a grade of 50 may be given for that nine weeks period at the principal's discretion.

Major assignments must be completed in order to have an incomplete grade removed. Incomplete grades shall not be permitted for the last grading period of the year. Assignments turned in late will not receive full grade value. Required tutorials may be assigned if students fail to do assignments

Conduct Grades: Letter grades are given for a student's conduct each nine weeks. The following guidelines will be used for conduct grades:

S - (Satisfactory) - Student's behavior is acceptable and not interfering with instruction for themselves and others.

N - (Needs Improvement) - Student's behavior may be impeding classroom instruction for themselves and others.

U - (Unsatisfactory) - Student's behavior is persistently impeding classroom instruction for themselves and others.

P - (Placement) - Student has been placed in DAEP during the nine weeks reporting period.

A system of grade weights is used to determine rank in class. Courses are divided into three categories: Regular, Honors and AP/Dual Credit

<b>Grade Range</b>	<b>Regular</b>	<b>Honors/Pre-AP</b>	<b>AP/ Dual Credit</b>
97-100	11	13	15
93-96	10	12	14
90-92	9	11	1
87-89	8	10	12
83-86	7	9	11
80-82	6	8	10
78-79	5	7	9
75-77	4	6	8
70-74	3	5	7
0-69	0	0	0

### **High School Grading Scale**

<b>Subject</b>	<b>Test</b>	<b>Daily/Homework</b>	<b>Quiz</b>
English	40%	30%	30%
Math	40%	30%	30%
Science	40%	30%	30%
Social Studies	40%	30%	30%
Electives	40%	30%	30%

### **AP/Honors Guidelines**

Any student that has not passed the End of Course exam in the subject area in which the Advance Placement course is being offered will not be eligible for the course. In order for a student to receive the Advance Placement weight for grade point average purposes the student must take the Advance Placement exam for the course. These guidelines will insure maximum opportunity for success in these courses.

1. Students that have failed the EOC, failed a course or finished with a final average of less than 90% will need to receive administrative permission to register for honors or advanced placement classes in that subject area.
2. Students that are registered for honors or advanced placement classes will be required to maintain a 75 or higher average. If a 75 average is not maintained, they will be placed on probation for that particular class. Parents will be notified and a letter will be sent home.
3. Students that have a failing grade in an advanced placement or honors class during progress reports will be placed on probation for that particular class.
4. Students that fail an advanced placement or honors class during a marking period, may be immediately removed and placed in a different class.

### **College Grading System**

Dual credit course grades will be given in accordance with Cedar Valley policy and procedures. Students placed on academic probation with Cedar Valley will need to follow Cedar Valley's process to have the probation removed. Being on academic probation can result in students falling behind in credits and could potentially lead to removal from Cedar Hill Collegiate Academy and High School. Students are also

required to comply with policies and procedures outlined in the course syllabus. If the student receives the following letter grade, this is the number grade they will receive on their high school transcript:

**A = 95**

**B = 85**

**C = 76**

**D = 72**

**F = 65**

### **Late Assignments**

Students are responsible for completing all work as assigned by the classroom teacher. Students that fail to submit an assignment on time will be subject to the rules that the teacher who assigned that assignment has established for work not turned in on time. The highest grade a student may receive for work submitted after the due date is a 50. At the teacher's discretion, students may complete two (2) additional assignments per grading period in order to increase their course average due to missed assignments or unsatisfactory performance on chapter test or quizzes in classes which only high school credit will be awarded (non-dual credit courses).

### **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.

The student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB (LOCAL).] Students who do not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. Students 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.

When a student is absent with an excused absence or suspension, the student will be given the opportunity to make up the work missed. It is the student's responsibility to get information from the teacher regarding missed work. The allowable time for make-up work is the number of days absent, plus one day.

A student's grade for make-up work after an un-excused absence will be no higher than a 70. No credit shall be given for make-up work following an absence where the student was identified as being truant.

Students absent the day before a major test/assignment may be required to complete the test/assignment as scheduled provided the test/assignment date has been announced in the student's presence. Unless students make up the work missed within the allotted time, the student will receive a zero for incomplete or missing work. [For further information, see policy EIAB (LOCAL).]

### **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.

## ***GRADING REQUIREMENTS***

Students at Cedar Hill Collegiate Academy and High School are expected to complete a coherent sequence of courses. The CHISD Distinguished Achievement Program will be used as the minimum expectation for graduation at Cedar Hill Collegiate Academy and High School.

**English Language Arts:** Four credits must consist of:

- English I, II, III, and IV
- English I and II for Speakers of Other Languages may be substituted for English I and II only for immigrant students with limited English proficiency

**Mathematics:** Four credits must consist of:

- Algebra I
- Geometry
- Algebra II
- Pre-Calculus or Calculus

**\*\*\* Three Math Classes MUST be taken while in High School. If a student has taken Algebra I in Middle School they will get high school credit but must take three (3) Math courses while enrolled in High School.**

**Science:** One credit must be a biology credit (Biology, AP Biology, or IB Biology) must choose the remaining three credits from the following areas. Not more than one credit may be chosen from each of the areas to satisfy this requirement:

- Biology, AP Biology, or IB Biology
- Chemistry, AP Chemistry, or IB Chemistry
- Physics, Principles of Technology I, AP Physics, or IB Physics

**\*\*\*Four Science Classes MUST be taken while in High School.**

**Social Studies:** Four credits must consist of:

- World History Studies (one credit)
- World Geography Studies (one credit)
- U.S. History Since Reconstruction (one credit)
- U.S. Government (one credit)

**Languages Other Than English:** Must consist of Level I,II and III in the same language.

**Fine Arts:** One credit

**Speech:** One-half credit chosen from either:

- Communication Applications
- Speech Communication
- Public Speaking
- Debate or
- Oral Interpretation

**Technology Applications:** One credit

- **Physical Education:** One credit

**Additional Components:** Three and one-half credits:

- Option I: Mathematics, Science, Elective
- Option II: Career and Technology
- Option III: Academic

## ***HEALTH SERVICES***

Cedar Hill Collegiate Academy and High School shares a nurse to assist students during school hours. The RN is available at all times for emergency situations. The school nurse helps develop a good health program, serves as a resource person, and renders first aid as needed.

Students **must** have a clinic pass completely filled out by their teacher to be seen in the clinic, unless it is an emergency situation. If the nurse determines the student is too ill to remain at school, or if the student has a fever, the parent/guardian will be contacted.

State mandated testing, such as vision, hearing, and scoliosis screening are done in the recommended grade levels. Parents are notified if further testing seems to be indicated, otherwise results are recorded on the student's health record for future reference.

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

Reasons for non-attendance but requiring a doctor's release are:

Hepatitis (viral A)	Measles
Pinkeye (Conjunctivitis)	Streptococcal disease (Invasive)
Impetigo	Meningitis (Bacterial)
Ringworm of the scalp	Tuberculosis
Infectious Mononucleosis	Mumps
Scabies	Whooping Cough (Pertussis)

Additional reasons for non-attendance but not requiring a doctor's release are:

Fever above 100 degrees (should be fever free 24 hrs. before returning to school)	
Chicken Pox	Common cold with Fever
Influenza	Head Lice

If a student is found to have a temperature elevation of more than 100 degrees, his/her parents will be notified and will be expected to pick the student up from school as quickly as possible, or make arrangements for someone else to do so. If the student does not have a temperature elevation, the child's condition will be evaluated, and the parent will not be notified, unless we feel the student is too sick to remain at school.

Cedar Hill has adopted a policy that requires that a child with head lice be "nit free" (having no eggs left in the hair) before returning to school. This is an attempt to cut exposure to other students in the school district. All children found to have head lice or nits will be sent home until properly treated and nit free.

**Student will be sent home if he/she has any of the following:**

- Suspected contagious disease
- Vomiting or diarrhea if more than one time
- Undetermined rash, skin lesions, or open and/or draining wound over any part of the body
- If returns to clinic more than one times c/o not feeling well and feels to badly to remain at school

In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:

- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provides written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

In accordance with a student's individual health plan for 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. See the school nurse for information. [See policy FFAF(LEGAL).]

**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?

None of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu. These bacteria are not spread by casual contact or by simply breathing the air where a person with meningitis has been. These germs live naturally in the back of our noses and throats, but do not live long outside the body. These germs are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

These germs do not cause meningitis in most people. Instead, most people become carriers of these germs for days, weeks, or even months. These bacteria rarely overcome the body's immune system and cause meningitis or other serious illnesses.

- 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/>.

## **OTHER HEALTH-RELATED MATTERS**

### **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 Chief Operations Officer [See policies at CO and FFA.]

### **Medication at School**

No type of medication will be given at school, whether it is prescription, nonprescription or “over-the-counter” (OTC), herbal/dietary supplements, topicals, anabolic steroids, or any other medications unless provided by the parent/guardian along with a written request by the parent/guardian and/or healthcare provider.

When administering OTC, the OTC medication **must**:

- o Be provided by the parent/guardian,
- o Be accompanied by a written request from the parent/guardian to administer the medication and
- o Specify dosage to be given. Dosage is not to exceed recommended dosage on label and medication needs to be provided in a current original container.

### **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.]

### **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 district maintenance office. If you have any questions, please contact the Director of Maintenance and Operations 912 Cedar Street, Cedar Hill Texas, 75104.

### **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 or outside their child's school assignment area my contact the districts IPM Coordinator.

### ***HOMELESS STUDENTS***

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths the Executive Director, Special Programs at 285 Uptown Blvd, Cedar Hill, TX 75104, 972-291-1581.

### ***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. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, 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 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).]

***LIBRARY***

Students will be permitted to use the CVC library. Hours of operation are:

Monday – Thursday	7:30 am – 10:00 pm
Friday	7:30 am – 5:00 pm
Saturday	9:00 am – 6:00 pm
Sunday	1:00 pm – 7:00 pm

Students are also permitted to use the Student Union. Students are required to have a pass or escort to enter the Student Union. All students are encouraged to obtain a public library card.

***NCAA (NATIONAL COLLEGIATE ATHLETIC ASSOCIATION)***

Student athletes should be aware that the NCAA does not average semester grades to award credit. Although CHISD Board policy grants credit for a yearly average of 70 or higher, for the NCAA, each semester stands alone. For example, in CHISD a student could make a 65 first semester and 75 second semester and receive credit for a course, but the NCAA would count the 65 as a failing grade. Therefore,

student athletes who are hoping to attend Division I or II schools should attend summer school to make up any failing semester grades they have made even if they did receive the credit through averaging. **CAUTION: Students and parents should also be aware that the NCAA core GPA is not equivalent to the student's current high school GPA. Please contact the counseling office for more information.**

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Cedar Hill ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:
- All other concerns regarding discrimination: See the superintendent

## **NO PASS, NO PLAY**

Students must be eligible under no-pass, no-play. Extracurricular activities include public performances, contests, demonstrations, displays and club activities. An activity would be considered extracurricular if:

- the activity is competitive;
- the activity is held in conjunction with another activity that is considered extracurricular;
- the general public is invited;
- an admission price is charged.

Exception: If a student is enrolled in a state-approved course in which he or she must demonstrate mastery of the essential knowledge and skills in a public performance, then he or she may participate so long as the activity is not competitive, it is not held in conjunction with another activity that is competitive, and an admission price is not charged. For example, a theatre student may participate in a non-competitive, free presentation of a one-act play in which the public is invited to attend.

### **Basics of No Pass, No Play**

- Must be passing all courses (except identified advanced classes).
- Students lose eligibility for a three-week period, which is defined as 15 class days. Exception: one but only one of the three school weeks may consist of only three or four class days, provided the school has been dismissed for a scheduled holiday period. Two class days does not constitute a school week. Exception: Thanksgiving if schools are on holiday Wednesday, Thursday and Friday.
- School week begins at 12:01 a.m. on the first instructional day of the calendar week and ends at the close of instruction on the last instructional day of the calendar week (excluding holidays).
- Ineligible students must wait seven (7) calendar days after a three-week evaluation period and the grading period to regain eligibility.
- Students may regain eligibility an unlimited number of times throughout the school year. Passing means a minimum grade of 70 on all courses (except identified advanced classes).

Note: Spring break can't be part of the 3-week evaluation process. All students are eligible during spring break.

## **PARKING POLICY**

### **Replacement Permits**

In the event that a vehicle is stolen, wrecked, sold, or has the windshield replaced, the permit holder should notify the CHISD Police Department. We will issue replacement permits at the discretion of the department and may require proper documentation including the original parking permit, a letter from the insurance provider, a police report or other related information. Replacement permits can only be obtained at the CHISD Police Department. If a replacement permit is issued, a service charge of \$5.00 will be assessed.

### **Visitor Parking**

All visitors must park in areas designed specifically for visitors. A visitor is defined as a person(s) who has no official connection with Cedar Hill ISD. A student or employee is not considered a visitor and may not park in a visitor's area, on class days between the hours of 7a.m. and 4p.m. no matter whose vehicle they are driving. All rules and regulations must be followed by visitors.

### **Student Parking**

Students who can legally drive and want to park their car on the Collegiate High School Campus must do so at the back of the building in the available parking spots since the front of the building is designated for guest and faculty.

### **Fine Amounts**

The fine amount for citations issued by the CHISD Police Department will be a standard rate of \$25.00 per citation for all parking infractions and are due within ten school days of issuance. All other fines are set by the court having jurisdiction. Payments can be made by check or money order.

### **Vehicle Regulations**

Violations including the following but not limited to, maybe issued citations from CHISD Police.

- 10-MPH speed limit on campus at all times
- Parking in undesignated spaces (such as bus loading zone, fire lanes, handicapped spaces, or parking off the pavement)
- Parking without a permit
- Back-in or pull through parking(head in only)
- Parking in more than one space
- Violations of city noise ordinances
- Display of obscene, indecent or offensive language or symbols written or affixed to the vehicle

### **Immobilized (booted) Vehicle**

The CHISD Police Department may boot any vehicle being operated by a driver that has unpaid citations (one or more) and proper disposition has not been made within 10 school days of any citation issued. (1) All previous tickets must be paid before the vehicle is released. (2) A immobilized (booted) removal fee Of \$25.00 must be paid.

The CHISD Police Department is not liable for any loss or damage resulting from a vehicle being immobilized. The owner of a vehicle that has been immobilized will be responsible for any damages to

the immobilizer caused by unauthorized removal or attempts at removal. Unauthorized removal of the immobilizer (boot) may result in criminal charges being filed.

### **Display of Permits**

The parking decal must be permanently affixed to the outside bottom left corner of the back window. If the vehicle does not have a rear window the permit may be placed on the left side of the rear bumper. For motorcycles, the permit may be placed on the rear fender, where visible. The permit can only be displayed on the vehicle to which the permit is registered. Any deviation from this policy may result in the permit being revoked. The improper displaying of a parking decal constitutes a parking violation.

## **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 the **Student Code of Conduct**]

## ***PASSING PERIOD***

At the end of each class, students have a five-minute passing period to get to the next class. Students are expected to arrive to class on time. If a student arrives at school before the first passing period and does not need to go to tutorials, he/she should go to the designated waiting areas.

## ***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.

## ***PROBATIONARY STATUS***

All students of the Collegiate High School are required to meet certain academic and behavior standards. Regulations regarding probationary status are designed to provide close supervision of the program of study and progress of students. Failure to meet standards will place students on probationary status (see chart below). All students placed on probation are required to meet with the counselor and their parent/guardian in order to develop an intervention plan which includes guidance and counseling. Students will need to follow Cedar Valley's process to have the probation removed. Being on academic probation can result in students falling behind in credits and could potentially lead to removal from Cedar Hill Collegiate Academy and High School

Students may be placed on probation for the following:

- Receiving a failing grade in one or more high school courses for the semester.
- Receiving a D or F in a college course
- Failing to maintain a college GPA of 2.0 or higher
- Fighting
- Repeated student code of conduct violations
- Academic dishonesty
- Excessive absences or late arrivals to class
- Truancy

### **Acceptable Scholastic Performance**

**High School** work is measured in terms of credits. A student may earn .5 credits for one semester of each high school course. In order to earn credit a student must pass each class with a minimum of 70 course average. Students need 26 credits to graduate from high school. Part of the 26 credits earned will be obtained by dual credit at Cedar Hill Collegiate Academy and High School.

**Dual Credit** is available based on the rules of the Texas Higher Education Coordinating Board (THECB) and policies and procedures of the Cedar Hill ISD. Dual credit courses are college courses taught to high school students where the school district also awards high school credit.

**College** work is measured in terms of credit hours. The number of credit hours offered for each course is listed with the course description. In college-level courses (those numbered above 1000), the number of credit hours a course has is indicated by the second digit of the course number. A course numbered 1301 is a 3-hour credit course; one numbered 2401 is a 4-hour course, etc.

Acceptable scholastic performance, also known as Good Standing is based upon student progress toward successful course and program completion. **Students must remain in Good Standing at the high school and college level.**

The components used to compute academic standing for **Collegiate High School** are:


- Earning all high school AND college credits each semester
- Pass all state and district assessments
- Maintain excellent attendance
- Maintain excellent behavior

The two components used to compute academic standing at **Cedar Valley College** are:

- Grade Point Average (GPA)
- Course completion.

Academic Standings are computed beginning with the first enrollment. Procedures are developed to positively intervene with students on the levels of Academic Standards.



	 <b>Cedar Valley College</b> <small>DALLAS COUNTY COMMUNITY COLLEGE DISTRICT</small>	<b>COLLEGIATE HIGH SCHOOL</b>
<b>GOOD STANDING</b>	<p><b>Good Standing:</b> The Good Standing standard is awarded to students maintaining a cumulative GPA (1) of 2.0 or higher and who complete at least one course each semester/session of enrollment.</p>	<p><b>Good Standing:</b> The Good Standing standard is awarded to high school students maintaining a cumulative average of 70 or higher and who remain on track to graduate high school within 4 years by:</p> <ul style="list-style-type: none"> <li>● Earning all high school AND college credits each semester</li> <li>● Pass all state and district assessments</li> <li>● Maintain excellent attendance</li> <li>● Maintain excellent behavior</li> <li>● Have no More than 1 First Level Student Code of Conduct Offense</li> </ul>
<b>EARLY ALERT</b>	<p><b>Early Alert:</b> Students who have withdrawn from all credit courses during a semester/term of enrollment are placed on Early Alert. Students on Early Alert will be moved to Good Standing if they complete at least one credit course in their next semester/session of enrollment and earn a semester/term GPA (1) of at least 2.0.</p>	<p><b>Early Alert:</b> Students who have one or more of the following characteristics <i>during a semester/term</i> of enrollment are placed on Early Alert:</p> <ul style="list-style-type: none"> <li>● Fail one nine weeks within the same courses</li> <li>● Accrue <b>3</b> absences within a Nine Weeks Period</li> <li>● Are in danger of failing a college course</li> <li>● Have more than 1 First Level Offense or Have a Discretionary Level or Higher Offense</li> <li>● Displayed early need for intervention</li> </ul> <p>Students on Early Alert will be moved to Good Standing if they meet the Good Standing Criteria at the end of the semester.</p>
<b>PROBATION ONE</b>	<p><b>Probation One:</b> Students on Early Alert who fail to complete at least one credit course with a grade of "C" or higher in their next semester of enrollment are placed on Probation One regardless of their cumulative GPA (1). Students who fail to earn a GPA (1) of 2.0 are also placed on Probation One. Students on Probation One may have course work and total number of credit hours limited and may be required to register for specific courses. Students on Probation One must complete at least one credit course in their next semester/session of enrollment and earn a semester/session GPA (1) of at least 2.0. Students will remain on Probation One until their cumulative GPA (1) is 2.0 or higher. <b><u>Students who fail any Dual Credit course will be required to pay to retake the course.</u></b></p>	<p><b>Probation One:</b> Students on Early Alert who fail to meet all of the Good Standing criteria at the end of the semester of enrollment are automatically placed on Probation One regardless of their cumulative GPA. Students who are not in Good Standing at the end of a semester are also placed on Probation One. Students on Probation One will be required to:</p> <ul style="list-style-type: none"> <li>● To attend tutoring 2 days a week for failed course(s)</li> <li>● Have a Parent/Teacher conference</li> <li>● Check in weekly with appointed teacher, counselor or administrator</li> <li>● Seek additional assistance if needed</li> </ul> <p>Students on Probation One must</p> <ul style="list-style-type: none"> <li>● Pass all classes with a 70 or higher course average</li> </ul> <p>Students will remain on Probation One until their academic standing is assessed at the end of the semester of probation. If students are not in good standing after</p> <ul style="list-style-type: none"> <li>● The maximum time for Probation one is <b><u>ONE SEMESTER</u></b></li> <li>● Students who <u>do not</u> make reasonable progress may be placed on <b>ACADEMIC DISMISSAL.</b></li> </ul>

<b>SUSPENSION</b>	<b>Suspension:</b> Students on Probation One will be placed on Suspension if they fail to complete at least one credit course in their next semester/session of enrollment and earn a semester/session GPA (1) of at least 2.0. Students on Suspension are ineligible to enroll in credit courses in the next subsequent session of enrollment (Fall Semester, Spring Semester or Summer Session).	<b>N/A</b>
<b>PROBATION TWO</b>	<b>Probation Two:</b> Students readmitted after Suspension will be placed on Probation Two. Students on Probation Two may have course work and total number of credit hours limited and may be required to register for specific courses. Students on Probation Two must complete at least one credit course in their next semester/session of enrollment and earn a semester/session GPA (1) of at least 2.0. Students will remain on Probation Two until their cumulative GPA (1) is 2.0 or higher.	<b>Probation Two:</b> Students who have previously had a Probation One Academic status and make reasonable progress <b>BUT</b> do not meet the requirements for Good Standing will be placed on Probation Two. Students on Probation Two: <ul style="list-style-type: none"> <li>● will be required to attend Summer School</li> <li>● To attend tutoring 2 days a week for failed course(s)</li> <li>● Have a Parent/Teacher conference</li> <li>● Check in weekly with appointed teacher, counselor or administrator</li> <li>● Seek additional assistance if needed</li> </ul> Students on Probation Two must <ul style="list-style-type: none"> <li>● Pass all classes with a 70 or higher course average</li> </ul> Students will remain on Probation Two until they meet the requirements to be in “Good Standing” The maximum time for Probation two is <b><u>ONE SEMESTER</u></b>
<b>ACADEMIC DISMISSAL</b>	<b>Academic Dismissal:</b> Students on Probation Two will be placed on Academic Dismissal if they fail to complete at least one credit course in their next semester/session of enrollment and earn a semester/term GPA (1) of at least 2.0. Students on Academic Dismissal are not eligible to enroll in credit courses for a period of 12 months.	<b>Academic Dismissal:</b> Students on Probation Two will no longer qualify to be enrolled at Cedar Hill Collegiate Academy and High School if they fail to be in Good Standing at the end of the term of their probation. <b>Students on Academic Dismissal are not eligible to return to Cedar Hill Collegiate Academy and High School.</b>

***RELEASE OF STUDENTS FROM SCHOOL***

If it is necessary for a student to leave campus early, a parent/guardian must check the student out with the office. When a parent/guardian is checking out a student, he/she will be required to show I.D. for the protection of your son/daughter and our student.

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

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 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance is near or below 75, or is below the expected level of performance. If the student receives a grade lower than 75 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.

Teachers follow grading guidelines that have been approved by school board policy 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).

A \$1.00 fee is charged for each additional copy of report cards.

## ***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.

Students are required to:

- 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. Contact the Chief Operating Officer for more information.

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

During the school year there will be a number of emergency response drills. The purpose of these drills is to train students in the proper procedures and responses to each type of command or signal. Emergency

maps and procedures are posted in each classroom. The type of emergency and the circumstances surrounding the event determine the appropriate response.

### **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 school is closed due to bad weather, local radio and television stations will be notified. Notice of school closings will be made by 6:00 a.m. on the day of the closing if possible on local news channels or the district web site.

## ***TESTING***

### **SAT/ACT (Scholastic Aptitude Test and American College Test)**

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.

### **End-of-Course (EOC) Assessments for Students in Grades 9–12**

End-of-Course (EOC) assessments will be administered for the following courses:

Algebra I

English I and English II

Biology

United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

There are three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well. STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC

assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation. STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation.

### ***TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGY***

State Law and Cedar Hill ISD Board Policy EFAA (Local) requires that each student shall be in possession of textbooks for all major courses not later than (10) working days from the beginning of each school year. Thus, textbooks are the property of the state and are provided free of charge for student use.

Students are required to report to the Textbook Circulation Center for checking out textbooks for each class enrolled. Students are responsible for all books checked out to them which also include the maintenance, care, and condition of each textbook. Students will be assessed a fine or pay the full purchase price for lost or damaged and destroyed bar codes to books.

The student should write his/her name and year issued on the proper line in the book. Stolen books remain the responsibility of the student and must be paid for in whole. Textbook responsibility is cleared when the student returns the specific book issued by number to the Textbook Circulation Center. Any student failing to return a book issued by the school shall lose the right to a free textbook, until the book is paid for or returned.

#### **Textbook Check -Out Procedure**

- A valid student ID card is required to check out textbooks.
- Must possess a schedule of classes.
- Must sign a Student Distribution Receipt

### ***TRAINED DOGS***

The district will use trained dogs to alert school officials to the presence of prohibited illegal items, including drugs and alcohol. At any time, trained dogs may be used 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 or vehicle to which a trained dog alerts may be searched by school officials.

### ***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 Chief Operating Officer at 972-291-1581.

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, 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.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, 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.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

### ***TRESPASSING***

Students are not allowed to be on any other school campuses in the District during the school day or immediately before or after school unless they are authorized because of purpose and/or they are following the visitor procedures of that school.

Students should clear the school building and campus immediately after school unless they are involved in a school related supervised activity. If a student fails to behave in an appropriate manner and he/she becomes disruptive, he/she may be ordered off the campus. If he/she does not comply, trespass and other criminal charges will be filed.

If suspended from school the student cannot enter any school property or attend any school activity where Cedar Hill students are in attendance. A violation of this warning could result in citation and/or arrest for criminal trespass. The criminal trespass warning is in accordance with Texas Education Code 37.107.

### ***TUTORIALS***

Tutorials are available for students by department. **Students will be required to attend mandatory tutorials in accordance with their academic intervention plan.** Failure to successfully complete goals and objectives outlined in the academic intervention plan will result in dismissal from Cedar Hill Collegiate Academy and High School. The school is not responsible for providing transportation for students attending tutorials. However, afterschool transportation will be provided to eligible bus riders. Tex. Ed. Code §28.084.

## **VALUABLES**

Students are cautioned not to bring large amounts of money, jewelry, or other valuable items to school. If they wear glasses or watches, they should keep track of them at all times. Students, **not the school**, are responsible for their personal property.

Students are not allowed to conduct business or sell any items at school. Items brought to school for sale will be confiscated and disposed of.

## **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**

We welcome parents and guardians at our schools. With the Raptor Security System all visitors will need to ring the bell at the front entrance to the building. The office manager will electronically open the doors for the visitors to proceed to the check-in desk. All visitors will be required to sign in and provide identification such as a driver's license for a background check. When the background check is completed visitors will receive instructions from the receptionist. All visitors are required to wear an identification badge while in the school building. It is advised that parents wishing to visit classrooms give 24-hour notice. Visitors are required to arrive at school in time to check in with the receptionist and enter their child's class during the passing period if at all possible.

**Visitation by anyone other than a parent or guardian is not permitted during to school day.** School personnel may request identification from any person on school property and may ask any person not having legitimate business to leave. Parents are not allowed to visit classrooms while their son/daughter is involved in taking examinations. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

## **VOLUNTEERS**

Parents or Community members are welcome to share their time and talents with students and staff by volunteering at CHC. Volunteers make significant contributions to the overall success of a school. All Cedar Hill Collegiate Academy and High School parents/ guardians are required to volunteer for a minimum of six hours per semester. Parents/ guardians and other interested adults are encouraged to

become involved in any of the school's parent and community involvement activities. Please call the main office for additional information.

### ***WITHDRAWING FROM SCHOOL***

An administrative conference is required if a student elects to withdraw from Cedar Hill Collegiate Academy and High School and enroll in another school within Cedar Hill ISD. A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least 24 hours in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the registrar's office after an exit interview with the principal.

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 clinic for health records; to the counselor for the last report card and course clearance. This form must be returned to the registrar's office at the end of the day. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record. The school requests that parents notify the school 24 hours prior to withdrawal to help expedite the withdrawal process.



## 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.

**EOC** assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

**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 district wide tests, etc.

**ISS** refers to in-school suspension, a disciplinary technique for misconduct found in the

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

**OSS** refers to out-of-school suspension, a disciplinary technique for misconduct found in the *Student Code of Conduct*. Although different from in-school suspension and placement in DAEP, OSS removes the student from the attending school or classes on campus.

**Passing Period** is a short time in between classes that a student uses to gather materials and proceed to the next class.

**Personal Graduation Plan (PGP)** 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 middle school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the Preliminary Scholastic Assessment Test (PSAT). This test is a voluntary exam taken during October each year. This exam can be taken by underclassmen. Junior students taking this exam are competing for recognition by the National Merit Scholarship Corporation

**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.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**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 8 level test is a condition for promotion. 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.

**CHISD Cedar Hill Collegiate Academy and High School**  
**Handbook Acknowledgment Form 2016-2017**

Print student name: \_\_\_\_\_ Phone \_\_\_\_\_

Student Home Address \_\_\_\_\_

**Please indicate your preferences and then initial and sign in the appropriate areas.**

**MEDIA RELEASE FORM** - During the school year, Cedar Hill Independent School District will be using photographs, video, and/or interviews of students as participants in Cedar Hill I.S.D.'s program events and special activities. Your student may be identified as a part of district publicity. This publicity may include but not be limited to local newspapers, local news broadcast, district publications, district/campus websites, videos of instructional programs, and yearbooks. It is my understanding that this photograph/video/interview or portions thereof will be used for public view. My child would participate in this project without financial remuneration, and I understand that this releases the photographer/cameraman/interviewer from any future claims as well as from any liability arising from the use of said photograph/video/interview.

I hereby  **grant**  **do not grant** permission to photograph/video record/interview my child. \_\_\_\_\_ **Initials of parent**

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**INTERNET USE STATEMENT** - I understand that my computer use is not private and that the District will monitor my activity on the computer system. \*I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

**Student signature** \_\_\_\_\_

I have read the Cedar Hill Independent School District's electronic communications system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the Cedar Hill Independent School District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

I  **do**  **do not** give permission for my child to participate in the District's electronic communications system. \_\_\_\_\_  
**Initials of parent**

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**RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITER OR INSTITUTION OF HIGHER EDUCATION**

I  **do**  **do not give** the district permission to release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request. \_\_\_\_\_ **Initials of parent**

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My child and I have received a copy of the *Cedar Hill Collegiate Academy and High School Student Handbook* for the 2016 - 2017 School year and do also attest to all indicated information listed above.

**Signature for all of the above mentioned information**      Date: \_\_\_\_\_

Student signature: \_\_\_\_\_

Parent signature: \_\_\_\_\_