

Cedar Hill ISD Grades PK-5

STUDENT HANDBOOK

2016-2017



Cedar Hill Vision

Cedar Hill ISD will be a premier district providing our community with a world-class education system.

Cedar Hill Mission

The mission of Cedar Hill ISD is to develop lifelong learners and model citizens through the pursuit of academic excellence, individual leadership, and real life experiences.

Our mission can only be accomplished with the active partnership of parents and the committed cooperation of the entire community.

Bray Elementary

218 N. Broad St.
Phone: 972-291-4231
Fax: 972-291-6098

Collegiate Prep Elementary

975 Pickard Drive
Phone: 972-293-4502
Fax: 972-291-5213

High Pointe Elementary

1351 High Pointe' Lane
Phone: 972-291-7874
Fax: 972-291-5695

Highlands Elementary

131 Sims Dr.
Phone: 972-291-0496
Fax: 972-291-5764

Lake Ridge Elementary

1020 Lake Ridge Pkwy
Phone: 972-293-4501
Fax: 972-291-5210

Plummer Elementary

1203 South Clark Rd.
Phone: 972-291-4058
Fax: 972-291-4980

Waterford Oaks Elementary

401 N. Waterford Oaks Dr.
Phone: 972-291-5290
Fax: 972-293-2381

DAEP

1515 W. Beltline
Phone: 469-272-2050
Fax: 469-272-3443

Cedar Hill, TX 75104

Statement of Values

The foundation for the vision and mission of Cedar Hill ISD are the Six Pillars of Character. They shape who we are, what we do, and how we educate our students.

Trustworthiness: Our students, parents and community can count on us to conduct ourselves to high ethical standards.

- Honesty
- Integrity
- Reliability
- Loyalty

Respect: We treat our students, parents, and community as they want to be treated.

- Civility
- Courtesy
- Decency
- Dignity
- Autonomy
- Tolerance
- Acceptance

Responsibility: We understand our role in ensuring the success of all our students.

- Accountability
- Pursuit of excellence
- Self-restraint

Fairness: Our decisions conform to established rules that are free from self-interest, prejudice, and favoritism.

- Process
- Impartiality
- Equity

Caring: We serve the needs of our students, parents, and community with warm consideration and concern.

Citizenship: We are dedicated to making our schools, our country, and the world better than they are today.

STUDENT HANDBOOK SIGNATURE FORMS

HANDBOOK ACKNOWLEDGMENT FORM

My child and I have received a copy, or agree to access the electronic copy provided on the district web site (www.chisd.net), of the *PreK-5th Grade Student Handbook* for the 2016-2017 school year.

Printed name of Student: _____ Grade _____

Signature of Student: _____

Signature of Parent: _____ Date _____

CHISD TECHNOLOGY ACCEPTABLE USE AGREEMENT

STUDENT

I understand and will abide by the Technology Acceptable Use Policy. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Name (please print): _____

Campus Name: _____

User's Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Cedar Hill Independent School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the telecomputing network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for this student.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____

PARENT'S RESPONSE REGARDING RELEASE OF STUDENT INFORMATION

I, parent of _____ (*student's name*), CIRCLE ONE **(do give)** **(do not give)** the district permission to release the information in the list found on page iv in response to a request.

Parent Signature: _____ Date _____

USE OF STUDENT WORK AND PUBLICITY PHOTOGRAPHS ON THE DISTRICT/CAMPUS WEBSITE, INTERNET, PUBLICATIONS, AND OTHER MEDIA

I have read the Use of Student Work and Publicity Photographs on the District/Campus Website, Internet, Publications, and Other Media Policy.

I, the parent of _____ (*student's name*),

CIRCLE ONE **(do give)** **(do not give)** the district permission to use my child's work, name, or photograph in accordance with the policy and purposes expressed in the policy.

Parent Signature: _____ Date: _____

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

State law requires the district to give you the following 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 CHISD 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 the 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.]

CHISD has designated the following information as directory information:

- Student's name
- 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 school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Technology Acceptable Use Policy

Your child has an opportunity to be given access to the Cedar Hill ISD 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 District's regulations below together and sign the Acceptable Use Agreement at the beginning of this Handbook. 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 does not condone such material and will take reasonable steps to preclude access to it, it is not possible for us to absolutely prevent such access.

OVERVIEW

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.

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 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 SYSTEM ACCESS

The Superintendent's designee will consider requests from users who wish to use a blocked DISABLE FILTER site for bona fide research or other lawful purposes. Access to the District's electronic communications system will be governed as follows:

1. 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.
2. As appropriate and with completion of District network training,

District employees will be granted access to the District's system.

3. The District will require that all employee passwords be changed every 180 days. All passwords must remain confidential and should not be shared.
4. 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.
5. 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:

1. Be responsible for disseminating and enforcing applicable District policies and acceptable use guidelines for the District's system.
2. 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.
3. 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/chat rooms and cyber-bullying and response.
4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.
5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.
6. Be authorized to disable a filtering device on the system for bona fide research or another lawful purpose.
7. 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.
8. 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

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. 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.
3. System users may not disable, or attempt to disable, a filtering device on the District's electronic communications system.

4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus administrator or District director, as appropriate.
6. System users may not pretend to be someone else when sending/receiving messages.
7. 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.
8. Students may not respond to requests for personally identifying information or contact from unknown individuals.
9. 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.
10. System users may not use inappropriate language such as swear words, vulgarity, ethnic or racial slurs, or any other inflammatory language.
11. 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 cyber-bullying.
12. 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.
13. 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.
14. 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.
15. 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.
16. System users may not waste District resources related to the electronic communications system, including sending chain letters.
17. System users may not gain unauthorized access to resources or information.

DISTRICT E-MAIL

18. System users shall refrain from unethical and inappropriate use of District's electronic mail. These include (but are not limited to) the following:
 - a. Sending messages to everyone in the district or everyone on a campus without permission from your immediate supervisor
 - b. Sending unsolicited junk mail, chain letters, jokes, or advertisement
 - c. Sending messages relating to political lobbying
 - d. Sending messages that contain racist, sexist or inflammatory comments
 - e. Sending messages that contain obscenities or abusive language
 - f. Sending messages that use someone else's name on it
 - g. Sending messages that are inconsistent with the district's code of conduct
 - h. Using the e-mail system to request home phone numbers and, later, making obscene phone calls to the numbers
 - i. Using the e-mail system to provide addresses or other personal information to any third party that others may use inappropriately
19. 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:
 - a. 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.
 - b. 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.*)
 - c. 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.)
20. System users must purge electronic mail in accordance with established retention guidelines.
21. 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**

22. System users shall not erase, rename, or make unusable anyone else's computer files, programs or disks.
23. System users shall not let other persons use their name, logon, password, or files for any reason (except for authorized District personnel).
24. System users shall not use or try to discover another user's password.
25. 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.
26. System users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
27. System users shall not copy, change, or transfer any software or documentation provided by the District without permission from authorized District personnel.
28. 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.
29. 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.
30. System users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
31. System users shall not tamper with or relocate computers, networks, printers, IP phones or other associated equipment except as directed by District technology department.
32. System users shall not take home technology equipment (hardware or software) unless they have written permission from authorized District personnel.
33. Students and employees who access the District system from personal computers are subject to these procedures. This includes the Internet and e-mail.
34. 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.
35. 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:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. 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.
3. Carefully proofread and critically consider all communication with respect to proper grammar and word choice to promote clear, unambiguous communication.
4. Pretending to be someone else when sending/receiving messages is considered inappropriate.
5. Transmitting obscene messages or pictures is prohibited.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
7. 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, CHAT ROOMS,
AND 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 web pages 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' web pages under the supervision of the District webmaster. Teachers will be responsible for compliance with District rules in maintaining their class web pages. [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 web pages 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 web pages.

**PERSONAL
WEBPAGES**

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

**TERMINATION/
REVOCATION OF**

Termination of an employee's or a student's access for violation of District policies or regulations will be effective on the date the

**SYSTEM USER
ACCOUNT**

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, non-deliveries, mis-deliveries, or service interruptions caused by its own negligence, 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.

**Use of Student Work and Publicity Photographs on the District/Campus
Web Site, Internet, Publications and Other Media**

STUDENT WORK

All Cedar Hill ISD campus classrooms are able to use many resources for the curriculum which includes the district network and the Internet, publications, and other media. Using the many resources across the curriculum, a school may wish to publish a variety of teacher and student products on the district/campus web sites, Internet, publications, or other media. The types of products may include, but are not limited to; creative writing, artwork, slide, and audio/visual presentations produced by the students and/or their teachers. Student work on the district/campus

web site, Internet, publications and other media in these instances will be restricted to not publishing student grades, test scores, home addresses, phone numbers, or other materials protected by federal regulations.

PUBLICITY

During the school year, Cedar Hill Independent School District will be using photographs of students as participants in Cedar Hill ISD's program events and special activities. Your student may be identified in photographs as a part of district publicity. (On the district/campus website, your child's first name only will be used to identify him/her.) This publicity may include, but not be limited to, local newspapers, district/campus website, videos of instructional programs, and yearbooks.

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PREFACE

To Students and Parents:

Welcome to school year 2016-2017! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

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

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

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

Both students and parents should become familiar with the CHISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. The *Student Code of Conduct* may be found posted under the School Operations menu on the CHISD website at www.chisd.net.

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 have questions about any of the material in this handbook, please contact your student’s teacher.

Also, please complete and return to your child’s campus the following required forms included in this handbook or provided in the forms packet accompanying this handbook:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;

[See **Obtaining Information and Protecting Student Rights** on page 2 and **Directory Information** on page iv for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review in the school office or online at www.chisd.net.

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the CHISD 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, CHISD 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:

- For concerns regarding discrimination on the basis of gender please contact the Title IX Coordinator, 972-291-1581.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kellie Spencer, 972-291-1581.
- All other concerns regarding discrimination: please contact the superintendent, 972-291-1581.

[See policies FB(LOCAL) and FFH(LOCAL).]

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- 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, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or

her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 38]

- Becoming a school volunteer. For further information, see policies at GKG and contact The Department of School and Community Director at (972)291-1581.
- Participating in campus parent organizations and activities, please contact your student's campus for a list of opportunities.
- 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.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

“OPTING OUT” OF SURVEYS AND ACTIVITIES

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

- Any 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 authorized test material that has 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.
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 7.]

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.
- When it relates to media coverage of the school.

REMOVING A STUDENT TEMPORARILY FROM THE CLASSROOM

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

EXCUSING A STUDENT FROM RECITING THE PLEDGES TO THE U.S. AND TEXAS FLAGS

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

EXCUSING A STUDENT FROM RECITING A PORTION OF THE DECLARATION OF INDEPENDENCE

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

REQUESTING LIMITED OR NO CONTACT WITH A STUDENT THROUGH ELECTRONIC MEDIA

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

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

If you prefer that your child not receive any one-to-one electronic communications from the district employee, please submit a written request to the campus principal stating this preference.

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 the DAEP, BAC, 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 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 another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

REQUESTING CLASSROOM ASSIGNMENT FOR MULTIPLE BIRTH SIBLINGS

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

OTHER IMPORTANT INFORMATION FOR PARENTS

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 its 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.

Notice to Parents

As part of our commitment to provide your child with a safe, pest-free learning environment, CHISD may periodically apply pesticides to help manage insects, weeds, or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on CHISD property are made only by trained and licensed technicians. Should you have questions about this district's pest management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator at 972-291-1581 ext. 4092.

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 The Director of Special Education at (972)291-1581.

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 informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district.

The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

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

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is your child's campus counselor.

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).]

Parents of Students Who Speak a Primary Language Other Than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, also the Director of Title I programs, may be contacted at (972)291-1581.

Accommodations for Children of Military Families

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

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. Please contact the district for restrictions.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights.

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 including juvenile service providers.
- 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 the 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.

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). [See **Report Cards/Progress Reports and Conferences** on page 38 and **Student or Parent Complaints and Concerns** on page 19 for an overview of the process.]

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

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district’s policy regarding student records is available from the principal’s or superintendent’s office or on the district’s Web site at www.chisd.net.

The parent’s or eligible student’s right of access and/or to copy student records 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.

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes found in FL (LOCAL).

For these specific school-sponsored purposes, the district would like to use your child’s information. (See Directory and Release of Student Information on page iv in this handbook.) This information will not be released to the public without the consent of the parent or eligible student.

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

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact CHISD Parent Liaison at (972)291-1581.

ADMISSION

The residence of parents determines the school's rights of minor students. Parents who live outside the boundaries of CHISD have their school rights in the district where they live and not in Cedar Hill.

Residency Requirements

Original proof of residence will be required of all students' families annually. A parent living in the school district in the roll of a joint managing, sole managing, or possessory 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 CHISD and the parent or legal guardian does not, the student **may not** attend a district school. Any exception has to be obtained through a Power Of Attorney from the campus principal before a student can be admitted to Cedar Hill Schools. Before a student is allowed to enroll in a Cedar Hill elementary or intermediate school, parents must present original proof of residency (no copies) and other pertinent, required papers.

Change of Address and or Employer

When a student's address or phone number or a parent's employment number changes, this information should be reported to the teacher and the school office immediately. Emergency information should also be updated as changes happen.

Registration 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 parent/guardian or person having lawful control resides within the district. Tex. Ed Code 25.001(b).

Enrollment Requirements

If attending a CHISD school for the first time the following items are required to enroll:

- Original Birth certificate
- Original Social Security Card
- Immunization records
- Previous School Records (report cards, transcripts, testing results if available)
- Proof of residency (must be original, no copies, of current gas, electric, or water bill),
No phone bills

Returning students must provide the following for enrollment:

- Proof of residency (must be original, no copies, of current gas, electric, or water bill),
No phone bills

School Hours

The school day for elementary (Kindergarten through 5th grade) students:

Grade	Morning Drop Off	Tardy bell	Dismissal
K- 5 th	7:15 a.m.	7:30 a.m.	3:00 p.m.

Pre-Kindergarten has classes with two half-day sessions per day and full-day sessions:

Section	Drop Off	Tardy Bell	Dismissal
AM	7: 25 a.m.	7:30 a.m.	10:30 a.m.
PM	11:55 a.m.	12:00 p.m.	3:00 p.m.

Arrival

K-5th grade students arriving on campus prior to the 7:15 a.m. are to report to their designated areas for early arrival. **Teachers are not on duty and the building will not be opened to receive students until 7:15 a.m. unless the child is in the Extended Day program.**

Dismissal

Student should be picked up promptly at dismissal times as there will be no supervision for students who are not picked up on time. At dismissal time, please observe procedures designated at each campus. Different grade levels may use different exits.

DO NOT park in the bus loading zones or fire lanes. Parking in these areas presents a severe safety hazard to our students who then have to cross traffic lanes to board a bus. Vehicles parked in the above-mentioned lanes are subject to fines as administered by the Cedar Hill Police and Fire departments.

DO NOT leave vehicles unattended. Please park only in designated parking spaces. Never block others so that they cannot exit the parking lots. Please be considerate.

Emergency School Closing

If school is closed due to bad weather, local radio and television stations will be notified. Announcements of school closings will be made by 6:00 a.m. on the day of the closing if possible on KPLX, KLIF, KERA, WBAP, KRLD, Channel, 5 and Channel 8.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed below. **Excuses for absences, including MD notices, must be turned into the office within 3 days of the absence, otherwise it will be counted as unexcused.**

Should I Keep My Child Home From School?

Our goal in giving you these guidelines is to reduce the spread of communicable disease at school and to promote a healthy environment for students attending school. They were created to help you in your decision making process as to whether to send your child to school or to keep your child at home.

Following is a list of common ailments a child may have. If your child is ill, you may want to discuss these problems with your child’s pediatrician to determine if an office visit is needed.

Fever If your child has a temperature at 100 degrees or over, without medication, and when accompanied by sore throat, nausea, vomiting, upper respiratory, flu-like symptoms, or a rash, a contagious illness is suspected then they should remain at home. He/she should remain at home until they are fever and/or symptom free for twenty-four hours without medication.

Vomiting & Diarrhea A single episode of vomiting or diarrhea without accompanied fever may not be enough reason to miss school. However, children with watery diarrhea (loose runny stool or cannot get to the bathroom in time) should remain at home for 24 hours. If diarrhea or vomiting is frequent or accompanied by fever, keep the child home and consult your doctor.

Runny Nose & Coughing A minor cold or allergy symptoms (stuffy nose with clear drainage, sneezing, and mild cough) should not be a reason to miss school. If your child's cough is persistent or productive and accompanied by thick or constant nasal drainage, he/she should be kept home.

Sore Throat with Fever Sudden onset of a sore throat accompanied by a fever may indicate a doctor visit is needed. If the doctor diagnoses strep throat, the student must remain home for 24 hours after antibiotic treatment has begun.

Pink Eye (Conjunctivitis) if your child's eyes are mildly red and watery and no other symptoms are present; this may indicate irritation or allergy. However, if your child's eyes are markedly red (including under the eyelids) and accompanied by thick, yellow, or green drainage, he/she may have pink eye or conjunctivitis. This condition can be caused by a virus, bacteria, or allergies – only a doctor can determine the cause. Viral or Bacterial conjunctivitis is contagious. It is spread when a child rubs his/her eyes, then touches another student or an object that another student uses, and that student then rubs his/her eyes. For this reason, your child should remain home until treatment has begun or the symptoms are gone.

Rashes Rashes can be caused by many things, a few of which may be contagious. A sudden appearance of a rash over any part of the body with an unknown cause and accompanied by fever or other symptoms should be evaluated by the doctor. However; a rash caused by poison ivy/poison oak is not contagious and is not a reason to miss school. You may always take the student to the school nurse to see if he/she may remain in school or needs to be seen by the doctor.

Ringworm Any circular scaly patch that is seen along the hairline or in the scalp must be evaluated by a physician as it may be ringworm of the scalp, which is highly contagious and the child must be excluded from school. Oral medications are usually the treatment of choice, but your doctor may also recommend a special shampoo or ointment. Your child may return to school after treatment has begun. Ringworm on the body is very difficult to spread to others, and these children may be present in school as long as the area is covered by a bandage or clothing. You can check with your pharmacist for over the counter treatments for ringworm on the body.

Open Sores If your child has a blister or open sore on the skin that forms a yellowish crust, and is oozing or draining it may be contagious. These open sores are often seen around the nose or mouth but could be seen anywhere on the body and need to be evaluated by a doctor. Your doctor will determine when your child can return to school. Any other open areas must be covered.

Lice If your child persistently scratches his head or complains of an itchy scalp, check for pinpoint sized grayish white eggs (nits) within ¼ inch of the scalp that will not flick off the hair shaft. The louse bug is very small and wingless and the eggs are more easily detected. They are often found behind the ears, along the nape of the neck or on the crown of the head. If you notice these eggs or a live louse, your child must be treated with special shampoo available at drug stores and grocery stores before returning to school. Treatment must be repeated in 7-10 days. Please follow the instructions on the container carefully. Please notify the school nurse if your child is treated for head lice so that she can do appropriate case-finding.

Again, these guidelines are designed to assist in your decision-making process as to whether or not to send your child to school. Your doctor will assist you to determine if your child needs to be seen at an office visit.

Information gathered from:

Resources / Parent Information / Should I keep My Child Home from School?-Eng 0706

Communicable Disease Chart for Schools and Child-Care Centers, Texas DSHS

Control of Communicable Diseases in Man—Abram Benenson, editor, American Public Health Association

“Is your child too sick for school?” --Children’s Healthcare of Atlanta

Instructions for Pediatric Patients --Your Child’s Health, 1991, Barton Scmitt, M.D.

Should you keep your child home from school? --Putnam City Schools

Compulsory Attendance

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 18th 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.

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 [See FEA (LEGAL)]:

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

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

If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or

juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See 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 FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Reporting an Absence

Parents should call the attendance clerk each morning their child is absent from school. For accounting purposes, average daily attendance is taken every day at 10:00 a.m. Please report all absences for the day prior to that time. Perfect attendance will also be determined using this specified time frame. An effort will be made each day by the school to contact parents when absences occur; however, it should be the responsibility of the parent to keep the student's attendance records correct and updated.

Parent's Note after an Absence

When a student must be absent from school, the parent or student, upon returning to school, **must bring or submit a note, signed by the parent that describes the reason for the absence within 3 days of the absence, otherwise it will be counted as unexcused.** A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. The following items to be included in the note are:

- Student name & grade.
- Dates of absence.
- Reason for absence.
- Signature of parent / guardian.
- Phone number where parent / guardian may be reached for verification.

It is the student's responsibility to get information from the teacher regarding missed work. Students failing to complete work in the allotted time will receive a zero for the assignments missed. Students absent the day before a major test and or assignment may be required to complete the test or assignment as scheduled, provided the test or assignment date has been communicated in the student's presence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 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 within 3 days of the absence, otherwise the absence will be counted as unexcused.** [See FEC (LOCAL).]

Excused Absences

The Texas Education Code (25.087) states that a student's absence may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled. Absences shall be excused for:

- Personal sickness.
- Sickness or death in the family.
- Quarantine.
- Weather or road conditions that make travel dangerous.
- Any unusual cause acceptable to the principal or superintendent. (This includes approved school-sponsored activities. Temporary absences resulting from a visit to a health care professional shall be excused if the student commences classes or returns to school on the same day of the appointment **and provides** appropriate documentation within 3 days. This student shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the schoolwork, the day of absence shall be counted as a day of compulsory attendance. **Ski trips, hunting trips, and other vacations are not recognized as excused absences.**)

Partial Day Absence

No student may leave the campus at any time for any reason without first checking out in the attendance or school office. When a student boards a school bus, or arrives on campus in any manner, he/she is considered to be "in school" and must follow checkout procedures through the school or attendance office, even though the tardy bell may not have rung. Checking a student out before dismissal, for reasons other than illness or a doctor appointment may count as an unexcused partial day absence.

Intermediate school students with notes should report to the attendance office before school begins and the absence may be counted as a partial day absence for verification and issuance of a permit to leave class. Students will not be allowed to leave class without the permit or a call from the school office. When the student returns to school, whether the same day or the next, the permit must be returned to the attendance office in order to obtain an admission slip.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. For more information, see the school counselor.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

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

Cedar Hill Independent School District does not tolerate any form of bullying which could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyber-bullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

If you suspect that your student is being bullied, remember to support your child and take action. Please also consider the following suggestions from Stop Bullying Now! (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, counselor, and/or principal. He or she will be in a good position to understand the relationships between your child and other peers at school

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

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

BUS CODE OF CONDUCT (*SEE TRANSPORTATION*)

Bus riding is a privilege that requires responsible behavior. Certain rules of conduct are necessary for the safety of all students at bus stops, drop-offs, and when riding the bus. Following the bus driver's directions is crucial for the safety and well-being of all students. However, some students may choose to ignore directions and/ or rules for safety on the bus. Students displaying the following infractions will be reported to the principal by their school bus driver. The consequences of these behaviors range from

verbal warnings to bus suspension that could include expulsion from bus riding depending on the severity and/or frequency of the behavior. (See CHISD Code of Conduct) The behaviors are, but not limited to:

- Failure to remain seated at any time on the bus.
- Improper boarding/ departing procedures.
- Bringing any type of weapon or other article of injurious or objectionable nature on the bus.
- Refusing to obey the driver or monitor.
- Addressing the driver or monitor in a disrespectful manner.
- Fighting, hitting, horseplay, pushing, tripping, or assault.
- Eating or drinking on the bus.
- Extending any part of a student's body, clothing or any other article outside a bus window.
- Throwing, pitching, or shooting objects inside or out of the bus.
- Lighting matches or smoking or use of tobacco products on the bus.
- Spitting/ littering.
- Unnecessary or unacceptable noise level.
- Tampering with bus equipment or vandalism of bus property which includes writing or drawing on surfaces, cutting or tearing bus materials, destruction of property.
- Rude, bullying, discourteous or annoying conduct.
- Using inappropriate language and/or profanity.
- Possession or use of tobacco, tobacco products, drugs, abusable volatile chemicals, or alcohol.
- Public lewdness or indecent exposure.
- Making a false alarm/ report, or threat.
- Engaging in conduct that constitutes a felony.
- Other behavior detrimental to safety, well-being, and respect for others.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children; please talk to the campus counselor. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and

comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1-800-252-5400 or on the Web at <http://www.txabusehotline.org>).

COMPLAINTS AND CONCERNS

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

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

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that using district computers to email is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

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

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

Disruptions

As identified by law, disruptions include:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 300 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in 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 actions.

Insubordination

Students who refuse to follow the requests of teachers, administrators, or staff members are subject to being removed from the school premises by the law enforcement agency. This is considered interruptions of the educational environment.

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

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

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.] The school is not responsible for lost, or stolen cell phones or electronic devices.

Social Events

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

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

Campus Parties

District guidelines allow only two PTA/Parent –sponsored parties during the school year. Each campus will have a winter and a spring party designated by the campus principal. There will be no individual birthday parties, favors, or treats allowed which interfere with instructional time.

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. (See also page 15)

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

COUNSELING

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.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. [For further information, see the counselor and policy EHDB(LOCAL).]

CREDIT BY EXAM—IF A STUDENT HAS NOT TAKEN THE COURSE

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled will be posted on the district's website: www.chisd.net.

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

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from 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]

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, volunteer, or another student is prohibited.

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 persons who make 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, bullying, 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 district officials to whom to make a report.

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited

conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

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

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

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

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 the school's main office 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 superintendent's office for prior review. The superintendent 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.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES **(SEE DISTRICT POLICY ON PAGE V.)**

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

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.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 40 and policy FNF.]

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

Possession and Use of Other Personal Technology Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 40 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

Instructional Use of Personal Telecommunications and Other Electronic Devices

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. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. The district will not be responsible for any damaged, lost, or stolen electronic device.

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies 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, possessing, 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.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing 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 an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

B	=	80 – 89	S	=	Satisfactory
C	=	70 – 79	N	=	Needs Improvement
F	=	Below 70	U	=	Unsatisfactory

Credit will be given for all acceptable work done at the DAEP or BAC campus. Grades for work done at DAEP or BAC will not replace previous grades, but will be averaged with grades earned at the home campus. Final grade submission will be the responsibility of the home campus classroom teacher to whom the student is assigned.

*For Collegiate Prep Grading Guidelines see Addendum

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

School Health Advisory Council

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

Physical Fitness Assessment

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

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

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 school office. [See policies at CO and FFA.]

Other Health-Related Matters

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 works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the principal's office. If you have any questions or would like to examine the district's plan in more detail, If you have any questions, or would like to examine the district's plan in more detail, please contact Maintenance Director at (972)291-1581.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment may contact the districts IPM Coordinator at 972-291-1581 ext. 4092, josh.skains@chisd.net, or 912 Cedar St. Cedar Hill Texas, 75104.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths at (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.

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

In accordance with grading guidelines, a student shall be permitted a reasonable opportunity to re-do an assignment or retake a test for which the student received a failing grade. Teachers shall inform their students of the time allotted for completing makeup work after an absence; however, the student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time.

All work missed shall receive one day of makeup time for each day absent plus one day. If this occurs at the end of the six-week period, the student shall be given incomplete grades in all classes. The student must complete all work and close out all records within two weeks or the grades will be averaged as they are.

For example:

<u>Length of absence</u>	<u>Days allowed for makeup work</u>
One-day absence	The day after return to school
Two-day absence	Three days after return to school
Three-day absence	Four days after return to school
Four-day absence	Five days after return to school
Five-day absence	Six days after return to school

Six or more days

Seven days after return to school unless prior approval is given by the principal or designee

The grade for makeup work after an unexcused absence shall be no higher than 70.

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

Retest

Students who score below 70 will be given the opportunity to retest in accordance with Board Policy (EIA/Local). Students may receive additional help during class or outside of class. Students will be provided an opportunity to retake the major test or suitable alternate tests covering the same material. This policy does not apply to the STAAR tests or standardized testing which is governed by the state or is norm-referenced and has make-up days scheduled.

Homework

The purpose of homework is to provide further opportunity for practice in areas where the student needs strengthening or where he/she failed to complete assignments at school. Homework is an outgrowth of work done during instruction of that subject in the classroom and as such, needs little if any instruction at home. Parents can help by showing a positive attitude toward this work and by providing a place where it can be accomplished.

Students are expected to complete all homework assignments on time. If not, they may be required to stay in at recess, after school, or other various times to complete assignments. Grades will be affected if homework is not turned in. Check with your child's teacher regarding the campus homework policy.

DAEP, BAC, or In-school Suspension Makeup Work

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

The District shall provide a disciplinary alternative education program (DAEP and BAC) that:

1. Is provided in a setting other than the student's regular classroom.
2. Is located on or off a regular school campus.
3. Provides for the students who are assigned to the DAEP or BAC to be separated from students who are not assigned to the program.
4. Focuses on English language arts, mathematics, science, history, and self-discipline.
5. Provides for students' educational and behavioral needs.
6. Provides supervision and counseling.
7. Requires that to teach in an off-campus DAEP or BAC, each teacher must meet all certification requirements under Education Code Chapter 21, Subchapter B, except that teachers in a DAEP or BAC of any kind who were employed by the District during the 2003–04 school year or an earlier school year must meet the certification requirements by the beginning of the 2005–06 school year.

The DAEP or BAC may provide for a student's transfer to a different campus, a school-community guidance center, or a community-based alternative school.

Education Code 37.008(a), (b)

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

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

MEDICINE AT SCHOOL

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**:

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

Student will be sent home if he/she has:

- 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.
- Been returning to clinic more than one time c/o not feeling well and feels too badly to remain at school.

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. See the school nurse for information. [See policy FFAF(LEGAL).]

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 or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

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

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

In its efforts to promote nondiscrimination, CHISD 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:

- For concerns regarding discrimination on the basis of gender, please contact the Title IX Coordinator at 972-291-1581.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Kellie Spencer, 972-291-1581.
- All other concerns regarding discrimination: please contact the superintendent, 972-291-1581. [See policies FB(LOCAL) and FFH(LOCAL).]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PRINCIPAL CONFERENCE

Parents and students are advised that principals welcome the opportunity to communicate with them. It is requested, however, that you please respect the possibility that the principal may have other scheduled appointments. All requests for appointments will receive a response. If your concern involves a situation that has prescribed protocols and the procedures have not been adhered to, you may be referred back to the person or persons to whom the issue should be addressed.

PROMOTION AND RETENTION

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

At certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR) if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the STAAR is administered the first time.

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student, who will need to leave school during the day, shall follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

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 9 weeks.

At the end of the first three weeks of a grading period, parents may access progress reports on line. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1.]

Teachers follow grading guidelines that have been approved by the District and are designed to reflect each student's academic achievement for the grading period and semester. 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).

RETALIATION

[See **Discrimination, Harassment, and Retaliation** on page 22.]

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

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.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

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

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).]

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Electronic Devices

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL) for more information.]

Trained Dogs

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

SPECIAL PROGRAMS

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

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3-8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 38 for additional information.

STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student’s ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student’s Language Proficiency Assessment Committee (LPAC).

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district.

Please contact the Department of School and Community Services which has been designated as the district’s liaison for children in the conservatorship of the state, at 972-291-1581 with any questions.

SUBSTITUTE TEACHERS

When a teacher is absent, the best available substitute teacher is called. It is difficult for anyone to come into a classroom and conduct the class in the same manner as the regular teacher. Students are expected to be on their best behavior when having a substitute teacher. Substitute teachers have the same authority as a regular classroom teacher.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org/>
- <http://www.dshs.state.tx.us/mhservices-search/>

SUMMER SCHOOL

Courses are offered based on demand. Information regarding location of the school, course offerings, and tuition are available each spring. Summer school is a highly intensified program in which one day equates to almost one week in the long term.

TARDINESS

A student who is tardy to class will be assigned a disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

Transfer students shall be evaluated and placed in classes promptly. The district shall accept all credit earned toward state graduation requirements by students in accredited Texas schools, including credits earned in accredited summer school programs. Credits earned in local credit courses may be transferred at the District's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. [19 TAC 75.168 (b) 75.169 (a) (5)]

The district shall not accept credits earned by students in non-accredited schools. To receive credit for the course work from home schooling or unaccredited schools, students must pass Credit by Examination (TAC 75.166) for each course in which they are seeking credit. See the Credit by Examination with Prior Instruction section in this handbook. [Policy EEJA (local)] Additional information about this program can be obtained in the school's counseling office.

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 (See Bus Code of Conduct)

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 on the district website.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route.

See the *Student Code of Conduct* for provisions regarding transportation to the District Alternative Educational Program (DAEP or BAC).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely.

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.

When students ride in a district van or passenger car, seat belts (if equipped) must be fastened at all times.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

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 receptionist 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.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. All visitors must be signed in through the Raptor System in the principal's office. The duration shall not exceed 15 minutes and the frequency shall not interfere with the delivery of instruction or disrupt the normal classroom/school environment.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. All gifts and/or treats will be brought to the office for approval of distribution. Gifts and/or treats other than food items will not be distributed to the student because of the tendency to disrupt the learning environment.

WITHDRAWING FROM SCHOOL

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

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

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.

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 sometimes 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.

BAC stands for the disciplinary alternative education placement program called the Behavior Adjustment Center for grades K-5. It is a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the BAC will be separated from students not assigned to the program. The BAC 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.

DAEP stands for the Disciplinary Alternative Education Placement program. It is a placement for 6th grade students who have violated certain provisions of the *Student Code of Conduct*. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

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

OTC refers to *Over-the-Counter* non-prescription medicine.

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

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.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board; identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in the BAC. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, BAC 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 former standardized achievement test for grades 3–6. It is replaced in these grades with STAAR.

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

ELEMENTARY SCHOOL DIRECTORY

Bray Elementary

Marchelle Sterling, Principal
(Grades PK-5)
218 N. Broad St.
Cedar Hill, TX 75104
Phone: 972-291-4231
Fax: 972-291-6098

High Pointe Elementary

Charmon Barksdale, Principal
(Grades PK-5)
1351 High Pointe' Lane
Cedar Hill, TX 75104
Phone: 972-291-7874
Fax: 972-291-5695

Lake Ridge Elementary

Wendy Mills, Principal
(Grades PK-5)
1020 Lake Ridge Pkwy
Cedar Hill, TX 75104
Phone: 972-293-4501
Fax: 972-291-5210

Waterford Oaks Elementary

Dr. Trevena Taylor, Principal
(Grades PK-5)
401 N. Waterford Oaks Dr.
Cedar Hill, TX 75104
Phone: 972-291-5290
Fax: 972-293-2381

Collegiate Prep Elementary

Heath Koenig, Chancellor
(Grades PK-5)
975 Pickard Dr.
Cedar Hill, TX 75104
Phone: 972-293-4502
Fax: 972-291-5213

Highlands Elementary

Damian Patton, Principal
(Grades PK-4 & Bilingual)
131 Sims Dr.
Cedar Hill, TX 75104
Phone: 972-291-0496
Fax: 972-291-5764

Plummer Elementary

Sherese Nix, Principal
(Grades PK-5)
1203 South Clark Rd.
Cedar Hill, TX 75104
Phone: 972-291-4058
Fax: 972-291-4980

Grading Guidelines for Collegiate Prep

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 CHISD 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 unexcused 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).]

Failed Assignments

The student may complete an alternate assignment to increase their grade on a failed daily assignment or project assigned over multiple days. The highest grade a student may receive for an alternate assignment 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

unsatisfactory performance on in-class assignments which only CHISD school credit will be awarded (non-dual credit courses). It is the responsibility of the student to make the request within two days of receiving the failed grade.

The student may request a second opportunity to demonstrate mastery on a test for a maximum of 70 within two days of receiving a failed grade.