

Connally Independent School District
STUDENT HANDBOOK



"Cadet Pride"

2005-2006

Web Address <http://www.connally.org>

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CISD Editor, 2005-2006: Nancy T. Cross, M.Ed., Principal, Elm Mott

Dear Students and Parents:

Welcome to school year 2005-2006! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to be a resource and guide to help us do that.

The Connally ISD Student Handbook outlines the policies and procedures based on laws and rules and regulations that govern public schools in the State of Texas. The policies and procedures were compiled by the CISD Site-Based Management Team and adopted by the CISD Board of Trustees. This handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- The first, especially for parents, with information all parents will need about assisting their child and responding to school-related issues;
- The second, for students and their parents, to provide information about courses, class rank, extracurricular and other activities; and
- The third, general information regarding school operations and requirements.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. The ultimate purpose of education is to help each student become an effective citizen in a democracy. Developing and accepting the responsibilities and obligations of good citizenship will help your child participate successfully in the world of tomorrow. Remember that your child’s success in school will be directly proportional to his/her efforts.

Both students and parents must be familiar with the Connally ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found Appendix A of this handbook and posted on each campus and on the Connally ISD web site, [<http://www.connally.org>].

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 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 student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the

parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See Obtaining Information and Protecting Student Rights on page 1.]

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available in the school office in Central Administration Offices, and in each campus office or on the District's Web site at:

[\[http://www.connally.org/sb/sb.html\]](http://www.connally.org/sb/sb.html).

Sincerely yours,

Bruce Shores
Superintendent

CISD STUDENT HANDBOOK CHANGES

2005-2006

Page #	Text Changes
Page vii	Move special services contacts to “Freedom from Discrimination,” page
Page xii	Insert 2005-2006 Calendar
Page xiii	Update personnel and telephone numbers for Administrative Staff Positions
Page xiv	Update Board of Trustees Officers and Members
Page 1	Update reference page numbers. Insert sentence “Parent Conferences will be held district-wide...” to third bullet paragraph. Insert paragraph, “Offering to serve on the Parental Involvement Council...”
Page 2	“Opting Out” of Surveys and Activities, change term from “collected” to “gathered.” Insert fourth bullet paragraph “Display of your child’s artwork...”
Page 3	Update Reference page numbers
Page 5	Insert TAKS Testing Schedule.
Page 6	Update reference page numbers Insert new section, “Steriods.”
Page 5	Delete “in school year 2003-2004” from 1 st bullet. Rephrase with “in the 2004-2005 school year” in 2 nd bullet. Rephrase with “in the 2007-2008 school year” in 3 rd bullet. Insert phrase in paragraph after bullet list, “in grades 1-8”. Insert paragraph, “A Personal Graduation Plan (PGP) will be prepared for any student...” Delete “Beginning in school year 2003-2004” and begin paragraph, “Students in Grade 11...”
Page 7	Insert new section, “Psychotropic Drugs.” ”Student Records” insert “is emancipated by a court.”
Page 8	Update reference page numbers. Replace “becomes eligible” with “becomes 18 or is emancipated by a court.”
Page 10	Update reference page numbers. Update Connally High School consequences for tardies.
Page 11	Update reference page numbers. Condense text in “Academic Programs.” Delete “Effective in school year 2004-2005.”
Page 12	“Promotion and Retention” text relocated. Insert new text as second paragraph, “In addition...”
Page 15	Update reference page numbers. Amend text in “Compulsory Attendance” second paragraph to clarify accelerated instruction.
Page 16	Update reference page numbers.
Page 19	Insert “(without aid of medication)” to “Fever” text. Add sentence to end of “Pinkeye”text ... “Your child may return...”
Page 21	Insert new text, “Other Health Related Matters.” Insert new text, “Freedom from Discrimination.”
Page 22	Relocate contact information for non-discrimination, homeless, Title 1 participants and students with disabilities

- Page 23 Insert “Applicability of School Rules.”
 Insert “Corporal Punishment.”
 Insert title “Standards for Student Conduct.”
 Insert “General Conduct Violations” from Student Code of Conduct.
- Page 27 Amend “Disruptions” to include text “...identifies the following and permits...”
- Page 28 “Drug Abuse Policy,” # 6 **to be changed to read: “If the student tests negative, the suspension may be dropped and the disciplinary action may be revised.”**
- Page 29 Amend text to change “cell phones” to “telecommunications devices.”
 Add to end second paragraph, “For certain items, ...”
 Sections on bullying, harassment and sexual harassment now in “Freedom from Discrimination.”
- Page 31 Amend “Profanity Policy” to read “Students directing...may be assigned...”
- Page 33 Substitute new sections “Nonschool Materials...from students” and “Nonschool Materials...from others.”
- Page 34 Remove “Shorts Policy.” Shorts may be worn throughout the school year. Length requirements and consequences remain, but appear in other text locations.
 Revise “1) Braids must be braided to the scalp...”
- Page 35 Include Student Code of Conduct reference page for violations of shorts policy.
 Remove “camouflage pattern” from 1.
 Change grades for no flip-flops to PK-2.
- Page 36 Include Student Code of Conduct reference page for violations of shorts policy.
 Remove “camouflage pattern” from 1.
 Change grades for no flip-flops to PK-2.
- Page 35 Boys Acceptable Dress:
 2. ...”with pants and/or shorts unless garments are tailored to be worn without belts.”
 6. Waistbands of pants and/or shorts must be...
- Page 37 Update Reference page numbers.
 Add first sentence to “Immunizations” “All students must be up-to-date...”
- Page 38 Insert new section “Transfer of Records” to reflect current regulations and law.
- Page 40 Insert new section “Physical Examinations/Health Screening
 Edit “Accident Insurance” to read “...to help meet medical expenses...”
- Page 41 Revise first two sentences of “Student Identification” to reflect actual practice.
- Page 43 “Pest Control” section relocated to “Other Health-Related Matters.”
- Page 48 Insert “Glossary.”

CISD STUDENT CODE OF CONDUCT CHANGES

2005-2006

The CISD Student Code of Conduct reflects the extensive changes made to the model used in recent years. The content is organized and indexed to be logically referenced and user friendly. Readers are referenced to pages between the Student Handbook and Student Code of Conduct for repeated text. Specific information changes appear on the pages identified below.

- Aii Add detailed Table of Contents
- A-1 “Purpose” additional explanation added.
- A-4 “General Conduct Violations” reorganized and restated to reflect current law.
- A-6 Dress and grooming standards appear on Pages 34-36 in the CISD Student Handbook.
- A-8 “Discipline Management Techniques” updated to reflect current law and regulations.
- A-10 “Removal from the Regular Educational Setting” updated and reorganized.
 “Returning Student to Classroom” reflects current law.
- A-11 “Misconduct” reflects options for administrators to consider before a suspension decision.
- A-12 “DAEP Placement” reflects current law and is reorganized for clarification.
 Misconduct Identified in State Law: Third bullet – Criminal mischief, not punishable as a felony.
- A-18 “Expulsion” reflects current law and is reorganized for clarification.
- A-24 “Glossary” included for clarification.
- A-29 “Student Handbook Acknowledgement” condensed to a single page.

2005-2006 CONNALLY ISD SCHOOL CALENDAR

Administrative Staff Phone Numbers

WEB ADDRESS <http://www.connally.org>

DISTRICT INFORMATION

Central Administration	296-6460
Superintendent	296-6405
Bruce Shores	
Assistant Superintendent	
Curriculum & Human Resources	296-6410
Barbara Parson	
Director of Curriculum	296-6463
Deanna Lovesmith	
Elementary Curriculum/Title 1	296-6462
Lynn Pearson, Coordinator	
Technology Instruction	296-6403
Meritte Threadgill, Facilitator	
Community Relations and Education	296-6481
Terri O'Dell, Director	
Special Education	296-6465
Byron Garrison, Director	
Assistant Superintendent	
Business & Support Services	296-6418
Dorothy Chaneyworth	
Tax Office	
Instructional Technology	
Candace Threadgill, Director 296-6400	
Matt Stassen, Network Admin. 296-6403	
PEIMS & Records Management	296-6426
Teresa Donaldson, Coordinator	
Operations	412-5560
Dean Kirkpatrick, Director	
Transportation	799-6246
Melvin Baugh, Supervisor	
Maintenance / Central Receiving	799-9119
Roy Tindell, Supervisor	
Child Nutrition Services	412-5508
Bobbie Williams, Supervisor	
CISD Police Department	799-2426
Ronnie Price, Chief	

Fitness Center 296-6429

DISTRICT FAX NUMBERS

Central Administration	412-5530
Elm Mott Center	829-4005
Primary School	829-1273
Elementary School	412-5525
Intermediate Center	412-5522
Junior High	829-2354
High School	412-5549
Lakeview Academy	412-5557
Career & Technology	412-5530
Transportation	412-5561
Business Office	412-5537
CISD Police Dept	412-5501
Community Education	412-5515

CAMPUS INFORMATION

Elm Mott Early Learning Center	
Principal's Office	750-7140
Nancy Cross, Principal	
CISD Child Care Center	750-7160
Sidonia King, Director	
Primary School	
Principal's Office	296-7600
Marlo Moore, Principal	
Mary Shores, Assistant Principal	
Counselor's Office	296-7605
Michelle Brem, Counselor	
Elementary School	
Principal's Office	799-6277
Larry Cumby, Principal	
Sandra Daniel Ed.D., Assistant Principal	
Rachel Craig, Counselor Intern	
Intermediate Center	
Principal's Office	750-7100
Linda Southard, Principal	
David Wimberly, Assistant Principal	
Counselor's Office	750-7105
Jeanine Lofgren, Counselor	
Junior High	
Principal's Office	296-7700
Keith Pate, Principal	
Wesley Holt, Assistant Principal	
Counselor's Office	296-7712
Robin Ralston, Counselor	
High School	
Principal's Office	799-5565
Joe Crownover, Principal	
Mike Anderson, Assistant Principal	
Kim Cody, Assistant Principal	
Counselor's Office	412-5506
Garla Gonzales, Counselor	
Lisa Snelling, Counselor	
Teacher's Lounge	412-5528
Band Hall	412-5550
Athletic Director	
Field House	750-7194
Career & Technology	296-6421
ROTC	296-6476
Lakeview Academy	412-5558
Robert O'Dell, Principal	
Connally Community Clinic	412-2101
Betty Hendrix, Nurse Practitioner	

Mission of Education in Connally ISD

The mission of the Connally Independent School District is to ensure the highest quality instruction for all students using methods which will show positive results and consistent gains in academic performance to the maximum of each student’s abilities. By involving the total school community, Connally Independent School District will equip students with the skills for effective communications, problem solving, technological literacy, job responsibility and teamwork to be able to apply a strong work ethic to become productive citizens and leaders in our global society.

Board of Trustees

Shane Loftin	President
Russell Lindsay	Vice-President
Bill Beheler	Secretary
Greg Davis	Member
Paschal Ouellette	Member
Brenda Price	Member
Susan Thames	Member

Pledge of Allegiance to the US Flag

“ I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

Pledge of Allegiance to the Texas State Flag

“Honor the Texas flag; I pledge allegiance to thee, Texas, one and indivisible.”

SECTION I

IMPORTANT INFORMATION FOR PARENTS

This section of the Connally ISD Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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. Ensure that your child completes all homework assignments and special projects. Be sure your child 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. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See Academic Counseling and Academic Programs on Page 11.]
- 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 appropriate school office as listed on Page xii for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school. Parent Conferences will be held district-wide from 5:30 – 8:00 p.m. on October 3, 2005 and February 27, 2006. [See Report Cards/Progress Reports and Conferences on Page 4.]
- Becoming a school volunteer. [For further information, see policy GKG and contact the office on your child's campus.]
- Participating in campus parent organizations. Parent organizations include: Connally PTO.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Sandra Daniel, Ed.D. at 296-6423.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF and EHAA and School Health Advisory Council on Page 21.]
- Offering to serve on the Parent Involvement Advisory Council, assisting the district in coordinating and integrating parental involvement strategies under Title I, Part A with parental involvement strategies under other ESEA programs. For further information, see policy EHBD, and contact Lynn Pearson at 296-6461.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

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.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating 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.
- **Display of your child’s artwork, projects, and other special work products:**
As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the 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.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,

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

[See Student Records on page 6.]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co-curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To 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.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence on page 40 and policy EC.]
- To 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]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

GRADING GUIDELINES

In grades 1-12, achievement is reported to parents as:

- **Letter grades** for designated classes at Connally Intermediate Center, where:
A = 90-100 B = 80-89 C = 75-79 D = 70-74 F = 0-69 (Failing);

and for kindergarten students, the following letter grades will indicate academic progress:

E = Excellent S = Satisfactory N = Needs Improvement U = Unsatisfactory.

- **Number grades** for academic classes for students on other campuses.

The school year is divided into two semesters of three six-week periods. Six weeks grades are determined by averaging all daily and special work done by the pupils, including special reports, themes, laboratory work, maps and minor tests. Minor unit tests and/or six-weeks tests will count not more than one-fifth (1/5) of the final six-week grade.

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks. Report Cards are handed out on Thursday following the close of each six-week grading period. Final Report cards will be distributed between 2 & 3 p.m. the Thursday after school is out.

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during 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 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal and Superintendent and adopted by the Board of Trustees, that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. [See policy EIA.]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school the following day.

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day—but especially on test days—after:

- A good night's sleep;
- A good breakfast; and
- Dressing for the weather or for the temperature inside the testing center.

STATE-MANDATED ASSESSMENT TESTS

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

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5, 8, and 10 [See note below.]
- Any other subject and grade required by federal law.

Note: The science assessment test in grade 8 will be administered beginning in the 2006–2007 school year. [See policy EKB.]

TAKS testing dates are:

Test	Date	Date	Date	Date
Reading Grades 3 & 5	Feb. 21, 2006	Apr. 19, 2006	June 28, 2006	None
Mathematics Grade 3-4, 6-8, & 10	Apr. 18, 2006	None	None	None
Reading Grade 4	Apr. 19, 2006	None	None	None
Writing Grade 4 & 7	Feb. 21, 2006	None	None	None
Mathematics Grade 5	Apr. 4, 2006	May 16, 2006	June 27, 2006	None
Science Grades 5 & 8 & 10	Apr. 20, 2006	None	None	None
Social Studies Grades 8 & 10	Apr. 21, 2006	None	None	None
English Language Arts Grade 10	Feb. 21, 2006	None	None	None
Mathematics Grade 9	Apr. 20, 2006	None	None	None
Eng/Lang Arts & Exit Level	Oct. 18, 2005	Feb. 21, 2006	Apr. 18, 2006	July 11, 2006
Mathematics Exit Level	Oct. 19, 2005	Feb. 22, 2006	Apr. 19, 2006	July 12, 2006
Science Exit Level	Oct. 20, 2005	Feb. 23, 2005	Apr. 20, 2006	July 13, 2006
Social Studies Exit Level	Oct. 21, 2005	Feb. 24, 2005	Apr. 21, 2005	July 14, 2006

MEDICINE AT SCHOOL

Only authorized employees, in accordance with policy, will give a student medication in the nurse's office. In order for a student to receive medication at school, the following requirements must be met:

- The parent/guardian must sign a medication consent form and furnish the medication to the nurse. The medication, prescription or non-prescription, must be in the original, properly labeled container. Connally ISD does not provide any prescription or non-prescription medication. The parent **must** provide medications. Do not send medication of any kind that is not in its original container.
- All medication must be brought to the nurse when arriving to school. Do not send medication in a lunch kit/sack, backpack, etc. for your child to take without supervision. Students are not allowed to carry any medications on them with the exception of asthma medication. [See the section of Self-Administration of Asthma Inhalers on page 6.]
- If the substance is an anabolic steroid, herbal or a dietary supplement, it must have FDA approval and it must be provided by the parent and will be administered only if it is required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- Any unused medication must be picked up by the parent/guardian. Any unclaimed medications will be destroyed at the end of the school year.

In certain emergency situations, for which the District will maintain and administer to a student nonprescription medication, but only if:

- The District has obtained from its medical advisor licensed to practice medicine in Texas (or from a licensed physician at the county or regional health authority) a protocol for treatment of a particular emergency; and
- The parent has previously provided written consent to emergency treatment on the District's form.

STEROIDS

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

PSYCHOTROPIC DRUGS

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 will not 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.

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

[For further information, see policies at FFAC.]

Self-Administration of Asthma Inhalers

A student with asthma who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

It is strongly encouraged to allow the nurse to store and administer asthma inhalers to students while on school property. It is optional for parents to allow the student to possess and self-administer inhaler medication once state requirements are met as stated in House Bill 1688. The following requirements must be met before a student is allow to carry and self-administer asthma medication:

- The parent must provide a signed statement from the student's physician that states the student is capable of self-administering the asthma inhaler. The statement must also include the name and purpose of the medication, the dosage, the times or circumstances under which the medication may be administered, and the duration for which the medication is prescribed.
- The asthma inhaler medication must be properly labeled by the pharmacy as prescribed to the student;
- The self-administration is properly carried out as the label indicates;
- The parents must sign a medication consent form as indicated by the District.

[For further information, see policies at FFAC.]

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and "eligible" students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older, is emancipated by a court OR who is attending a postsecondary education institution.

Directory Information

The law specifies that certain general information about Connally ISD students is considered "directory information" and will be released to anyone who follows procedures for requesting it. That information includes:

- A student's name, address, telephone number, and date and place of birth.

- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address.

Records Release

Release of any or all directory information regarding a student 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 the child’s first day of instruction for this school year. [See the acknowledgement form attached to this handbook.]

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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. 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 or in response to a subpoena or court order.
- A school to which a student transfers 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 District must comply with a request by a military recruiter or an institution of higher education for students’ names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The principal is custodian of all records for currently enrolled students at the assigned school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. The Special Education Director is custodian of all special education records. A current listing of the names and positions of those employees within the District who may have access to personally identifiable information is posed in the Special Education Office. Official Special Education records are kept at 200 Cadet Way, Waco, Texas 76705. The record of access will be maintained as long as CISD maintains the student’s special education file. It is available only to parent(s), adult student, school officials responsible for custody of records, and those state and federal officials authorized to audit the operation of the system

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is:

200 Cadet Way, Waco, Texas 76705.

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

200 Cadet Way, Waco, Texas 76705

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) 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 defined by policy FNG. [See Report Cards/Progress Reports and Conferences on Page 4 and Student or Parent Complaints and Concerns on Page 9 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.

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

Request for Public Records

Rules of Procedures

A request for public records under Article 6252-17A, to any/all departments of the Connally Independent School District, shall follow these procedures:

1. A request for Public Information form will be given to the person requesting records.
2. The person requesting the records should complete the form. The completed request should be presented to the Records Management Officer in the Records Management Office at 700 Theresa, Waco, Texas 76705.
3. The request will be processed as quickly as possible (Article 6252-17A, Sec. 4) pending verification that information requested is releasable under Article 6252-17a, Sec. 6 as stated in Connally ISD Board Policy GBA.
4. Public information is available to the public during normal business hours of the district.

A person requesting public information shall complete the examination of original information within ten days after the date the officer for public records makes it available, unless extensions are requested in accordance with Article 6252-17A, Sec. 4.

Uncertified copies, paid for by the requester, are the property of the requester, and may be removed from the premises without need of return. The cost of reproducing uncertified reproductions shall follow the guidelines developed and published by the State Purchasing and General Services Commission. Cost shall reasonably include all cost related to reproducing the record, including cost of materials, labor and overhead when the request is for more than fifty (50) pages of readily available information. Charges for access to records comprised in any form other than standard size pages, in computer record banks, microfilm or other similar record-keeping systems, shall be set after consultation between the officer for public records and the State Purchasing and General Services Commission. The cost of providing the records shall be in an amount that reasonably includes all costs related to providing the record, including cost of materials, labor or overhead.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy

of this policy may be obtained in the principal's or Superintendent's office or on the District's website at [<http://www.connally.org/sb/sb.html>].

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and 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.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent

.A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Late Arrival to School

Students are considered tardy if they are not in their assigned seats when the tardy bell sounds. Consequences for tardiness are age and grade appropriate. Those policies are:

Connally Primary School Grades K-2	Connally Elementary School Grades 3-4
1 st Tardy – Warning	1 st Tardy – Warning
2 nd Tardy – Notify Parent by Phone	2 nd Tardy – Notify Parent by Phone
3 rd Tardy – Letter to Parent	3 rd Tardy – Letter to Parent
4 th Tardy – Lunch Detention	4 th Tardy – OCS – 1 day
5 th Tardy – OCS – 1 day	5 th Tardy – OCS – 2 days
6 th Tardy – OCS – 2 days*	6 th Tardy – OCS – 3 days
7 th Tardy – OCS – 3 days*	7 th Tardy – OCS – 3 days
	8 th Tardy – Legal Action

* = As assigned by principal and appropriate for grade level

**Connally Intermediate Center
Grades 5-6**

- 1st Tardy – Warning
- 2nd Tardy – Notify Parent/letter to parent
- 3rd Tardy – 1 day Tues/Thurs School
- 4th Tardy – 2 days Tues/Thurs School
- 5th Tardy – OCS – 1 day
- 6th Tardy – OCS – 2 days
- 7th Tardy – OCS – 3 days
- 8th Tardy – OCS – 3 days
- 9th Tardy – Consider AEP Placement

**Connally Junior High
Grades 7-8**

- 1st Tardy – Warning
- 2nd Tardy – Lunch detention
- 3rd Tardy – 1 day Tues./Thurs. school
- 4th Tardy – 2 days Tues./ Thurs. school
- 5th Tardy – OCS – 2 days
- 6th Tardy – OCS – 2 days
- 7th Tardy – OCS – 3 days
- 8th Tardy – OCS – 3 days
- 9th Tardy – consider AEP placement

**Connally High School
Grades 9-12**

- | | |
|---|--|
| 1 st Tardy – Warning | 5 th Tardy – 3 day of OCS, parent conference at school* |
| 2 nd Tardy – 3 days of lunch detention | 6 th Tardy – 3 day of OCS, parent conference at school* |
| 3 rd Tardy – 2 days of after school detention, call parent | 7 th Tardy – consider placement in DAEP |
| 4 th Tardy – 1 day of OCS, parent conference at school* | * Student will not be released from OCS until parent comes to school for conference. |

The tardy policy will be in effect per semester. At the Junior High School, tardies are for each class. At the High School, tardies are cumulative.

Failure to report for after school detention will result in one (1) hour detention. Parents will be contacted. If a student has a problem making a detention, the student is responsible for arranging another time to serve the detention. **Failure to report for Tuesday/ Thursday School will result in an additional Tuesday/ Thursday School or two (2) days OCS.** [See Attendance for Credit on Page 16.]

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. A withdrawal form may be obtained by the parent 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 placed in the student's permanent record.

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

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

ACADEMIC PROGRAMS

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. Most ninth graders will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. [For more information, policy EIF.]

ASSEMBLIES

Students are required to attend assemblies unless they have made prior arrangements with the principal.

A student's conduct during assemblies must meet the classroom standard.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (see the [CISD Acceptable Use Policy](#) on pages A-30-A-31 in this handbook) 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 electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

[For additional information, see policy CQ.]

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should schedule an appointment through the counselor's office.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent’s written consent, unless 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 policy FFE and FFG(EXHIBIT).]

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

- A student who receives a grade below 70 at the end of a grading period in any academic class, other than a class identified as honors or advanced by either the State Board of Education or by the local Board of Trustees, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

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

PROMOTION AND RETENTION

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

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 in the 2007–2008 school year must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 1–8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; 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 policy EIE.]

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

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.

NONTRADITIONAL ACADEMIC PROGRAMS

Connally ISD offers a Competency-Based High School (CBHS) Program at Lakeview Academy for students at risk of not graduating because of credit loss due to grades or attendance. Students successfully completing that program earn a Connally High School Diploma. In the CBHS program, students will complete the Minimum Diploma program and may not be eligible for a Recommended or Distinguished Achievement Diploma. After the ninth grade, students enrolled in the CBHS program at Lakeview Academy are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
6	10 (Sophomore)
12	11 (Junior)
18	12 (Senior)

Connally ISD offers the Connally Accelerated Middle School (CAMS) Program at Connally Junior High School for students in grades 6, 7 & 8 who have previously been retained for at least two years due to academic failure or attendance. Students in the CAMS program may be considered for promotion to the next grade when they have successfully completed the core curriculum for each grade, usually during one semester. CAMS students are subsequently enrolled in Connally High School for the following academic year unless a compelling reason justifies continuing in the CBHS program at Lakeview Academy.

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 campus principal.

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 support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must complete the evaluation and the report within 60 calendar days of the date the District receives the written consent. The District must give a copy of the report to the parent.

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

The campus principal is the designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education. The appropriate phone numbers are found on Page xii.

SUMMER SCHOOL

Connally ISD may or may not operate a summer school, but will accept credits for work done in any accredited summer school. All students planning to attend summer school must obtain an application and approval from the principal's office, during the last week of school.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day. Each teacher issues textbooks to students. Each teacher will keep an accurate record of books charged to students, and students are personally responsible for all textbooks charged to them. Each student should write his/her name inside the front cover of each book received.

SECTION III

GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the campus principal.

ADMISSIONS

Parents should contact the office of the campus principal when seeking to enroll in Connally ISD, whether the student is entering school for the first time or is enrolling following prior enrollment in another Texas district, an out-of-state district, a private school or a bona-fide foreign exchange program.

The information required for enrollment in Connally ISD includes:

1. Name, address and date of birth of person enrolling the child as identified by driver's license or other picture identification.
2. Certified copy of the student's birth certificate.
3. Immunization record from a physician, medical clinic or school where student was previously enrolled. The list of required immunizations is listed on pages 39-40.
4. If the student does not live with both natural parents, a copy of the divorce papers that show conservatorship or papers that show guardianship or Power of Attorney over the child must be kept on file.
5. Social Security Card of the child.
6. Proof of residence in Connally ISD by lease agreement, or utility bill for water, gas or electricity in the name of the parent or guardian.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, 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. Each is discussed in the following sections:

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

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

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Nonattendance

- Nonattendance, or absence from part or all of a school day without the parent’s knowledge and permission is a violation of the law and will be considered cause for assignment to On Campus Suspension (OCS). Leaving campus during the day without permission is nonattendance, a violation of the law. The following principles govern nonattendance:
- First Offense – conference with parent or guardian followed by three (3) days OCS.
- Second Offense – reinstatement will follow only after six (6) days of OCS and a conference with the parent or guardian.
- Third and Subsequent Offenses – Student will be placed in the Disciplinary Alternative Education Program (DAEP) for the remainder of the semester and may also be referred to the Justice of the Peace or Municipal Judge for violation of the compulsory attendance laws of Texas.

Unexcused Absence

- A student will receive an unexcused absence admission slip to present to each teacher for signature IF:
- Telephone contact was not made to the attendance office on the day of the absence.
- A parental note does not accompany the student back to school (**must have note and phone call**).
- The absence is inexcusable.
- When an “Unexcused Absence Slip” is given:
- The student with an unexcused absence admission may turn in assignments of the day of return. The highest grade available is a 70.
- Makeup work guidelines as stated on pages 17-18 apply.

Attendance for Credit

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

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 health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- A transfer or migrant student incurs absences only after his or her enrollment 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 consensus about a student’s absences, the committee will attempt to ensure that its decision 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 District’s Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older.

Parents Must Report Absences

1. For an absence to be noted as excused, the circumstance must meet those approved by the Texas Education Agency and the Connally ISD Board of Trustees.
2. A parent or guardian **MUST CALL** the school office and state the reason for the child’s absence **ON THE DAY OF THE ABSENCE** – for the absence to be noted as excused.
3. A **NOTE**, stating the reason for absence, dated and signed by the parent or guardian, **MUST** be brought by the student upon returning to school. The note **MUST** be received by the school office within three (3) days of the student’s return to school.

Driver License Attendance Verification

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

MAKEUP WORK

Routine and In-Depth Makeup Work Assignments

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Secondary teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students. In cases of prolonged illness, arrangements can be made for additional time to complete make-up assignments.

1. Excused Absence – After the first day following an excused absence, ten points shall be deducted from student’s grade for work that is up to three days late. After three day, a “zero” (0) shall be recorded as the make-up grade. Extenuating circumstances will be taken into consideration if applicable.
2. Unexcused Absence – The grade for make-up work for an unexcused absence shall be reduced by 30 points. If the work is not turned in before the end of the school day following the unexcused absence, a “zero” (0) grade will be recorded.
3. Suspension - The grade for make-up work after a suspension shall be reduced by 30 points. If the work is not turned in before the end of the school day following a suspension, a “zero” (0) grade will be recorded.

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.]

NOTE: 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.

DAEP or In-School Suspension Makeup Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, 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.]

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

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. [For more information, see your campus handbook and policy EIF.]

Absentees & Activity Participation

A student who is absent from school for any reason will not be allowed to participate in school-related activities on the day or evening unless:

- A medical doctor states that the student was ill and unable to attend school but is able to participate later;
- A student who not in school the next school day after an extra-curricular activity will not be permitted to participate in the next scheduled even unless:
- The student is given permission by the principal to go home after coming to school.
- The student has a statement regarding the illness signed by a medical doctor.
- There is a death in the family.
- The student has the Principal's prior permission for the absence.

Temporary Excuse From Physical Education (P.E.)

To be temporarily excused from physical education due to illness or injury, a note from the parent or physician to the P.E. teacher is required. Depending on the nature and duration, a physician's statement may be required. Low impact activities are offered if the illness or injury is lengthy but not severe.

Late Policy

Assignments turned in on the assigned due date may receive a grade of up to 100.

One day late:	Maximum grade of 90
Two days late:	Maximum grade of 80
Three days late:	Maximum grade of 70.

Work will not be accepted after the third day and a grade of “zero” (0) will be recorded and averaged with the six-week’s grade. All “zeros” (0)s must be averaged. Extenuating circumstances will be taken into consideration if applicable.

For any class missed, the teacher may assign the student make-up 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.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

If a parent suspects that his or her child has a communicable or 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. Among the more common of these diseases (but not limited to) are listed here:

Amebiasis	Hepatitis A (acute)	Ring worm of the scalp
Campylobacteriosis	Impetigo	Rubella (German Measles)
Chicken pox (varicella)	Infectious mononucleosis	Salmonellosis
Cryptosporidiosis	Influenza	Scabies
Fever	Measles (rubeola)	Shigellosis
Escherichia coli (E. coli)	Meningitis (bacterial)	Streptococcal infections
Gastroenteritis (viral)	Meningococcal infections	Scarlet fever
Giardiasis	Mumps	Tuberculosis (pulmonary)
Head lice (pediculosis)	Pinkeye (conjunctivitis)	Whooping cough (pertussis)

Anytime your child becomes ill at school, you will be required to make arrangements to pick him/her up. Please keep a current telephone number on file so that you can be reached.

Fever: If your child has a temperature of 100 degrees or more, you will be notified and be expected to pick your child up. A student must be free of fever for at least 24 hours (without the aid of medication) or have a doctor’s release to return to school.

Pinkeye is highly contagious! If your child is suspected of having pink eye, you will be contacted to pick your child up. If your child has an extremely red eye(s) that are itching, hurting or are stuck together when he/she gets up, do not send your child to school. Your child may return to school after treatment has begun or with a physician’s release.

Rash: If your child has a suspicious rash, you will be contacted to take the child to the doctor.

Lice: Because of the contagious nature of head lice, no child will be allowed to stay in school with eggs or live lice. School district policy states that all eggs must be out of the hair before the child may return to school. When a child is sent home with head lice, the parent is required to show proof of treatment provided (A box from the lice shampoo is adequate.) and provide transportation for the child to school the next morning and take the child to the nurse for a head check. Do not send the child to school on the bus.

Vomiting and/or Diarrhea: You will be notified to have your child picked up.

Injury: Our school personnel/school nurse will determine the severity of an injury. You will be contacted if you need to obtain medical help for your child.

Bacterial Meningitis

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

HEALTH-RELATED MATTERS

Physical Activity for Students in Kindergarten-Grade 9

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

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 or at school-sponsored or school-related activities. [See the Student Code of Conduct and policy GKA.]

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the principal's office. If you have any questions, please contact Roy Tindell at 799-9119.

Pest Management Plan

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

FREEDOM FROM DISCRIMINATION

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

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

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

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

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

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

If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

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

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

In its efforts to promote nondiscrimination, the District makes the following statements:

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

Contact Information for Non-Discrimination Services

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Barbara Parson, 296-6410
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Barbara Parson, 296-6410
- All other concerns: See the Superintendent, Bruce Shores, 296-6405

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Paula Gardner, 799-6277
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Lynn Pearson, 296-6461

Services for 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, see page 14 and contact Byron Garrison at 296-6465.

CONDUCT

Applicability of School Rules

As required by law, the District has established 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 the standards. Students need to 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 of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Corporal Punishment

Corporal punishment—spanking or paddling the student—will not be used as a discipline management technique in accordance current state law.

Standards for Student Conduct

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

1. Demonstrate courtesy—even when others do not.
2. Behave in a responsible manner, always exercising self-discipline.
3. Attend all classes, regularly and on time.
4. Prepare for each class; take appropriate materials and assignments to class.
5. Meet District or campus standards of grooming and dress.
6. Obey all campus and classroom rules, including safety rules.
7. Respect the rights and privileges of other students, teachers, and other District staff.
8. Respect the property of others, including District property and facilities.
9. Pay required fees and fines.
10. Cooperate with or assist the school staff, including police officers, in maintaining safety, order, and discipline.
11. Cooperate and comply with directives from Connally ISD Police Department Officers.
12. Comply with Connally ISD Traffic and Parking Policies and Rules.
13. Avoid violations of the Student Code of Conduct.
14. Seek change in school policies and regulations in an orderly and responsible manner, through appropriate channels.

General Conduct Violations

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

A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

The district prohibits the following:

Disregard for Authority

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

Mistreatment of Others

- Being disrespectful, using or directing profanity or vulgar language or making obscene gestures, whether verbal or written.
- Fighting or scuffling. (For assault see DAEP Placement and Expulsion)
- Threatening another student or district employee on or off school property.
- Engaging in bullying, harassment, and making hit lists. (See glossary for all three terms)
- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, including requests for sexual favors directed toward another student or a district employee.
- Inappropriate physical or sexual contact disruptive to other students or the school environment.
- Engaging in inappropriate or indecent exposure of private body parts.
- Hazing. (See glossary)
- Causing an individual to act through the use of or threat of force (coercion).
- Committing extortion or blackmail (obtaining money or an object of value from an unwilling person).
- Assaulting a district employee or other individual. (This may include pushing, hitting, biting or kicking a teacher, principal, other adult or other student.)
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another student or a district employee.

Property Offenses

- Damaging or vandalizing property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
- Defacing or damaging school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Engaging in conduct constituting felony criminal mischief as defined by law.
- Stealing from students, staff, or the school.
- Committing or assisting in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

- Possessing or using:
 - Any weapon prohibited by law or by school policy including a firearm, prohibited knife, explosive weapon, machine gun, short-barrel firearm, switchblade knife, metallic knuckles, ammunition, chemical dispensing device, zip gun, club, fireworks, razors, chains or any other object used to threaten or injure.
- fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;

- a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
- a “look-alike” weapon;
- an air gun or BB gun;
- ammunition;
- a stun gun;
- a pocketknife;
- mace or pepper spray;
- pornographic material;
- tobacco products;
- matches or a lighter;
- a laser pointer for other than an approved use; or
- any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

Possession of Telecommunications Devices

- Possessing a cellular telephone or other telecommunications device at school during the school day.
- Possession of electronic devices such as tape recorders and players, earphones, CD players, CDs, radios, paging devices, cellular telephones, laser pointer, etc.

Illegal and Prescription Drugs

- Possessing or selling seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
- Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
- Abusing the student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug on school property or at a school-related event.
- Having or taking prescription drugs or over-the-counter drugs at school other than as provided by district policy.

Misuse of Computers and the Internet

- Violating computer use policies, rules, or agreements signed by the student and/or agreements signed by the student’s parent.
- Using the Internet or other electronic communications to threaten students or employees or cause disruption to the educational program.
- Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal.
- Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.

- Engaging in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Making false accusations or perpetrating hoaxes regarding school safety.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throwing objects that can cause bodily injury or property damage.
- Discharging a fire extinguisher without valid cause.

Miscellaneous Offenses

- Smoking or using tobacco products.
- Violating dress and grooming standards as communicated in the student handbook.
- Cheating or copying the work of another.
- Gambling.
- Falsifying records, passes, or other school-related documents.
- Engaging in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violating other communicated campus or classroom standards of conduct.
- Sleeping in class or not remaining upright in chairs.

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

- See Appendix A for detailed provisions of the Student Code of Conduct.

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to 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 of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has the following disciplinary authority over a student in accordance with the Student Code of Conduct:

- During the regular school day and while a student is going to and from school on District transportation.
- During lunch periods in which a student is allowed to leave campus.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- For any school-related misconduct, regardless of time or location.
- This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
- 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.

- When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- When a student commits a felony, as described by Texas Education Code 37.006.

[For information regarding searches of student lockers and vehicles brought onto school property, see Page 43-44.]

Chewing Gum Policy

Students shall neither chew nor possess, in any type of container, chewing gum or any other product or materials designed to be chewed.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student attending a 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.

Corporal Punishment

Corporal punishment—spanking or paddling the student—may not be used as a discipline management technique in accordance with current revisions to the Texas Family Code.

Discipline Policies

A student who violates the District's Student Code of Conduct shall be subject to disciplinary action. Disciplinary measures are applied based on the nature of the offense. The District's disciplinary options include using one or more of the following discipline management techniques: (1) court-ordered community service; (2) removal to a disciplinary alternative education program, (3) suspension and/or (4) expulsion. In addition, when a student commits drug- and/or alcohol-related offenses or any other criminal act, he or she may also be referred to legal authorities for criminal prosecution. The principal or superintendent can provide more information about the District's Discipline Management Plan or copies of the plan if requested.

Disruptions

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

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

- Other major disruptive activities that are also prohibited include:
- Carrying weapons of any kind, including pocket knives
- Selling or distributing drugs or drug paraphernalia.
- Fighting.
- Makes bomb threats and/or terroristic threats.
- Students provoking or contributing to major disruptive activities may be suspended for the remainder of the semester subject to school board approval and shall receive failing grades in the courses in which they are enrolled if suspended. The principal may place students provoking or contributing to minor disruptive behavior in on-Campus Suspension (OCS) for a maximum of three days for the first offense and place on probation for the remainder of the semester. For a second offense, permanent suspension or expulsion may be initiated, subject to confirmation by the Board of Trustees. During the suspension from school or placement into the OCS, a student will not be permitted to return to school premises or attend a school-sponsored activity until the suspension is over.

Drug Abuse Policy

Any student while in school or while participating in a school-sponsored function, who is found in possession of, having used, or is under the influence of marijuana, any narcotic, hallucinatory, hypnotic or sedative drug or any chemical, alcohol or stimulant not prescribed by a licensed physician, shall be subject to DAEP, and will not be allowed on school premises or at school functions for the remainder of the school term. There shall be no probationary re-entry during the period of expulsion.

Any student who has been convicted of a felony for the possession, use or sale of a dangerous drug or narcotic drug while outside the school will be expelled by the Board of trustees for the current semester or assigned to the McLennan County Challenge Academy. Any student moving into Connally ISD, who is under suspension or expulsion from another school system for the offenses outlined above, shall be assigned to the DAEP. If he or she was expelled from the other school, the student will continue the expulsion or will be served at McLennan County Challenge Academy. Any student of Connally ISD charged with a violation of this policy shall receive due notice of the charge and a hearing before the Board of Trustees prior to expulsion. The proper authorities shall be notified of any violations of this policy.

No one shall take part in any contest or performance who is a convicted drug abuser or who admitted taking drugs since the beginning of the semester. The principal may extend this period of prohibition of participation after consultation with the sponsor or coach. The principal may impose additional requirements for those activities limited to the particular campus.

When a student is suspected to be under the influence of alcohol or drugs or inhalants, the following procedure will be followed:

1. The student will be reported to the administrative personnel.
2. The student will be escorted to the office and the CISD Police Department will be notified.
3. The nurse will evaluate the student's condition through vital signs.
4. If the vital signs, such as pupil dilation, pulse rate, blood pressure and general appearance reflect that the student is under the influence, the parents will be notified that CISD is interested in their child's safety, and that CISD has reasonable suspicion that the student is under the influence of drugs, alcohol or inhalants.
5. If the student is found to be under the influence at school, he/she is subject to DAEP assignment for a minimum of six (6) weeks.
6. If the parents appeal the decision, they can have their child drug tested, at their expense. If the student tests negative, the suspension may be dropped and the disciplinary action may be revised.

7. The student will only be released to the parents and may not drive home. Parents shall be responsible for transportation to the home.
8. The second suspicion of a student being under the influence will be an automatic DAEP placement for the remainder of the school year.

Smoking/Tobacco Use

Connally ISD is a drug free/tobacco free school district. The possession or use of drugs or tobacco products is prohibited by anyone at anytime on any property belonging to Connally ISD.

A student shall not smoke or use tobacco products on school property or at any school-related or school-sanctioned activity, on or off school property, as provided by law. The use of any tobacco product, burning or smokeless, by any person, student, employee or visitor, is strictly prohibited on all CISD owned property and is also prohibited by Ordinance # 93-05 of the City of Lacy-Lakeview. Citations may be issued. The fines for violation of Ordinance # 93-05 are:

1 st Offense	\$100.00;	3 rd offense	\$300.00; and
2 nd offense	\$200.00;	All subsequent fines	\$300.

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

Students are not permitted to possess such items as telecommunications devices with text messaging, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal.

Without such permission, teachers will collect the item and turn it in to the principal’s office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item. Any disciplinary action will be in accordance with the Student Code of Conduct. For certain items, such as cell phones and pagers, in which a third party retains a legal right of ownership, an administrative fee may be charged. [See policy FNCE.]

The consequences and fee schedule for violation for possession of a cell phone during school hours is as follows:

- First Offense Cell phone will be taken up. A parent or guardian may reclaim the phone from the campus principal’s office.
- Second Offense Cell phone will be taken up. A parent or guardian may reclaim the phone from the campus principal’s office after paying a \$10.00 fine.
- Third/Subsequent Offense Cell phone will be taken up. After 30 days, a parent or guardian reclaim the phone from the campus principal’s office after paying a \$15.00 fine.

ON-CAMPUS SUSPENSION / DISCIPLINARY ALTERNATIVE EDUCATION PLACEMENT (DAEP)

The objective of the On-Campus Suspension (OCS) Center is to provide a “buffer” between the classroom and removal from the educational process. Students who are repeat offenders as well as students who guilty of serious first offenses will be placed in OCS. Students in OCS, DAEP, or who are suspended or pending a hearing for disciplinary action are in total seclusion from other students and will be restricted from all other curricular and extra-curricular activities.

Assignment to OCS Center or DAEP

Assignment to OCS or DAEP is made by the Principal or Assistant Principal. The length of assignment will range from a minimum of one (1) day to a maximum of one full year. If assignment is made during the last six-week grading period of a semester, the assignment may be carried into the following semester.

Reasons for Assignment to OCS or DAEP

Assignment to OCS or DAEP may be made for violation of state or federal law as well as school and/or district policies, and that include those violations outlined in the CISD Student Code of Conduct which follows in Appendix A.

On Campus Suspension (OCS) Policy

OCS Classroom Regulations

1. Students must be accompanied by a parent/legal guardian on the first day of the OCS assignment between 7:45 a.m. and 8:00 a.m.
2. Students are tardy after 8:10 a.m. After 8:10 a.m., the student will either not be admitted to the OCS room or will be assigned an additional day in OCS.
3. Students are responsible for all items left in the school. Students must bring any required educational materials each day.
4. Students are not allowed to sleep in class and must remain upright in their assigned chairs.
5. The disbursing of prescribed medications to OCS students will be handled through the school nurse's office in accordance with policies located elsewhere in this handbook.
6. Students may use the restroom before school, after school, during lunch, and other designated times. If more frequent restroom use is necessary, the student must bring a note from a medical doctor indicating the medical necessity.

OCS Classroom Expectations

1. Students will refrain from talking and will remain in their assigned seats unless specifically excused by the CISD personnel assigned to oversee the OCS room.
2. Students will work only on assigned school work or other approved materials.
3. Students will raise their hands to be recognized for permission to speak to the instructor
4. Each student will be responsible for keeping his/her assigned area clean.
5. Students will respect the rights of other students.

Rules of OCS

1. All Connally School District rules and policies apply to all students assigned to OCS.
2. Parents/guardians of students assigned to OCS are to provide personal transportation to and from school on all days of assignment to OCS. Students assigned to OCS are suspended from riding any vehicle owned or operated by or in the name of Connally ISD for the time the students are assigned to OCS.
3. Classes for OCS students are from 8 a.m. until 3:45 p.m. (end of the school day for Grades K-6)
4. It is the responsibility of the parent/guardian to pick up the student promptly at the designated dismissal time each day of the OCS assignment. Failure to do so may result in additional days of OCS assignment or suspension from school.
5. Each unexcused absence or tardy will add one (1) day to the OCS assignment, with the exception of a previously scheduled visit to a doctor, dentist, etc. for which the student is gone from OCS no more than two (2) hours. Proof of the appointment will be required.
6. Students may not provide their own lunch. Lunches and milk will be available for the students to purchase at their own expense. (This does not affect a student's status on the Free/Reduced Lunch Program.)
7. OCS students are not allowed on or in any other property owned or operated by the District nor may they attend any extra-curricular activities during the OCS assignment. A student becomes eligible to

participate in extra-curricular activities and use other school services at the end of the school on the last day of the OCS assignment.

8. Students returning from OCS who fail to complete their assigned work will receive a zero ("0") for each assignment.
9. Repeat offenders, as well as those students who are disruptive while in OCS, may be suspended.
10. Students may be removed by suspension or expulsion from Connally ISD for any violation of these rules.

PROFANITY POLICY

Students will be sent to OCS for using profane, obscene or inappropriate language or for using obscene gestures at school or at a school-related event. Writing or passing profane or obscene notes or messages at school may also result in an OCS placement. Students directing such language, gestures, notes or messages at a student, school official, school employee, school volunteer or school property at or away from school, may be assigned to the Disciplinary Alternative Education Program for a period of at least 30 days. Violators may also be referred to a CISD Police Officer and may receive citations for the offense of Disorderly Conduct-Language.

DUE PROCESS

When it becomes necessary for the principal to expel a student for the remainder of a semester in accordance with the school district policy, the following procedure will apply:

1. The principal or the assistant principal shall present to the student accused of the violations and to the parent or guardian a written statement specifying the charges against the student and the nature of the evidence to support the charges.
2. Unless the student and the parent or guardian advises within 10 days from receipt of the written notice that they do not wish a hearing, the principal or the assistant principal shall arrange for a prompt hearing on the charges.
3. The student and parent or guardian will be furnished with the names of witnesses and a summary of what their testimony will be.
4. A student or the parent or guardian who desires to be assisted at the hearing or any disciplinary proceeding may be accompanied by an adult who may represent and assist in the proceedings. If a parent or guardian is unable to attend, an adult may be designated to represent the student. Connally ISD may require evidence of the appointment of any such representative.
5. If substantial evidence is presented at the hearing which in the judgment of the principal warrants a suspension for a substantial period of time, the principal shall inform the student and parent or guardian of the decision not to reinstate the student and apprise the student and parent or guardian of the right to appeal the decision to the superintendent.
6. Any student or the parent or guardian who wishes to appeal shall notify the principal in writing of the intention to appeal. The principal shall immediately notify the superintendent, who will arrange a time for hearing the appeal.
7. The superintendent shall notify the student and parent or guardian, of the time and place of the hearing. The hearing shall be held within seven (7) days from the date the student or parent or guardian notified the principal of his/her intention to appeal, unless the parent agrees to an extension.
8. At the hearing on appeal, the superintendent shall confer with the principal and the student and his/her parent or guardian and determine whether the student shall be suspended for more than three (3) days or be reinstated.
9. The student or his/her parent or guardian may appeal the decision by school administrative officials to the Board of Trustees. Any student or his/her parent who wishes to appeal shall notify the superintendent in writing of the intention to appeal. The principal may reinstate a suspended pupil

after a conference with the parent or guardian and when the principal is of the opinion that the pupil will conform to school regulations.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, school staff will notify the building principal or designee and:

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

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.
- To comply with a properly issued directive to take a student into custody.
- 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.

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 custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also 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 adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the campus yearbooks are available to students.

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

Nonschool Materials ... from students

Unless a student obtains specific prior approval from the principal, 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 may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The campus principal designates the location for approved nonschool materials to be placed for voluntary viewing by students. See policy FNAA.

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

Nonschool Materials ... from others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by policy GKDA. To be considered, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate District complaint policy. [See policy 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).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

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

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, minimize safety hazards and teach respect for authority.

Dress Code Objections and Violations

If the student's dress or grooming is objectionable, the principal or his/her designee shall notify the parent(s)/guardian(s) as soon as possible to make appropriate changes. If the parent/guardian refuses to make the changes, the principal or his/her designee may take appropriate disciplinary action. Students may be suspended or assigned to OCS until he/she complies with the dress and grooming code.

BOYS' AND GIRLS' DRESS CODE

If trends or fads create a disruption of the school, the principal has the discretion to prohibit styles at school or school-related events. Parents will be notified of the change in the Dress Code.

Boys' Hair Code

1. Boys' hair is required to be neat, clean and well-groomed.
2. Hair length, when combed straight down in the front, must not extend over the eyebrows.
3. Hair length in the back, when combed back, must not extend over the top of the collar of a standard shirt (not a T-shirt).
4. Hair length on the sides, when combed straight down, may not extend below the lobe of the ear.
5. Hair should not bush, fluff, or flip out more than 3 inches, or have excessive fullness over the eyebrows, earlobes or collar.
6. Tails may not be worn.
7. Braids are permitted with the following limits:
 - 1) Braids must be braided to the scalp in straight lines or rows without designs or patterns.
 - 2) Braids must not extend from the head (e.g. dreadlocks or "poof-balls").
 - 3) Braids cannot be longer than the collar of a standard shirt and cannot hang from the sides or front of the head and face.
 - 4) Braids cannot have decorative items woven in or tied to the end. Elastic bands are permissible on the braids' ends.
 - 5) The entire head must be braided with no half or partial braids permitted.
 - 6) Braiding cannot be done at school.
8. Sideburns must be kept neat and trimmed and must not extend below the lobe of the ear.
9. Hair may not be dyed to extreme, unnatural colors.
10. Haircuts which are unusual or bizarre (Mohawks, punk cuts, wild cuts, designs, etc) will not be allowed.

Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Boys' Dress Code

Acceptable Dress

1. Shirt tails worn inside except when tailored to be worn on the outside. Shirt tails that extend below the fingertips must be tucked in.
2. Belts must be worn with pants and/or shorts unless garments are tailored to worn without belts.
3. Shirts must be worn with all buttons buttoned except the collar button.
4. Shoes must be worn at all times.
5. All pants must be ankle length.
6. Waistbands of pants and/or must be at the waist.
7. Shorts may be throughout the school year. Shorts length will be measured with students on knees, measuring from the floor, and must not be more than five (5) inches from the floor. **In grades 7-12, students' shorts must have a fly.**

*OPTION: The school will provide warm-ups or shirts to students whose clothing is not in compliance with the CISD Dress Code Policy.

*For violations of the shorts policy, see page A-6 & A-7 in the Connally ISD Student Code of Conduct.

If trends or fads create a disruption of the school, the principal has the discretion to prohibit styles at school or school-related events. Parents will be notified of the change in the Dress Code.

Non-Acceptable Dress

1. See-through clothing.
2. Hats of any kind.
3. Sunglasses inside the building except when prescribed by a doctor.
4. Cut-offs, biker shorts or pants / wind shorts.
5. Any outside apparel with suggestive, obscene or inflammatory markings of any type, including beer, alcohol and tobacco logos.
6. Sweatbands, bandannas, kerchiefs, beads, earrings, nose rings, eyebrow rings, naval rings or any other body piercing, tape, chains not designed to be worn as jewelry, other accessories, or jewelry or accessories that can be used as a weapon.
7. Frayed-bottom, torn or ragged garments.
8. Cotton sweat or warm-up pants that are revealing or in poor taste and breakaway / tearaway / snap or Velcro-closing pants or shorts.
9. Sleeveless muscle shirts or t-shirts.
10. House shoes or aqua sox. In grades Pre-K- 2, flip-flops are not allowed.
11. Flannel or cotton pajama-type pants or pants that are sagging or not worn at the normal waistline.
12. Beards, mustaches or facial hair. Male students are to be clean shaven.
13. Visible tattoos. All tattoos must be covered.
14. No coats, jackets or shirts longer than mid-thigh (These will be measured by the end of the fingertips).
15. Baggy pants. This will be determined by checking to see if the outside seams can touch in the middle between the knees.
16. Tooth ornaments ("grills") are prohibited unless the device is prescribed by the student's dentist or orthodontist. Parents must provide a note from the dental professional confirming the prescription.

Girls' Dress Code

Acceptable Dress

1. Dresses and skirts that are not more than five (5) inches above the knee. If the dress or skirt has a slit, whether front, side or back, the five (5) inch- above-the-knee limit applies to the top of the slit opening. The same measurement process used for shorts and skorts will be followed for dresses, skirts and/or slits.
2. Blouses and shirts must be tucked in unless tailored to be worn outside.
3. Slacks, jeans, mid-calf, or cropped pants or leggings that are below the knee.
4. Leggings and stirrup pants must be worn with blouses that are fingertip length.
5. Shirts must be worn with all buttons buttoned except the collar button and must cover the waistband of skirts, slacks or shorts.
6. Shoes or sandals must be worn at all times.
7. Shorts and skorts may be throughout the school year. Shorts and skorts will be measured with students on knees, measuring from the floor, and must not be more than five inches from the floor. **In grades 7-12, students' shorts must have a fly.***

*OPTION: The school will provide warm-ups or shirts to students whose clothing is not in compliance with the CISD Dress Code Policy.

If trends or fads create a disruption of the school, the principal has the discretion to prohibit styles at school or school-related events. Parents will be notified of the change in the Dress Code.

*For violations of the shorts policy, see page A-6 & A-7 in the Connally ISD Student Code of Conduct.

Non-Acceptable Dress

1. See-through clothing.
2. Cut-offs, biker shorts or pants / wind shorts.
3. Sundresses, backless dresses / halters, tank tops, sleeveless shirts with less than a 3 inch shoulder yoke, muscle shirts.
4. Midriff blouses, low-cut or off-the-shoulder tops that expose the under-garments. Top garments must meet bottom garments all the way around when the student is standing with arms raised above the head.
5. Sunglasses inside the building except when prescribed by a doctor.
6. Failure to wear a bra (age appropriate).
7. Hats of any type.
8. Any outside apparel with suggestive, obscene or inflammatory markings of any type, including beer, alcohol and tobacco logos.
9. House shoes or aqua sox. In grades Pre-K-2, flip-flops are not allowed.
10. Sweatbands, bandannas, kerchiefs, nose rings, eyebrow rings, naval rings or any other body piercing, tape, chains not designed to be worn as jewelry, other accessories or jewelry or other accessories that can be used as a weapon.
11. Shirt tails worn outside the skirt/pants/shorts unless definitely tailored to be worn outside.
12. Frayed-bottom, torn or ragged garments.
13. Cotton sweat or warm-up pants that are revealing or in poor taste; and breakaway/ tearaway / snap or Velcro closing pants or shorts.
14. Flannel or cotton pajama-type pants and pants that are sagging or not worn at the normal waistline.
15. Visible tattoos. All tattoos must be covered.
16. No coats, jackets or shirts longer than mid- thigh. This will be measured by the end of the fingertips.
17. Baggy pants. This will be determined by checking if the outside seams can touch in the middle between the knees.
18. Haircuts and hairstyles which are unusual or bizarre (Mohawks, punk cuts, wild cuts, design cuts, etc.) and hair dyed to extreme or unnatural colors will not be allowed. In addition, beads, yarn or ribbon may not be woven into braids. Elastic bands are permitted on the ends of braids.
19. Tooth ornaments ("grills") are prohibited unless the device is prescribed by the student's dentist or orthodontist. Parents must provide a note from the dental dentist or orthodontist confirming the prescription.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for-credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See Buses and Other School Vehicles on Page 47.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 10 days before the event.

Except as approved by the Superintendent, fund-raising by nonschool sponsored groups is not permitted on school property. [For further information, see policies FJ and GE.]

IMMUNIZATION

All students must be up-to-date on all required immunizations to attend school. 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 Health,

Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, 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 Texas Department of Health. Proof of immunization may be 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 any 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 and the Texas Department of Health Web site: http://www.tdh.state.tx.us/immunize/school_info.htm].

The immunization requirements for students in grades K-12 follow. The requirements for students entering pre-kindergarten at Elm Mott Early Learning Center and the CISD Child Care Center appear in those respective handbooks.

Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specific diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Transfer of Records

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another, and is awaiting the transfer of the immunization record. Also, A dependent of a person who is on active duty with the armed forces of the United States can be enrolled provisionally for no more than 30 days if he/she transfers from one school to another and is awaiting the transfer of the immunization record.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

Minimum State Vaccine Requirements for Texas School Entrance/Attendance

Vaccine	Required Doses¹
Diphtheria, Tetanus Toxoid, and Pertussis Vaccine	Five doses of any combination DTaP/DTP unless 4 th dose was given on or after 4 th birthday.
(DTP, DTaP, DT, Td)	Students 7 years or older: Three doses of any combination DTP/DTaP/DT/Td vaccine (pertussis vaccine is not required.) One dose of Td required ten years after last dose of DTP/DTaP/DT.
Polio (IPV)	Four doses unless the 3 rd dose was on or after 4 th birthday
Measles, Mumps, Rubella (MMR)²	Two doses of a measles-containing vaccine with the first dose on or after first birthday; second dose by age 5 or entry into kindergarten
Hepatitis B^{2,3}	Three doses are required for the following grades in the following school years: 2004-2005 K-5 and 7-10 2005-2006 K-11 2006-2007 K-12
Varicella^{2,4}	One dose on or after 1 st birthday for the following grades: 2004-2005 K-4 and 7-10 2005-2006 K-5 and 7-11 2006-2007 K-12 (two doses if vaccine given at 13 years of age or older.)
Hepatitis A^{2,5}	Two doses on or after 2 nd birthday ⁵ for grades K-3 only

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

² Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of vaccine.

³ Two doses of adult hepatitis B vaccine (Recombivax ®) are acceptable. Dosage and type of vaccine **must** be clearly documented. (two 10 mcg/1.0ml of Recombivax ®)

⁴ Serologic proof of immunity or documentation of previous illness may substitute for vaccination. Previous illness may be documented with a written statement from a physician, school nurse, or the child's/student's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

⁵ Hepatitis A vaccine is required for students attending a school located in a high incidence geographic area designated by the Texas Department of Health. Thirty-nine (39) counties affected by Hepatitis A requirement are: Bexar, Brewster, Brooks, Cameron, Crockett, Culberson, Dimmitt, Duval, Edwards, El Paso, Frio, Grayson, Hidalgo, Hudspeth, Jeff Davis, Jim Hogg, Kenedy, Kinney, La Salle, Maverick, McMullen, Moore, Nueces, Pecos, Potter, Presidio, Randall, Real, Reeves, Starr, Sutton, Terrell, Uvalde, Val Verde, Webb, Willacy, Zapata and Zavala.

Source: The requirements are based on the Recommended Childhood Immunization Schedule – United States, 2004, approved by the Advisory Committee on Immunization Practices (ACIP), the American Academy of Pediatrics (AAP), and the American Academy of Family Physicians (AAFP). Children on an ideal or optimum

schedule as recommended will have received 5 doses of DTP/DTaP vaccine, 4 doses of polio vaccine, 3 or more doses of Hib vaccine, 3 doses of hepatitis B vaccine, 2 doses of MMR vaccine and 1 dose of varicella vaccine by the time they enter kindergarten.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Prior to enrolling and attending class, students entering any grade from another country shall provide evidence of having received a tuberculin skin test in the last 12 months.

The Superintendent shall implement the guidelines recommended by the Texas Department of Health for the tuberculin testing of school-age children.

A student desiring to participate in the UIL athletic program shall submit annually a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. (See Policy FFAA LOCAL)

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC 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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

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 ensure 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 safety hazards, such as intruders on campus and 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 school opens, parents will have the opportunity to purchase low-cost accident insurance that will help meet medical expenses, in the event of injury to their child. **Parents are responsible for paying premiums if coverage is desired** and for submitting claims through the Superintendent's Office.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

Student Identification

All students are required to have CISD ID badges. All students in grades 5-12 are required to wear their badge, visible on the upper torso. The badges will carry an identification barcode that will be compatible with library services and campus cafeterias. Some businesses offer discounts with such student identification badges/cards.

Defacing an ID badge will be considered the same as losing an ID badge. Consequences for violations of the badge requirements are:

- First Offense Warning. Issue of a Temporary ID badge for that day by first period teacher.
- Second Offense Assigned OCS until parent brings ID badge or until payment of \$5.00 fee to replace ID badge.
- Third Offense Assigned 1 day of OCS. This assignment will be an all day assignment. The student will remain in OCS until presented or purchased.
- Fourth/Subsequent Offense Assigned minimum of 3 days of OCS. The student will remain in OCS until an ID is presented or purchased. A parent conference is required to be readmitted to class.

Backpacks / Book Bags

Students may not use a backpack or book bag with wheels.

Crisis Management

Connally ISD has developed a district-wide Crisis Management Plan. Under that plan, the Communication Center will be operated from the Superintendent's Office. All calls and/or questions during the emergency period should be directed to (254) 296-6460.

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

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

Tornado Drill Bells

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will 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

In the event that school is closed due to bad weather or other reason, the local television and radio media will be notified by 6 a.m. Notice that school will be closed will be announced. If no announcement is made, school is scheduled at normal times.

SCHOOL FACILITIES

Use By Students Before and After School

School campuses and buildings will not open to accept students until 7 a.m. daily. Cooperation from parents to prevent early arrival of students is appreciated.

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

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

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, 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 code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

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

Cafeteria Services

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

Meal Prices are:	Reduced Fee	Full Pay
Breakfast (All Grades)	\$0.30	\$1.10
Lunch Grades PK-6	\$0.40	\$1.75
Lunch Grades 7-12	\$0.40	\$2.00
Adults (Guests & Employees)	NA	\$2.40

Student ID badges will be required for staff and students eating in campus cafeterias.

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.]

Community EduCenter

715-B N Rita (the former Career and Technology building)

The Community EduCenter is the central location for the Connally ISD Adult & Community Education Department. There are a variety of programs operated out of the EduCenter. Some of those programs include GED and ESL, Family Literacy, Parent Education, counseling services, computer classes and various community education classes. The facility is open daily from 7:30 a.m. to 4 p.m. and three or four evenings a week. Contact the EduCenter at 296-6480 for program information.

Community Fitness Center

The Connally ISD Community Fitness Center is a division of the Community EduCenter. It is located beside the baseball field in the old middle school building. The facility houses state-of-the art fitness equipment and is open to the public every evening. There is a monthly membership fee as follows:

\$15 per month for individuals

\$25 per month for a couple

\$35 per month for a family

The facility is open to the public during the school year from the hours of 4 pm-8 pm Monday-Thursday and 9 a.m. – 1 p.m. on Saturday. For additional information or to join the facility contact the EduCenter at 296-6480.

Meetings of Noncurriculum-Related Groups

Students are permitted to meet with noncurriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy FNAB.

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

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 in the coming years—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.

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 the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is 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 District 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.

Vehicles on Campus

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

Trained Dogs

Connally ISD utilizes trained dogs to search campuses for controlled substances. Your child may encounter these dogs at some time on the campus.

Metal Detectors

Connally ISD authorizes personnel to utilize metal detectors to search for contraband and/or weapons. [For further information, see policy FNF.]

TRAFFIC AND PARKING

CONNALLY ISD POLICE DEPARTMENT

The Connally ISD Police Department is given the responsibility of enforcing procedures, which provide a safe campus environment for students, employees, visitors and property. To aid in this process, CISD Police Officers are licensed by the State of Texas and are granted all the powers of a peace officer. The jurisdiction of CISD Police Officers is both on and off school property within the boundaries of the Connally Independent School District. The jurisdiction of CISD Police Officers may be extended to any school-sponsored event, which may take place outside the boundaries of CISD. Citations, arrest, and/or other legal action may be taken for any violation of Federal Law, State Law, District Policy and/or City and County ordinances. The CISD Police Department issues the following regulations and guidelines as an effort to maintain a fair and impartial system for the enforcement of traffic (moving) violations and/or parking on CISD school property. These regulations have been adopted by the Connally ISD Board of Trustees.

PARKING PERMIT REQUIRED

A student driving a vehicle or motorcycle to school must be a licensed driver and have the required liability insurance coverage. The student must register the motor vehicle and obtain a parking permit from the designated office. The parking permit must be displayed from the rear-view mirror so as to be seen thru the front windshield from the outside of the vehicle.

PURCHASE OF PARKING PERMITS

Eligible students may purchase a parking permit for \$5.00. Students will be required to complete a parking permit form, present a valid Texas driver's license, and present valid proof of liability insurance for vehicle being registered. The student's driver's license and insurance must remain valid and current at all times.

For the convenience of the faculty and students, parking permits will be issued during registration at Connally High School. All parking permits will be issued through the Connally ISD Police Department. After registration, parking permits may be purchased at the Connally ISD Police Department.

TEMPORARY PERMITS

In special circumstances, "temporary" parking permits may be obtained from CISD Police Officers. The definition of "special circumstances" and the issuance of the "temporary" parking permit will be at the discretion of the CISD Police Department.

VISITOR PARKING

All visitors must park in designated areas. Visitors must follow all rules and guidelines.

VEHICLE REGULATIONS

Violators may be issued traffic citations from the Connally ISD Police Department for parking and/or moving violations. These traffic violations will be filed through the court having jurisdiction as indicated on the issued citation. Parking lot violations include, but not limited to:

- No parking in faculty parking areas, bus loading/unloading zones, sidewalks, delivery zones, crosswalks, fire lanes, handicapped, or other marked reserved spaces.
- No parking in visitors' area.
- Parking only within marked parking spaces.
- No parking without permit.
- Permit registered to wrong student.
- Maintaining a volume of the vehicle's sound system that cannot be heard outside the vehicle with the windows up.
- No display of obscene, indecent or offensive language or symbols written or affixed to the vehicle.

Parking exceptions may be made during high volume traffic events such as athletic events, programs, etc.

FINE AMOUNT

1st violation	written warning
2nd violation	\$ 5.00
3rd violation	\$10.00
All subsequent	\$15.00

Third violation and other certain violations may result in removal of the vehicle from the campus at the owner's expense. If a vehicle is removed (towed), all parking fines must be paid in full at the CISD Police Department and all towing expenses will be the responsibility of the driver/owner of the vehicle. A hold will be placed on the towed vehicle until all CISD fines have been paid in full. A certificate of release must be obtained from the CISD Police Department before a vehicle can be released back to the owner.

APPEALS

Obtaining and completing an appeal form available at the CISD Police Department may appeal campus-parking citations. Appeal forms must be completed within fourteen (14) days of issuance of the citation. All appeals are presented to the Traffic Safety Committee for a decision. Appeal forms will not be issued for citations more than fourteen (14) days past issuance.

REPLACEMENT PERMITS

In the event that the permit is lost or stolen, the permit holder should immediately notify the CISD Police Department. The act of replacing the permit is at the discretion of the CISD Police Department, and may require proper documentation. If a replacement permit is issued, a service charge of \$1.00 will be assessed.

VEHICLES SUBJECT TO SEARCH

Any vehicle entering CISD property is subject to search by school authorities and law enforcement personnel. Such search may be conducted with probable cause and includes all compartments and components thereof.

DISPLAY OF PERMIT

All CISD parking permits must hang on the rear-view mirror of the vehicle so as to be read from outside the front windshield. Any deviation from this policy may result in the permit being revoked and/or the vehicle being removed (towed). In the event a vehicle is towed, the vehicle's owner will pay the cost.

Any person who obtains a parking permit agrees to surrender the permit to any CISD Police Officer immediately upon request. Any person may file a written letter of appeal to the Chief of Police, after first surrendering the permit.

Failure to comply with these guidelines and regulations may result in disciplinary action, issuance of a class "C" or campus citation by the CISD Police Department, and/or loss of vehicle permit and/or campus parking privileges.

TRANSPORTATION

Safety Precautions for Bus Riders

As a safety precaution, please make sure your child knows his/her own address, and a phone number where the parent or someone can be reached during the day, and safety rules applying to traffic, avoiding strangers, etc. Students will not be allowed to carry balloons or flowers on a school bus due to safety precautions. Also, parcels larger than a backpack will not be allowed due to safety precautions. Make sure your child knows in advance of school how and where he/she is to go after school. A student who is a bus rider may NOT ride buses other than his/her regularly assigned bus. A note must be sent to the teacher if there is to be a change of any kind; otherwise the child will be put on the bus assigned to him/her at the beginning of school. For the safety of your child, please try to be consistent. All messages should be relayed before the last school hour if there is a change where your child is to go. School telephone lines are often busy, and it may not be possible to get a message to your child before he/she leaves the school building. Students will not be summoned from class to take calls. Only emergency phone calls will be delivered to your child during class time. No student can be taken off the bus by a parent or anyone else after the buses are loading. If you have an emergency, you must go to the office for assistance.

School-Sponsored

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Dean Kirkpatrick at 799-6246.

A student being transported on District-owned vehicles is required to comply with the Student Code of Conduct. Any student who fails to comply with the code or established rules of conduct while on school transportation may be denied transportation services and shall be subject to disciplinary action. Riding the school bus is a privilege that is given by the school to the students. Students are responsible to the bus driver and/or aide for proper conduct on the bus.

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

- Observe the same conduct as in the classroom.
- Be courteous, use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the driver.
- Do not smoke or use tobacco products of any kind.
- Do not be destructive.
- Stay in your seat.
- Keep head, hands, and feet inside the bus.
- Bus driver is authorized to assign seats.

These rules will be posted in all buses and will be strictly enforced. Students on all buses are monitored by video cameras with microphones for recording sound. Infractions of the above rules will be dealt with from the six-step bus discipline procedure that provides:

Offense Number	Consequences
1. First Offense	1. Warning letter to parent or guardian.
2. Second Offense	2. Parent conference required. This conference must be held in the Principal's office during regular school hours. Parents must make an appointment for this conference.
3. Third Offense	3. Off bus for one week
4. Fourth Offense	4. Off bus for three weeks
5. Fifth Offense	5. Off bus for six weeks
6. Sixth Offense	6. Off bus for remainder of school year.

At the discretion of the Transportation Director, the principal, or his/her designee, serious misconduct can result in the student being suspended from riding the bus for the remainder of the school year on any bus discipline citation. Vandalism will result in immediate loss of bus riding privilege until full restitution is made for damages. See the Student Code of Conduct for provisions regarding transportation to the disciplinary Alternative Education Program.

VIDEOTAPING OF STUDENTS

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

The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office.

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

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

All visitors must wear official visitor's badges at all times and comply with campus procedures for checking out and returning badges.

WEAPONS

Students shall not bring any type of instrument to school that may be used in any method as a weapon, such as knives, firearms, explosives, metal objects, clubs, razors and sharp instruments. **The possession of weapons shall be grounds for prosecution and permanent expulsion from school.**

Texas Penal Code, Chapter 46.03, Places weapons prohibited, and 46.11, Penalty if offense committed within weapon-free school zone, establishes the limits for weapons on and around schools. Any violations of Texas Penal Code 46.03 and/or 46.11 will be reported to the CISD Chief of Police for investigation and possible referral to the McLennan County District Attorney's office.

GLOSSARY

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

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

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

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

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus 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 directory information, unless the 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, and program modifications or support for school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; modifications to state or districtwide tests, etc.

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

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined

by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

State assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

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

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

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

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