

Connally ISD
STUDENT HANDBOOK
SECONDARY EDITION



"Cadet Pride"

CISD Student Handbook
CISD Student Code of Conduct
Secondary Campus Handbook

2011-2012

NOTICES TO PARENTS

Statement of Nondiscrimination

In its efforts to promote nondiscrimination, 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.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Wes Holt, 296-6460.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Michele McKinley, 296-6460.
- All other concerns regarding discrimination: See the superintendent: Superintendent, 296-6460.

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, and is available in the Superintendent's office. If you have any questions, please contact Roy Tindell at 296-6460.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Roy Tindell at 296-6460.

Additional Notices

Other important notices in the Student Handbook cover the following topics:

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

Please take some time to review these notices and other important information contained in the Student Handbook.

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PREFACE

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

Section I—PARENTAL RIGHTS AND RESPONSIBILITIES—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

Section II— CISD STUDENT CODE OF CONDUCT

Section III –CAMPUS SPECIFIC POLICIES AND PROCEDURES

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

Both students and parents should become familiar with the Connally ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

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

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

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

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

1. Parental Acknowledgment Form;
2. Student Directory Information Form and Release of Student Information Form;
3. Release of Information to Military Recruiters and Institutions of Higher Education Forms;
and
4. Consent/Opt-Out Forms.

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

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

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

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

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

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. As a parent, you have a right to provide consent before the district can display your child's artwork, special projects, photographs taken by your child, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

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

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

Granting Permission to Video or Audio Record a Student

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

- When it is to be used for school safety;

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

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education, is incorporated into the district's health education classes.

Removing a Student Temporarily from the Classroom

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

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

The district curriculum for human sexuality is an abstinence based program.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

School Safety Transfers

As a parent, you have a right:

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

Requesting Classroom Assignment for Multiple Birth Siblings

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

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact Michelle McKinley at 296-6460.

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Michele McKinley at 296-6460.

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

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 5 excused absences per year for this purpose.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

Student Records

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

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

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

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise

the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL),

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) 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 do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

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

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

Directory Information

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

Directory Information for School-Sponsored Purposes

The district has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if you object to the release of the student information included on the directory information response release, your decision will also apply to the use of that information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, or athletic programs. This information will not be released to the public without the consent of the parent or eligible student.

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

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

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

INFORMATION FOR STUDENTS AND PARENTS

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

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

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

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

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

Failure to Comply with Compulsory Attendance

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

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

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

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

If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

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 receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 90 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.

- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Parent Contact After An Absence

When a student must be absent from school, the parent must call the school on the day of the absence or 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.

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**, OR
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.
4. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

Doctor’s Note After An Absence for Illness

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

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student’s absence from school.

[See policy FEC(LOCAL).]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, the Texas Department of Public Safety must be provided written parental consent to access the student’s records for purposes of verifying 90 percent attendance for credit for the semester.

ACADEMIC PROGRAMS

The school counselor will provide students and parents with information regarding academic programs to prepare for higher education and career choices. [For more information see policies at EIF.]

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:

- Name, address and date of birth of person enrolling the child as identified by driver's license or other picture identification.
- Certified copy of the student's birth certificate.
- Immunization record from a physician, medical clinic or school where student was previously enrolled. The list of required immunizations is listed on page 28.
- If the student does not live with both natural parents, a copy of the divorce papers that show conservatorship or papers that show legal guardianship over the child must be kept on file.
- Social Security Card of the child.
- 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.

BULLYING

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

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

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs at Connally High School. Admission to introductory CTE classes is open to all students. Advanced CTE courses may have a CTE prerequisite.

Connally ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page ii and 29 for additional information regarding the district's efforts regarding participation in these programs.]

CHILD SEXUAL ABUSE

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

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

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

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

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

<http://www.tea.state.tx.us/index.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

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

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

Reports may be made to:

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

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

For two school years following his or her graduation, a district student who graduates in the top ten percent of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the university's enrollment capacity for incoming freshmen.

Students and parents should contact the counselor for further information about automatic admissions, the application process and deadlines.

[For further information, see policies at EIC.]

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the

district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office.

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

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement (separate from 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 e-mail and other electronic communication using district computers are not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

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

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

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

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

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

Students are not permitted to have such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, mp3 players, electronic devices or games at school. Cell phones are allowed, but must be turned off from the arrival at school until the end of the school day, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. CJH students must have their cell phone turned off and placed in locker throughout the school day. The district will not be responsible for damaged, lost, or stolen telecommunication or electronic devices. Campus administrators will not be responsible for investigating lost or stolen cell phones.

The consequences and fee schedule for violation for having a cell phone turned on during school hours is as follows:

- Cell phone will be taken up from the student. Student may reclaim the phone from the campus principal's office at the end of the school day and after paying a \$10.00 fine.

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

Inappropriate Use of Technology

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the *Student Code of Conduct* and may, in certain circumstances, be reported to law enforcement.

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a

contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

Contagious Diseases/Conditions: Add “Anytime the nurse determines that your child is too ill to remain at school or is possibly contagious, you will be required to make arrangements to pick up him/her. 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 (99 degrees under the arm), you will be notified and expected to pick up your child. 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 up your child. 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 live lice. School district policy states that all live lice must be out of the hair before the child may return to school. The child must be treated with a head lice shampoo and the nits (eggs) combed out. The parent/guardian is required to bring the child to the nurse and allow her to perform a head check before the student is allowed to return to school. After completing this assessment, the school nurse will determine if the student will be allowed to stay and attend school.

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

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

When a student is treated by a physician for a contagious disease, the school needs a written diagnosis and information on when the student may return to school.

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

COUNSELING

Academic Counseling

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

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor

may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should schedule an appointment through the counselor's office.

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM:

WITHOUT PRIOR INSTRUCTION:

A student planning to take an examination for acceleration shall be required to register with the office of Curriculum and Instruction no later than 30 days prior to the scheduled testing date on which the student wishes to take the test. Test dates will be the third week of June and the week following July 4th.

For grades 1-8, the student meets the following requirements:

Score 90 percent or above in each of the following areas: language arts, mathematics, science, and social studies;

District representative recommends that the student be accelerated. The following criteria will be taken into consideration:

90% attendance

90 or above in their core classes: language arts, mathematics, science, and social studies

90% or above on all TAKS/STAAR assessments;

Student's parent or guardian gives written approval of the acceleration.

For grades 9-12

If a student scores 90 or higher on the exam, the student receives high school credit for the course work but does not receive a high school numerical grade. As a result, a grade is not computed in GPA. The exam is offered free of charge.

A registration fee per exam will be charged when students register to take the exams. This fee will be refunded in full upon completion of the exams. The registration fee is nonrefundable to students who register and do not take the exams.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

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

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

Dating Violence

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

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

Discrimination

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

Harassment

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

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

Sexual Harassment

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

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

Retaliation

Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade

reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

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

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 17.]

DISTANCE LEARNING

Distance learning includes courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations**.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper and the yearbook are available to students.

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

Non-school Materials...from students

Students must obtain prior approval from the campus principal before posting, circulating, or distributing more than 10 copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days.

The principal has designated the campus office as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Non-school Materials...from others

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

Prior review will not be required for:

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

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

DRESS CODE

The “Student Dress Code” for Connally ISD has been established to build student self-esteem, bridge socioeconomic differences between students, and encourage positive behavior, thereby promoting school safety and improving the learning environment.

The staff of the school is charged with enforcement of the district’s dress and grooming code. Interpretation of these codes is entirely within their judgment. Final determination of acceptable dress and grooming rests with the campus principal or his/her designee.

- Logos: Brand name logos must be no larger than 2”X 2”
- Denim or “Jean Like” clothing of any color or style is not permitted except on days designated by the campus administration. Denim or “Jean Like” clothing must follow the same guidelines as the slacks, pants, and shorts
- “Spirit Shirts” will only be allowed on days designated by the campus administration
- CISD Club/Athletic/Organization clothing is permitted on “game day” that has been designated by the campus administration (JROTC is allowed to wear their designated uniforms on “uniform days”)
- All clothing must be properly hemmed/cuffed and free from holes or tears

Shirts & Blouses

- Styles: Collared knit button polo style shirt or dress style buttoned shirts/blouses (long or short sleeved)
- Colors: Any solid color in approved style
- Visible stripes, checks, lettering, wording, or designs are not permitted
- One single brand name logo allowed that must be no larger than 2”X2”, if visible. School approved Connally logos will be allowed
- Tucking is encouraged but not required. Shirts or blouses that are not tucked into the pants should be no longer than fingertip length
- Shirts or blouses must be buttoned allowing only the top button to be unbuttoned. Single button shirts or blouses must be buttoned
- Undershirts (including turtlenecks) must be of solid colors with no lettering, symbols or designs
- Visible tank tops under dress shirts are not permitted
- Brads, studs, zippers, or other adornments are not permitted
- Halters, tank tops, tube tops, low-cut tops or blouses which reveal cleavage or midriff, or excessively tight clothing are not permitted
- Lace, see-through, provocative, or excessively tight clothing are not permitted
- Appropriate standardized dress must be worn under any outerwear (including jackets, sweaters, sweatshirts, etc.)
- Denim of any color is not permitted (except as noted)

Slacks, Pants, Shorts

- Styles: pleated or flat front dockers-style slacks or pants
- Colors: khaki, black, navy, brown, or gray
- One single brand name tag allowed that must be no larger than 2”X2”, if visible
- Visible stripes, checks, lettering, wording, or designs are not permitted
- Non-traditional brads, studs, zippers or adornments are not permitted
- Carpenter, cargo, overall, painter, hip-hugger, low-rise, cut-off, “skinny” or oversized clothing are not permitted

- Baggy legged slacks or bell bottom pants wider than shoes are not permitted
- All pants/slacks/shorts are required to have belt loops and belts fastened at the waist are required. Slacks and pants must be the appropriate length (pants should not be any longer than the sole of the shoe). PK-2 Belts are encouraged but not required
- Sagging is not permitted
- When in the kneeling position, shorts must be at the top of the kneecap. Shorts should also be no longer than the bottom of the kneecap when standing
- Capri pants are acceptable for female students in the approved style
- Tight rolled at ankle pants are not permitted
- See-through, provocative, or excessively tight clothing are not permitted
- Chains are not permitted on clothing
- In grades 6-12 student's slacks, pants, or shorts must have a fly (gender appropriate)

Skirts, Jumpers, Dresses for Female Students

- Styles: traditional styles knee-length or longer
- Colors: khaki, black, navy, brown, or gray
- Excessively tight skirts are not permitted
- When in the kneeling position, skirts must be at the top of the knee cap
- Kick-pleats or slits are permitted, but not more 3 inches above the top of the knee
- Other jumpers or dresses are not permitted
- Belts are only required on skirts with belt loops
- One single brand name tag allowed that must be no larger than 2"X2", if visible

Belts

- Colors: solid single colors including black, brown, or matching the color of the pants, slacks, skirt, shorts, or Capri pants
- Belts must be threaded through the belt loops and appropriately buckled at the waist
- Brads, studs, zippers, or other distracting adornments are not permitted
- PK-2: belts are encouraged but not required
- Oversized belt buckles or buckles with graphics are not permitted
- Chain belts are not permitted

Socks, Hose, Tights, Leggings

- Colors: must be solid single color
- One single brand name tag allowed that must be no larger than 2"X2", if visible
- Socks must match each other
- Leg warmers are not permitted
- Hose, tights, or leggings must be worn with an approved dress code bottom (slacks, pants, shorts, etc.) over them

Footwear

- Acceptable styles: athletic shoes, boots, loafers, dress shoes, or sandals with a back strap
- Flip-flops, para-military type boots (except military boots used as part of the uniform in JROTC), house shoes, shoes with heel more than 3" in height, or athletic sandals/slides are not permitted
- Pants are to be worn on the outside of boots
- Boots are allowed to be worn on the outside of hose, tights, or leggings
- Shoelaces must match each other

- Shoes with wheels are not permitted
- Shoes with lights are not permitted

Sweatshirts, Sweaters, Vest, Pullovers (Fleece and Sweatshirt)

- Colors: Any solid color in approved style
- Visible stripes, checks, lettering, wording, or designs are not permitted
- No logo, lettering or graphics larger than 2”X2”
- Connally ISD sweatshirts, sweater, vest, or pullovers are allowed
- Appropriate standardized dress must be worn under any outerwear (including jackets, sweaters, sweatshirts, etc.)

Outerwear

- No jackets longer than mid-thigh (These will be measured by the end of the fingertips)
- No logo, lettering or graphics larger than 2”X2”
- School sponsored letter jackets or school sponsored jackets(cheerleading, drill team, etc.) are allowed
- Jackets are allowed to have hoods but hoods must not be worn inside the building
- Appropriate standardized dress must be worn under any outerwear (including jackets, sweaters, sweatshirts, etc.)

Other Guidelines

- Undergarments must be worn and appropriately covered by a student’s clothing

DRESS AND GROOMING

The district’s dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Dress and grooming policies are in effect each day of the school year. Students have a responsibility to come to school each day neatly groomed and dressed appropriately. The principal has total discretion in determining the appropriateness of dress and the principal’s decision is final.

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:
 - Braids must be braided to the scalp in straight lines or rows without designs or patterns.
 - Braids must not extend from the head (e.g. dreadlocks).
 - Braids cannot be longer than the collar of a standard shirt and cannot hang from the sides or front of the head and face.
 - Braids cannot have decorative items woven in or tied to the end. Elastic bands are permissible on the braids’ ends.
 - The entire head must be braided with no half or partial braids permitted.

- 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 or unnatural colors.
- 10. Haircuts which are unusual or bizarre (Mohawks, punk cuts, wild cuts, designs, etc) will not be allowed.

Non-Acceptable Dress and Grooming

- Caps, hats, hoods, head coverings, visors, or scarf inside the buildings
- Doo rags, bandannas, sweatbands, kerchiefs, and beads are not to be worn at school or any school sponsored activities
- Clothing items may not be worn in any way that reflects gang affiliation
- Any outside apparel with suggestive, obscene, or inflammatory markings of any type, including drug, alcohol, and tobacco logos
- “Grillz” or temporary decorations on teeth unless the device is prescribed by the student’s dentist or orthodontist. Parents must provide a note from the dental professional confirm the prescription
- Sunglasses inside the building except when prescribed by a doctor or wearing “wild eye” contacts are not permitted
- Failure to wear a bra (age appropriate for girls)
- Blankets or pillows are not to be worn or brought to school (unless allowed by campus administration)
- See-through, provocative, or excessively tight clothing (i.e., spandex tights, shorts or pants and excessively tight shirts are not permitted)
- Beards, mustaches or facial hair. Male students are to be clean shaven
- Eyebrows must not have cuts or designs
- Visible tattoos. All tattoos must be covered
- Sagging and oversized clothes. Inappropriate appearance will not be allowed. Clothes should fit and be worn appropriately
- Makeup, including base/foundation, eye shadow, eyeliner, lip color and/or nail polish (boys)
- Excessive or distracting makeup/hair color/conspicuous fads are not permitted
- 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 and no beads are allowed anywhere in the hair. Elastic bands are permitted on the end of braids
- Boys may not wear earrings whether covered or uncovered. Girls may wear earrings in ears only. Nose rings, eye brow rings, naval rings, tongue rings/piercings 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 are not permitted
- All clothing must be properly hemmed/cuffed and free from holes or tears
- Campus principals may define appropriate dress for school-sponsored trips
- The student’s condition of cleanliness and personal hygiene shall be such that it does not offend others

If trends or fads create a disruption of the school, the principal has the discretion to prohibit styles at school or school-related events.

Final Authority

Students must comply with District standards for grooming and accessories as outlined in the Student Code of Conduct. Final decisions on the appropriateness of school dress rest with the campus administration.

Dress Code Objections and Violations

If the student's standardized dress code or grooming is in violation, the student will be sent to the office so the principal or his/her designee may take the appropriate disciplinary action or make the appropriate changes so the student will be in compliance. Students may be suspended or assigned to ISS until he/she complies with the standardized dress and grooming code.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

Offices and Elections

Certain clubs, organizations, and performing groups will hold elections for student officers.

FEES

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

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

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.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 10 days before the event. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1000 feet of any district-owned or leased property or campus playground.

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These

guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

HARASSMENT

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 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, 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; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office and on the district's website at [<http://www.connally.org/sb/sb.html>].

Examples of prohibited discrimination may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

HEALTH-RELATED MATTERS

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

Physical Activity for Students in Elementary and Middle School

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

Students in middle or junior high school shall engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the district website at www.connally.org [See also policies at BDF and EHAA.]

Physical Fitness Assessment

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

Vending Machines

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

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Superintendent's office.

Pest Management Plan

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

HOMELESS STUDENTS

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

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

IN-SCHOOL SUSPENSION (ISS)

The objective of the In-School Suspension (ISS) 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 ISS. Students in ISS, 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 ISS

Assignment to ISS is made by the Principal or Assistant Principal. The length of assignment may 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 ISS

Assignment to ISS 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.

In-School Suspension (ISS) Policy

1. Students who are tardy will either not be admitted to the ISS room or will be assigned an additional day in ISS.
2. The disbursing of prescribed medications to ISS students will be handled through the school nurse's office in accordance with policy.
3. All Connally School District rules and policies apply to all students assigned to ISS.

4. Each unexcused absence or tardy will add one (1) day to the ISS assignment, with the exception of a previously scheduled visit to a doctor, dentist, etc. for which the student is gone from ISS no more than two (2) hours. Proof of the appointment will be required.
5. 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.)
6. ISS 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 ISS 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 ISS assignment.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

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

Students Taken Into Custody

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

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

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

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to

prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Notification of Law Violations

The district is required by state law to notify:

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

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

MAKEUP WORK

Makeup Work Because of Absence

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 – Students shall be expected to make up assignments and tests for excused absences. Students will receive one day, for each excused day missed, to make-up the class assignments. Student make-up work for the first day missed will be due the day following day the student returns to school. In the event more than one excused day is missed, the student will receive an extra day for each excused absence. Deductions of grade points after the allowable make-up time for full credit will follow the regular grading policy for each department/campus.
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, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may

provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

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

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

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policies at FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.

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

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

Medication brought from home shall be turned into the school nurse or campus office. Students will not be allowed to possess medication while at school.

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

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

In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

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

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

NONDISCRIMINATION STATEMENT

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: [Wes Holt, Director of Human Resources, 200 Cadet Way, Waco, TX 76705; 254-296-6460].
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: [Michele McKinley, Director of Special Education, 200 Cadet Way, Waco, TX 76705; 254-296-6460].
- All other concerns regarding discrimination: See the superintendent at 200 Cadet Way, Waco, TX 76705; 254-296-6460.

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

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

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

Promotion is based on CISD Board Policy EIE(LOCAL).

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

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

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal pursuant to the board adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA(LOCAL).]

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

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

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

SAFETY

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

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

Accident Insurance

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

Crisis Management/Emergency Operations

Connally ISD has developed a district-wide Emergency Operations 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 may have to rely on 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 6:30 a.m. Notice that school will be closed will be announced. If no announcement is made, school is scheduled at normal times.

Student Identification

All students in grades 6-12 are required to possess their CISD ID Card and have it available on his/her person at all times while on campus. Refusal to present this card when requested by school personnel may bring disciplinary action. Students in grades 6-12 must have the card in their possession at any CISD sponsored activity outside of the school day.

Defacing an ID badge will be considered the same as losing an ID badge. Consequences for violations of the badge requirements begin with a warning and assigning a temporary ID badge for that day by first period teacher. Repeated offenses will be addressed according to the CISD *Student Code of Conduct*.

SCHOOL ISSUED EQUIPMENT

In consideration for my ability to use this equipment for school use while it is in my possession and control, I agree to:

1. Be financially responsible to the District for the cost of repair or replacement if the equipment is damaged, stolen, misplaced, or otherwise not returned.
2. Use this equipment at all times in a manner consistent with the District's acceptable use policy and regulations.
3. Return the equipment at the end of the school day or the last day of the semester as applicable.

SCHOOL FACILITIES

Use By Students Before and After School

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

School campuses will notify parents of student arrival times. CISD will not be responsible for providing supervision prior to the designated student arrival time. 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 rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

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

Cafeteria Services

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

Meal Prices are:	Reduced Fee	Full Pay
Breakfast (Primary and Elementary)	\$0	\$0
Breakfast Grades 6-12	\$0.30	\$1.10
Adult Breakfast (Guests & Employees)	NA	\$1.75
Lunch Grades PK-5	\$0.40	\$2.15
Lunch Grades 6-12	\$0.40	\$2.40
Adults (Guests & Employees)	NA	\$3.00

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

Meetings of Non-curriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Vehicles on Campus

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

Trained Dogs

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

Metal Detectors

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

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.

STEROIDS

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

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

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at http://www.uil.utexas.edu/athletics/health/steroid_information.html.

STUDENT SPEAKERS

Please see Board Policy FNA (LOCAL) for student speaker information.

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.

TAKS, STAAR, AND END OF COURSE ASSESSMENTS

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

- Mathematics, annually in grades 3–8, 10, and 11
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- End of course (EOC) exams will be administered to 9th graders enrolled in any of the following courses: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, US History. The EOC will account for 15% of the final average in the course.
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

TAKS-Accommodated, TAKS-Modified, and TAKS-Alternate for students receiving special education services are administered to eligible students.

Linguistically accommodated testing (LAT), as well as the Texas English Language Proficiency Assessment System (TELPAS) for students identified as limited English proficient, are also administered to eligible students.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

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

textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

Connally ISD's Acceptable Use Policy

In Compliance With the "Children's Internet Protection Act"

The Connally ISD's "Acceptable Use Policy" sets forth the guidelines for the practices of using technology within the district. Access to the district network, district equipment, the Internet and communication devices are intended to assist in the collaboration and exchange of educational information between and among schools, offices, regional education service centers, and other local or worldwide educational entities. All users shall be required to acknowledge receipt of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Non-compliance with applicable regulations will result in disciplinary action consistent with CISD district policies and regulations. Violations of law may result in criminal prosecutions as well as disciplinary action by the district.

GUIDELINES:

1. Access to the CISD network, communication systems, and the Internet is a privilege not a right, and all users must agree to comply with all regulations.
2. Users will be assigned user accounts and shall not authorize anyone else to use their name, login password, or files for any reason.
3. All communications and information contained within the CISD network is the property of Connally ISD and is not to be considered confidential except by federal and/or state law. The network may be monitored at any time with or without the permission of any system user.
4. No software or shareware program may be downloaded from any network. Only CISD technology staff may install or download programs.
5. Copyright rules must be observed and no one will be allowed to illegally copy programs and files that are copyrighted.
6. No hardware or peripheral devices shall be attached to the CISD network. Only CISD technology staff may install equipment.
7. Any malicious attempt to harm or destroy district equipment or materials, data of another user of the district's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to compromise, degrade, disrupt system performance may be viewed as violations of district policies and administrative regulations and, possibly as criminal activity under applicable federal and state laws. Restitution for any vandalism will be based on the costs associated with restoration.
8. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited.
9. Any and all disputes arising from the CISD network will be follow the proper chain of command for resolution.
10. Connally ISD's system is provided on an "as is, as available" basis. The district does not make any warranties whether express or implied with respect to any services provided by the system and any information or software contained on the system will meet the system user's requirements or that the system will be uninterrupted or error-free, or that defects will be corrected.

11. Connally ISD shall not be liable for any user's inappropriate use of the district's electronic communication resources or violations of copyright restrictions, user's mistakes or negligence, or costs incurred by users. CISD shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.
12. To the extent practical, steps shall be taken to promote the safety and security of users of the CISD online computer network when using electronic mail and other forms of direct electronic communications. Specifically, as required by the Children's Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called "hacking," and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.
13. It shall be the responsibility of all members of the CISD staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhood Children's Internet Protection Act, and the Protecting Children in the 21st Century Act that includes measures for educating minors about appropriate online behavior.

Warning: System users and parents of students with access to the district's electronic communication system should be aware that use of the system may provide access to other electronic communication systems in the global electronic network that may contain inaccurate or objectionable material. To the extent practical, CISD provides, as a safeguard, technology protection measures or ("Internet filters") that shall be used to block or filter Internet, or other forms of electronic communications, access to inappropriate information.

Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. However, users are cautioned that filtering will not block all objectionable sites. It is the user's responsibility to be aware of this possibility.

Adoption

Internet Safety Policy was adopted by the Board of CISD at a public meeting, following normal public notice, on June 22, 2009.

TRAFFIC AND PARKING

Connally ISD Police Department

The Connally ISD Police Department is given the responsibility of enforcing procedures that 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

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Students must ride the assigned bus and route designated by the CISD Transportation Department.

A parent may also designate a child-care facility or grandparent’s residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pick up or drop off location, you may contact the CISD Transportation Department. Temporary changes in pick up or drop off destinations will only be made on an emergency basis. All riders are expected to be waiting outside at the bus stop to be picked up by the bus.

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

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

- Follow the driver’s directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.
- No objects larger than backpack, flower arrangements, or balloons will be allowed on the bus.

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 five-step bus discipline procedure that provides:

Offense Number	Consequences
1. First Offense 2. Second Offense 3. Third Offense 4. Fourth Offense 5. Fifth Offense	1. Warning letter to parent or guardian. 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. Off bus for one week 4. Off bus for six weeks 5. 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.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

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

CISD has adopted the RAPTOR system that will be used at all district campuses for help in identifying registered sex offenders who may try and enter the campus. The RAPTOR system is an internet based program that allows schools to take the driver's license of individuals, scan through a reader, and automatically log the visitor's name, address, and driver's license number into a data base. The program will conduct a nationwide check for registered sex offenders and then provide the district notification. The system will then print a visitor's badge that includes a photo. CISD will now require all parents and visitors to present photo identification (drivers license) before admittance to the campus will be allowed.

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

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

WITHDRAWING FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office. On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

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

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

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

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC stands for End of Course testing required starting with the Class of 2015. EOCs will be given at the end of the following courses: English I, English II, English II, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

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

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

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

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

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

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

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

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

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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR stands for *State of Texas Assessments of Academic Readiness* - A new test design for the STAAR assessments will focus on readiness for success in subsequent grades or courses and, ultimately, for college and career.

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

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

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10-11.

TAKS-Accommodated is a state mandated assessment based on the same grade-level academic achievement standards of TAKS available to certain students who receive special education services and who need specific accommodations, as determined by the student and his or her ARD committee.

TAKS-Alternate is an alternate state mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student and his or her ARD committee.

TAKS-Modified is an alternate state mandated assessment based on modified achievement standards and is administered to eligible students receiving special education services, as determined by the student and his or her ARD committee.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

APPENDIX

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

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Connally ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing at the time you register your child in Connally ISD.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 7 for more information.]

Connally ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

Parents have acknowledged receipt of a copy of this option in student registration documents.

**Parent's Response Regarding Release of Student Information to
Military Recruiters and Institutions of Higher Education**

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 7 for more information.]

Parent: Please complete the following only if you do not want your child's information released to a military recruiter or an institution of higher education without your prior consent.

I, parent of _____ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institutions of higher education upon their request without my prior written consent.

Parent signature _____ Date _____

Consent/Opt-Out Notice

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings.

No such activities requiring parental notice and consent or opt-out are scheduled for the 2011-2012 school year. If one is requested, you will be informed and consent for your child to participate will be requested at that time. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to your student's principal. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Title I

Parent * Student * Teacher * Administrator Compact

At Connally ISD, we envision a school and home partnership which provides the highest level of success for each individual. We make a commitment to challenge, to motivate, and to inspire each other to reach our goals. To accomplish this partnership, it is important for parents, teachers, administrators, and students to work together as a team. Please review the responsibilities listed below with your child and sign on the appropriate lines.

Parent/Guardian Compact

As the parent of a student in Connally ISD, I will do my personal best to:

- Read daily with/to my child
- Supervise the completion of student homework
- Set aside a time each evening for school work
- Provide a quiet place for my child to work
- Encourage my child's efforts and be available for questions
- Stay in contact with my child's teacher
- Make sure my child has adequate rest time
- Make sure my child is on time for school and attends regularly
- Support the student code of conduct

Student Compact

As a student in Connally ISD, I will do my personal best to:

- Follow classroom and school rules
- Be respectful of property of other students and adults
- Return completed homework on time
- Do my best each day
- Spend time at home studying or reading each day
- Be on time to school
- Have proper supplies and materials
- Practice and promote a positive attitude toward myself and others
- Be respectful to all students and adults

Teacher Compact

As a teacher in Connally ISD, I will do my personal best to:

- Provide a positive learning environment to accelerate learning skills
- Be respectful to parents and students
- Provide a challenging curriculum designed to meet the needs of all students
- Provide appropriate and meaningful homework assignments for students
- Provide necessary assistance to parents so they are able to help their child with assignments
- Encourage students often
- Provide parents with information regarding student progress on a regular basis
- Serve as a liaison between parents and Title I personnel

Administrator Compact:

As an administrator in Connally ISD, I will do my personal best to:

- Support instruction which meets the individual needs of students, including Title I programs
- Provide staff and teachers the training needed to work effectively in partnership with families
- Encourage and promote parent and teacher involvement

CONNALLY
INDEPENDENT SCHOOL DISTRICT
2011-2012
STUDENT CODE OF CONDUCT

APPROVED BY THE CISD BOARD OF TRUSTEES

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Purpose of a Student Code of Conduct_____

The Student Code of Conduct that follows is the District's response to the requirements of Chapter 37 of the Texas Education Code. The law requires the District to establish standards of student conduct and to identify the circumstances under which a student may be removed from a classroom, campus, or disciplinary alternative education program, transferred to a disciplinary alternative education program, suspended, or expelled. The Code provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

We provide you a copy of or access to the Code annually; a copy is also available for review in the principal's office of each campus in the District. The Code is posted on the District's website www.connally.org and can be accessed or printed at any time from that site. If you do not have access to a computer, the principal's office at your child's campus will print one for you, upon request.

This Code is not a contract and can be amended by the District at any time. However, any change or amendment to the Code will be approved by the Board of Trustees.

Violations of the Code of Conduct are documented by teachers and other professional employees using campus discipline referral forms.

Teachers and principals may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classrooms or given to the student and may or may not also constitute violations of the Student Code of Conduct.

Expectations for Student Behavior _____

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner; always exercising self-discipline.
- Attend all classes, regularly and on time.
- Be prepared for each class; take appropriate materials and assignments to class.
- Be well-groomed and dressed appropriately, as articulated in the Connally ISD student handbook.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students and of teachers and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order and discipline.
- Pay required fees and fines.
- Cooperate and comply with directives from the Connally ISD Police Department.
- Comply with Connally ISD traffic and parking policies and rules.
- Seek change in school policies and regulations through appropriate channels in an orderly and responsible manner.
- Avoid violations of the Student Code of Conduct.

General Authority to Impose Discipline _____

The Texas Legislature has delegated the authority to manage independent school districts and discipline students to the Board of Trustees and its employees. The school has the authority to administer discipline whenever the interest of the school is involved, on or off school property, in conjunction with or independent of classes and school-sponsored activities. The District's disciplinary authority applies:

- during the regular school day and while the student is going to and from school on District transportation;
- on or within 300 feet of school property;
- while the student is participating in any activity during the school day on school grounds;
- during lunch (whether on or off school campus);
- while the student is in attendance at any school-related activity of the District, regardless of time or location;
- while the student is on school property of another Texas school district or attending a school activity of a school in another Texas school district;
- for any school-related misconduct, regardless of time or location;
- when the student retaliates or threatens retaliation against a school employee, regardless of time and location;
- when the district has a reasonable belief that the student has engaged in conduct that would be punishable as a felony, as provided by Texas Education Code § 37.006;
- when the student is involved in criminal mischief on or off school property or at a school-related event;
- when the student makes a false alarm or report of bombing, fire, or other emergency involving a public school, regardless of time or location;
- when the student makes a terroristic threat involving a public school, regardless of time or location; and
- when the student commits aggravated robbery against another student, regardless of time or location.

All District facilities, any other real property that is owned, rented, or leased by the District, and the area within 1,000 feet of any of those facilities is a **gang-free zone** under state law. The penalties from the juvenile or criminal justice systems for certain organized criminal activity occurring within a "gang-free zone" will be enhanced. See "Gang-Free Zones" in the Definitions, p. 42, for more complete information.

Discipline of Students with Disabilities _____

Federal law regarding the education of students with disabilities (IDEA and Section 504) imposes specific procedures and limitations on the discipline of students with disabilities. For further information on this topic, please contact the principal, who will direct you to special education staff, or Michelle McKinley, CISD Special Education Director. Information is also available to parents of students with disabilities in the “Explanation of Rights and Procedural Safeguards of a Parent with a Child with Disabilities in School,” which is provided to parents at the time of admission to special education and annually, upon initial referral, upon request for an evaluation, upon the filing of a request for a special education due process hearing, or upon request by a parent.

Prohibited Conduct _____

A significant part of the district’s educational mission is to inculcate or instill the habits and manners of civility and to teach students the boundaries of socially appropriate behavior. In furtherance of this mission, students will be subject to disciplinary consequences if they engage in any of the following prohibited conduct while they are subject to the school’s jurisdiction as described in this Code of Conduct:

1. Scholastic dishonesty, which includes, but is not limited to, cheating on a test or any other assignment, plagiarism, or unauthorized collaboration with another person in preparing written work or any other assignment for which a grade is awarded.
2. Conduct that can cause injury to person or property
3. Leaving classrooms, school grounds, or school-sponsored events without permission
4. Using profanity, lewd or vulgar language, or obscene gestures
5. Scuffling or fighting or other inappropriate physical contact that does not meet the definition of simple assault
6. Stealing
7. Lying about the conduct of other students or making false accusations about district employees
8. Disobeying school rules about conduct on school buses
9. Failing to comply with reasonable directives given by school personnel
10. Failing to comply with campus or district policies
11. Bullying or harassment, which may include the following offenses:
 - a. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force

- b. Making ethnic, racial, or religious slurs or any other harassment based on race, color, national origin, religion, or disability
 - c. Verbal abuse or derogatory or offensive remarks addressed to others
 - d. Damaging or vandalizing property of other students
 - e. Conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including without limit, requests for sexual favors
 - f. Dating violence, meaning the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in a dating relationship
12. Making a hit list, i.e., a list of people targeted to be harmed using a firearm, knife, or any other object to be used with intent to cause bodily harm
 13. Harassing or threatening school employees or volunteers through inappropriate, offensive, or sexually explicit or suggestive comments made orally in person or by telephone or in writing through letters, emails, text messages, journals, or in any other way
 14. Committing or assisting in a robbery, theft, or burglary
 15. Any conduct that gives school officials reasonable cause to believe that the conduct will substantially disrupt the school program or incite violence
 16. Damaging or vandalizing district property or property of any school employee or volunteer
 17. Possessing stereo head sets, CD players, cassette players, laser pointers, MP3 players, iPods, electronic games, or any other contraband entertainment device without permission
 18. Possessing or displaying sexually explicit photographs, films, or images
 19. Possessing a paging device, cellular telephone, camera telephone, hand-held computer or PDA, voice or video recording device, or a similar device without permission
 20. Using a paging device, cellular telephone, camera telephone, hand-held computer or PDA, voice or video recording device, or a similar device without permission or in any way, such as recording a voice or image, that invades the privacy of others or without the consent of those being recorded.
 21. Using or possessing a taser gun, stun-gun, or similar device
 22. Using or possessing a pellet gun, air-powered rifle, toy gun, or any other instrument that may be perceived by a third party as a firearm
 23. Using or exhibiting school supplies (i.e., pencils, pens, scissors, etc.), or any other item in a manner that threatens to inflict or actually inflicts bodily harm to another person

24. Possessing drug paraphernalia (roach clips, rolling papers, needles, baggies with residue, razor blades, pipes, etc.)
25. Possessing or using martial arts objects (such as shurikan [throwing stars], nunchakus [“nun-chucks”], tonfa [wooden weapon], staff, baton [short stick], bolo [long cord with weights at end])
26. Possessing or using fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
27. Inappropriate or offensive physical or sexual contact, whether or not it is consensual.
28. Inappropriate exposure of a student’s body parts, including exposure of any portions of the body that are ordinarily covered by clothing or required to be covered by the dress code
29. Behaving in any way that disrupts the school environment or educational process
30. Possessing, smoking, or using tobacco products
31. Possessing or using matches or a lighter
32. Possessing or using a knife with a blade of 5 ½ inches or less
33. Truancy, i.e., skipping school or cutting class without the parent’s or school’s knowledge or permission
34. Possessing or using any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
35. Violating computer or acceptable use policies, rules, or agreements
36. Gambling of any kind
37. Violating safety rules
38. Violating dress or grooming standards
39. Being a member of, pledging to become a member of, or soliciting another person to join or pledge a public school fraternity, sorority, secret society, or gang
40. Gang-related behavior or activity
41. Assisting, encouraging, promoting, or attempting to assist in the commission of a serious offense
42. Failing to report the commission of a serious offense by another student to a school official
43. Hazing
44. Making a false alarm or report of bombing, fire, or other emergency involving a public school, which includes the following offenses:

- a. Pulling a fire alarm or discharging a fire extinguisher in a building owned or operated by Connally ISD, when there is no smoke, fire, or danger that requires evacuation
 - b. Calling 911 when no emergency exists
- 45. Making a terroristic threat involving a public school
- 46. Retaliating against any school employee or volunteer
- 47. Repeatedly violating previously communicated campus or classroom standards of behavior
- 48. Violating DAEP rules while assigned to the DAEP
- 49. Engaging in any conduct punishable as a felony, which includes the offenses of:
 - a. causing an employee to be in contact with the blood, bodily fluids, saliva, urine, or feces of any person or animal
 - b. placing graffiti on any tangible property owned by the district
 - c. distributing, selling, delivering, or attempting to distribute, sell or deliver any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
 - d. online harassment
- 50. Committing an assault of any kind
- 50. Selling, giving, or delivering to another person or possessing, using or being under the influence of marijuana or a controlled substance or a dangerous drug
- 51. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol
- 52. Engaging in conduct that would be an offense relating to an abusable volatile chemical
- 53. Engaging in conduct that would be public lewdness or indecent exposure
- 54. Engaging in conduct that would be disorderly conduct
- 55. Using, exhibiting, or possessing a firearm except as permitted for participation or preparation for a school-sanctioned shooting sports educational activity sponsored by Texas Parks & Wildlife and that is not located on school property
- 56. Using, exhibiting, or possessing an illegal knife
- 57. Using, exhibiting, or possessing a club
- 58. Using, exhibiting, or possessing a prohibited weapon or ammunition of any kind
- 59. Engaging in conduct that would be aggravated assault, sexual assault, or aggravated sexual assault

60. Engaging in conduct that would be arson
61. Engaging in conduct that would be murder, capital murder, or criminal attempt to commit murder or capital murder
62. Engaging in conduct that would be indecency with a child
63. Engaging in conduct that would be aggravated kidnapping
64. Engaging in conduct that would be aggravated robbery against another student
65. Engaging in conduct that would be manslaughter
66. Engaging in conduct that would be criminally negligent homicide
67. Engaging in conduct that would be deadly conduct
68. Engaging in conduct that would be continuous sexual abuse of a young child or children

Disciplinary Consequences _____

In assessing discipline, administrators will consider:

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

In making a decision concerning suspension, removal to the DAEP, expulsion, or placement in a JJAEP, regardless of whether the decision concerns mandatory or discretionary disciplinary action, administrators shall also consider:

5. Whether the student was defending himself or herself.
6. The student's intent or lack of intent at the time the student engaged in the conduct.
7. The student's disciplinary history.
8. A disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct, but only as required by federal law and regulations related to discipline of students with disabilities.

The following discipline management techniques may be used, alone or in combination, for misbehavior that violates the Student Code of Conduct or campus or classroom rules:

- Oral correction
- Cooling-off time or "time-out" in a setting separate from other students that is not locked and from which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object

- Seating changes within the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher or parent-administrator conferences
- Confiscation of items that disrupt the educational process. The principal or designee will determine the period of confiscation, generally not to exceed the end of the school year
- Confiscation of paging devices, cellular telephones, camera phones, and the like. (See the CISD student handbook regarding confiscation of cell phones for retrieval information.)
- Grade reductions as permitted by policy
- Rewards or demerits
- Behavioral contracts
- Sending the student to the office or other assigned area
- Assigned school duties other than class tasks
- Withdrawal of privileges, such as participation in extracurricular activities, participation in graduation exercises, and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations
- Consequences or penalties identified in individual student organizations' codes of conduct, bylaws, constitutions, or rules
- Withdrawal or restriction of bus privileges
- School-assessed and school-administered probation
- Citation or ticket from School Resource Officers or school security personnel
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District

The following disciplinary measures may be used, alone or in combination with each other or any of the above techniques, for misbehavior that violates the Student Code of Conduct or campus or classroom rules:

- Corporal Punishment
- In-school suspension
- Detention
- Suspension from school, not to exceed three school days at one time
- Formal removal from class by the teacher
- Removal to an disciplinary alternative education program
- Extension of disciplinary alternative education program removal term for additional offenses while in the alternative program

- Expulsion from school

What minimum procedures will be provided for each student facing discipline other than detention? Each student will be told what infraction the administrator believes the student to have committed. Each student will then be given the opportunity to tell his or her side of the incident. The student's admission of the offense eliminates the need for further investigation or procedures, though the administrator may seek further information if desired.

How and when will we contact you about disciplinary action? Parents are responsible to provide to the campus administration each year the address and telephone number(s) at which parents can be reached and to update those numbers as necessary during the school year. School officials will use the information provided by the parent to contact parents about disciplinary matters. Parents will be notified of code of conduct violations that can result in detention, ISS, suspension, removal to DAEP, or expulsion in a reasonable amount of time by telephone or in writing. Campus administrators may, but are not required to, notify parents of incidents by telephone on the day of the incident.

What consequences will occur when a student is an accomplice in an offense? Any student who assists, encourages, promotes, or attempts to assist in the commission of a serious offense will receive the same punishment as a student who actually engages in the conduct.

What are the expectations for student reporting of offenses? A student who has knowledge that another student or students have committed a serious offense is expected to report that information to a school official. If the administrator learns that a student failed to report the commission of a serious offense, the student will be subject to a lesser disciplinary consequence, either one step lower than that imposed for the serious offense of which the student had knowledge or a shorter term of discipline.

Physical Restraint_____

In some circumstances, it may be necessary for a district employee to use force, but not deadly force, to physically restrain a student in order to lead, guide, and direct the student or to protect the student or any other person from physical injury, to obtain possession of a weapon or other dangerous object, to protect property from serious damage, to remove a student who is refusing to comply with a legitimate directive from a school employee from a specific location in order to restore order or to impose disciplinary measures, to restrain an irrational student, or to maintain order and discipline in the class or activity.

Corporal Punishment_____

Corporal punishment has been approved by the CISD Board of Trustees as an appropriate disciplinary consequence for Code of Conduct violations.

Are there any guidelines for administering corporal punishment? Corporal punishment is limited to spanking or paddling the student and will be administered only in accordance with the following guidelines: The student shall be told the reason corporal punishment is being administered.

1. Corporal punishment shall be administered only by the principal, assistant principal, or a teacher.
2. The instrument to be used in administering corporal punishment shall be approved by the principal or a designee.
3. When corporal punishment is administered, it shall be done in the presence of one other District professional employee and shall take place in a designated place out of view of other students.

Coaches, physical education teachers, and classroom teachers supervising outdoors during recess or lunch may use reasonable physical exercises or activities as a measure to enforce class or team rules in their classes and activities, to encourage moderate or vigorous physical activity, and these exercises or activities are not considered to be “corporal punishment.” No other employees may use exposure to the physical elements, e.g., standing outside in heat or cold, or physical exertion, e.g., running, sit-ups, etc., as a disciplinary measure.

In-School Suspension _____

For minor infractions of the Student Code of Conduct or campus or classroom rules, administrators may assign a student to one or more days of in-school suspension where, under the supervision of a teacher or aide, students will complete assignments given them by their regular teachers. Both the length of the suspension and restrictions on participation in school-sponsored or school-related extracurricular activities during the suspension are left to the discretion of the administrator.

If we place your child in in-school suspension for an extended period of time, we will offer an opportunity for the student to complete the courses in which he or she was enrolled at the time of the placement before the beginning of the next school year. This opportunity may be by summer school, correspondence courses, distance learning, or other avenues. You will be responsible for the ordinary charges associated with the program.

Detention _____

For minor infractions of the Student Code of Conduct or campus or classroom rules, teachers or administrators may detain students after school hours or during lunch on one or more days. When detention is used, notice shall first be given to the student’s parent to inform him or her of the reason for the detention and permit arrangements for the necessary transportation of the student. Parents may be required to provide transportation when the student has been assigned detention.

Suspension _____

When and for how long will a student be suspended? The principal or other appropriate administrator may suspend a student for a maximum of three school days at a time if the student violates the Code of Conduct by engaging in any prohibited conduct. Both the length of the suspension and restrictions on

participation in school-sponsored or school-related extracurricular activities during the suspension are left to the discretion of the administrator.

How many times can a student be suspended? Neither state law nor this Code of Conduct imposes a limit on the number of times a student may be suspended during a semester or school year.

Formal Removal from Class by Teacher_____

What is the difference between being sent to the office and formal teacher removal? Students may be sent to the principal's office for committing minor classroom infractions. However, a student who has been documented to repeatedly interfere with a teacher's ability to communicate effectively with the students in the class or with the ability of the students to learn, or who behaves in a manner the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students or with the ability of other students to learn will be formally removed from the teacher's classroom.

What is the process for formally removing a student from a teacher's classroom? Within three days of the removal, a conference will be held between the principal or other appropriate administrator, the student's parent or guardian, the teacher removing the student from class, and the student. Pending the conference, the principal may place the student in another appropriate classroom, in-school suspension, or a disciplinary alternative education program. Following the conference, the principal will order the placement of the student. The principal will not return the student to the teacher's class without that teacher's consent, unless the Placement Review Committee determines that such placement is the best or only alternative.

Are there any special limitations associated with formal teacher removal? If a teacher removes a student from class because the student committed any kind of assault against the teacher, the student may not be returned to the teacher's class without the teacher's consent.

Disciplinary Alternative Education Program____

General DAEP Information

What is a DAEP? The District operates a Disciplinary Alternative Education Program (DAEP) for students who have violated this code of conduct committed serious offenses. The DAEP:

1. is in a setting other than the student's regular classroom;
2. is located off a regular school campus;

3. separates students in the DAEP from students in the regular program or in another disciplinary setting in the same building as DAEP;
4. separates elementary school students assigned to DAEP from secondary school students assigned to DAEP;
5. focuses on English language arts, mathematics, science, history, and self-discipline;
6. provides for students' educational and behavioral needs;
7. provides supervision and counseling;
8. employs only teachers who are fully certified; and
9. provides at least a 7-hour school day, including lunch and other breaks, but not longer than 10 hours each day.

No student who has engaged in behavior warranting a DAEP assignment will be placed in an unsupervised setting, other than an out-of-school suspension pending the DAEP conference.

Where is the DAEP? Will it operate during the school day? Is transportation provided? CISD's disciplinary alternative education program is located at Lakeview Academy, and operates between the hours of 7:30 a.m. and 3:00 p.m. District transportation is not provided. Parents of students will be required to provide transportation. Failure to attend the DAEP is a violation of compulsory attendance laws, and students and parents may be prosecuted for failure to attend while assigned.

What kinds of courses are taught at the DAEP? Instruction in the DAEP will focus on English language arts, mathematics, science, history, and self-discipline. The District is not required to provide electives, foreign languages, or honors or advanced courses of any kind at the DAEP.

The District will provide an opportunity for students who have been placed in the DAEP to complete coursework a foundation curriculum course in which the student was enrolled at the time of removal before the beginning of the next school year, if the term of the student's placement is such that the student is not able to continue enrollment in all his or her courses. The opportunity to complete coursework will be provided through any method available, which may include summer school, distance learning, or correspondence courses. The District will not assess any charge for the student to complete a course under this provision.

TERM OF PLACEMENT: Students are assigned to DAEP with a written removal order stating a specific term of placement that is the number of successful school days that must be served. Students will be credited with a "successful day" of DAEP assignment if the student is present, completes all assigned work, follows all rules of the DAEP, and engages in no additional violations of the Student Code of Conduct. The length of all DAEP assignments is at the discretion of the administration, within the guidelines stated below.

What are the guidelines for the term of DAEP placement? A removal to DAEP may be for as brief a time as 30 school days (15 days for students in grades 1 -6) up to one full year from the date of the order. The administrator issuing the removal order will use his or her best professional judgment, taking into account the factors considered in all disciplinary actions, in setting the term of a DAEP placement.

Ordinarily a DAEP assignment will not extend beyond the end of a school year. However, if the administrator making the placement determines: 1) that the student's presence in the regular classroom or at the student's regular campus poses a danger of physical harm to the student or another individual; or 2) the student has engaged in serious or persistent misbehavior that violates the District's Student Code of Conduct, then the assignment may be continued to the next school year. Serious offenses occurring during the last grading period of the school year will generally extend into the next school year.

The DAEP administrator may extend the original term of removal based on new violations that occur while the student is assigned to the DAEP, including violation of DAEP rules, by following the procedures for initial DAEP placement, i.e., a conference with student and parents.

Are some offenses subject to a different length of assignment? Yes. A student who has received punishment through the criminal justice system for sexually assaulting another student, regardless of whether the conduct occurred on or off school property, and who cannot be assigned to a campus other than a campus where the victim of the assault is assigned may be assigned to the DAEP for so long as both students are enrolled in the district.

SCHOOL-RELATED ACTIVITIES: Students assigned to a DAEP may not attend or participate in extracurricular activities during the term of their assignment.

STUDENTS YOUNGER THAN TEN: Students younger than ten who commit an expellable offense will be placed in a disciplinary alternative education program for elementary age students.

STUDENTS YOUNGER THAN SIX: Students younger than six will not be placed in a disciplinary alternative education program for any reason other than bringing a firearm to school.

EFFECT OF WITHDRAWAL: Withdrawing a student from school does not affect the District's authority to schedule and conduct a conference on the conduct and enter an order of removal, regardless of whether the student or parent is present to participate. The order of removal will be included with the records sent to any transferring school, including another public school, a campus charter program, or an open-enrollment charter school, and that district or school will have authority to exercise its authority to honor the removal. Furthermore, even if we do not complete the removal process and issue a removal order, we will send disciplinary records to the next school, and that

school has the authority to complete the removal process and issue a removal order.

Students who transfer out of this District to another public or private school, including students who withdraw from this District for the purpose of home schooling, and students who do not attend CISD's disciplinary alternative education program for the duration of the placement for any reason (other than reasons that constitute an "excused absence" under District policy), will be required upon return to this District to complete the number of days missed in the disciplinary alternative education program before being allowed to return to the regular campus, unless their records indicate that the term of removal was served in another school district or charter school.

EFFECT OF TRANSFER INTO DISTRICT: If a student transfers into this District from another school district in which the student was placed in a disciplinary alternative education program, CISD will continue the DAEP placement under the terms of the order provided by the sending school district.

If a student transfers into this District from an open-enrollment charter school or from another state and the District receives a copy of the removal order in the records from the other school, the district may enforce the terms of that removal order, provided the grounds for removal to DAEP in the charter school or other state are grounds for removal in the District.

GRADUATING SENIORS IN THE DAEP: When a student is placed in the DAEP during the 12th grade, the District may allow that student to participate in graduation ceremonies, provided that all prerequisites for graduation are met and provided that the student has successfully completed all of the days that the student was placed in the DAEP. If the student in question has unexcused absences or has not completed his or her days in the DAEP for any other reason, such as withdrawal or transfer to another school district, the student will not be allowed to participate in graduation ceremonies. Any decision concerning participation in graduation ceremonies will be made by the student's home campus principal, whose decision is final.

Conduct That Warrants DAEP Placement

DEFINITIONS: Definitions of offenses and other key terms are found in the Definition section of the Code, beginning on page 35.

SCHOOL-RELATED CONDUCT: The campus principal or other appropriate administrator will place a student in DAEP if the student:

- makes a false report of bombing, fire, or other emergency involving a public school, regardless of when the false report is made or the place from which the false report is made
- makes a terroristic threat involving a public school, regardless of when the threat is made or the place from which the threat is made.

The campus principal or other appropriate administrator will place a student in DAEP if the student commits any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- Conduct punishable as a felony
- Assault resulting in bodily injury
- Offenses relating to marijuana, controlled substances, and dangerous drugs
- Offenses relating to alcohol
- Offenses relating to abusable volatile chemicals
- Indecent exposure
- Public lewdness
- Retaliation against a school employee, regardless of where the conduct takes place
- Serious or persistent misbehavior, subject to administrative discretion as described in the following section

A student who is charged with an offense warranting expulsion will be suspended for three days and then placed in the DAEP pending the expulsion hearing.

What is “serious offense” or “persistent misbehavior?” “Serious offense” includes the following offenses, which will always result in DAEP placement:

- Conduct punishable as a felony, which includes without limitation:
 - distribution of any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
 - placing graffiti on any tangible property owned by the district
 - harassment of a public servant, i.e., causing an employee to be in contact with the blood, bodily fluids, saliva, urine, or feces of any person or animal with the intent to assault, harass, or alarm
 - online harassment
- Assault resulting in bodily injury
- Making a false report of bombing, fire, or other emergency involving a public school, which includes the following offenses:
 - pulling a fire alarm or discharging a fire extinguisher in a building owned or operated by the district when there is no smoke, fire, or danger that requires evacuation
 - calling 9-1-1 when no emergency exists

- Terroristic threat involving a public school
- Offenses relating to marijuana, controlled substances and dangerous drugs
- Offenses relating to alcohol
- Offenses relating to abusable glue, volatile chemicals and aerosol paint
- Indecent exposure
- Public lewdness
- Retaliation against a school employee, regardless of where the conduct takes place

Serious misconduct also includes the following offenses. The campus administrator will exercise discretion in making assignments for the serious offenses listed here and will consider all the facts and circumstances in determining appropriate disciplinary action:

- Using profanity, lewd or vulgar language, or obscene gestures directed at a school employee
- Lying about the conduct of other students or making false accusations about district employees
- Failing to comply with campus or district policies
- Bullying or harassment, which include the following offenses:
 - Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person), or forcing an individual to act through the use of force or threat of force
 - Making ethnic, racial, or religious slurs or any other harassment based on race, color, national origin, religion, or disability, against students, employees, or volunteers
 - Verbal abuse or derogatory or offensive remarks addressed to others
 - Damaging or vandalizing property of other students
 - Conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including without limit, requests for sexual favors
 - Dating violence, meaning the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person in a dating relationship
- Making a hit list , i.e., a list of people targeted to be harmed using a firearm, a knife, or any other object to be used with intent to cause bodily harm
- Threatening death or injury to other student(s), school employee(s), or volunteer(s)

- Harassing or threatening school employees or volunteers through inappropriate, offensive, or sexually explicit or suggestive comments made orally in person or by telephone or in writing through letters, emails, text messages, journals, or in any other way
- Possessing or displaying sexually explicit photographs, films, or images
- Committing or assisting in a robbery, theft, or burglary
- Damaging or vandalizing district property other than graffiti, when the value of the damage is less than \$1,500
- Using or possessing a pellet gun, air-powered rifle, toy gun, or any other instrument that may be perceived by a third party as a firearm
- Using or possessing a taser, stun-gun, or similar device
- Conduct that can cause injury to another person
- Possessing or using martial arts objects, unless the conduct amounts to an assault resulting in bodily injury
- Any misbehavior that gives school officials reasonable cause to believe that the conduct will substantially disrupt the school program or incite violence
- Inappropriate physical or sexual contact, whether or not it is consensual
- Inappropriate exposure of a student's body parts, including exposure of any portions of the body that are ordinarily covered by clothing or required to be covered by the dress code
- Possessing or using any substance represented to be an illegal drug, a dangerous drug, a controlled substance, or alcohol
- Gambling of any kind
- Gang-related behavior of any kind
- Hazing
- Repeatedly violating other previously communicated campus or classroom standards of behavior
- Committing an assault of any kind

“Persistent misbehavior” consists of two or more separate violations of the Student Code of Conduct in general or repeated violations of the same offense.

CONDUCT UNRELATED TO SCHOOL - TITLE 5 OFFENSES: A student will be removed from class and placed in a disciplinary alternative education program based on off-campus criminal conduct punishable as a felony under Title 5, Texas Penal Code. See the chart on page 51 in the Definitions for a list of these offenses. However, if more than a year passes from the date of the off-campus criminal offense to the time that a school administrator learns of

the offense, the administrator is not required to place the student in the DAEP.

CONDUCT UNRELATED TO SCHOOL - NON-TITLE 5 OFFENSES: A student will be removed from class and placed in an disciplinary alternative education program for off-campus criminal conduct punishable as a felony, other than offenses defined by Title 5, Texas Penal Code, if the administration determines that the student's continued presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. However, if more than a year passes from the date of the off-campus criminal offense to the time that a school administrator learns of the offense, the administrator is not required to place the student in the DAEP.

RELATIONSHIP OF CRIMINAL OR JUVENILE JUSTICE SYSTEM AND THE SCHOOL DISTRICT: The school district may place a student in the DAEP regardless of any action or lack of action taken by the criminal or juvenile justice system. However, in some circumstances, the district may re-assess the punishment based on information from law enforcement authorities.

When will the school contact law enforcement about a student's conduct? The principal or designee is required to notify the Connally ISD Police Department if he or she has reasonable grounds to believe that a student or anyone else has engaged in certain criminal conduct on school property or at a school activity. Those activities include any conduct that would be an offense listed in Government Code § 508.149 (see Definitions); deadly conduct; a terroristic threat; drug, paraphernalia, or marijuana offenses; possession of a prohibited weapon; organized criminal activity; criminal conduct that would support mandatory expulsion. The District may contact law enforcement officials at any time the administrator determines that their presence will assist the District.

Does a student have to be arrested or convicted of a felony offense before the District can place the student in a DAEP? No. A student may be removed from class and placed in a DAEP if the administration determines that the student committed an offense requiring DAEP assignment while he or she was under the school's jurisdiction. The district will send the required information about the removal to the juvenile authorities.

When the assignment is necessary because of CONDUCT UNRELATED TO SCHOOL, the removal is based on the administrator's reasonable belief that the student has committed a felony offense. If the out-of-school offense is a non-Title 5 felony, before the student is placed in the DAEP, the administration must also determine that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

In determining whether there is a reasonable belief that a student has engaged in conduct defined as a felony offense in the Penal Code, the

administrator may consider all information available, including information furnished by law enforcement.

What options does the school have if the student is found guilty of a Title 5 felony offense? The administration must place the student in DAEP if the conviction, deferred prosecution, or determination of delinquency occurs during the school year while the student is enrolled in a district school and the student is not otherwise confined under the authority of the criminal or juvenile justice system. The administration also has the authority to expel the student to the DAEP or a JJAEP in which the district participates. See PERMISSIVE EXPULSION TO JJAEP OR DAEP OF STUDENTS WITH CRIMINAL HISTORIES in the Expulsion portion of the Code for more complete information.

What happens if the courts say the student did not commit the offense or the student is not prosecuted for other reasons? If, after the placement, the administration receives notice from an appropriate law enforcement agency that the student was found not guilty of the felony offense and the case was dismissed with prejudice, or that the student was not prosecuted and no formal proceedings, deferred adjudication, or deferred prosecution was initiated, the administration will review the student's placement in the DAEP. The student will remain in the DAEP pending the review, which will take place within three class days of the administration's receiving the notice. The parents or guardian will be provided an opportunity for input. However, if after the review the administration believes that the presence of the student in the regular classroom threatens the safety of other students or teachers, the administration may continue the student's placement in the DAEP.

This review is not necessary if the reason for the removal is an offense that must result in DAEP placement because the conduct occurred on or within 300 feet of school property or at any school-related activity or event, regardless of time or place. The student will ordinarily remain in the DAEP until the term of removal has been completed, regardless of additional information from an appropriate law enforcement agency.

If the student is not being prosecuted for the out-of-school offense, but the school wants to continue the DAEP placement, what rights of appeal does the student have? The student or the parent or guardian may appeal the decision of the administration to continue the student's placement in the DAEP to the CISD Board of Trustees. The appeal will be heard at the next regularly scheduled board meeting, where the board will review the notice letter from law enforcement and receive information from the administration and the student or the student's parent or guardian. The decision of the Board of Trustees is appealable to the Commissioner of Education. The student remains in the DAEP pending all appeals.

JUVENILE COURT-ORDERED PLACEMENT IN DAEP: The juvenile court may order a student to attend the district's DAEP as a condition of probation, regardless of whether the school district has a basis for imposing discipline on the student. When the juvenile court orders a student to attend the DAEP as a condition of probation, the district, after receiving a copy of the order, will immediately transfer the student to the DAEP for the period of time designated by the court. However, state law prohibits the juvenile court from ordering a student who has been expelled from the district to attend the DAEP.

OTHER COURT-ORDERED PLACEMENT IN DAEP: When the district receives a copy of an order from a justice or municipal court indicating that a student must attend the DAEP as a condition of a term of probation under Code of Criminal Procedure 45.051, the principal or other administrator will hold a conference as described in Procedures for Removal to an DAEP and determine whether the student should be assigned to the DAEP or should remain in the regular school setting. The principal or other administrator will consider the nature of the misdemeanor offense resulting in the order in making this determination.

PLACEMENT OF STUDENTS WHO ARE REGISTERED SEX OFFENDERS: A student who is currently required to register as a sex offender may be removed from the regular classroom and placed in another setting according to the requirements of state law.

A student who is a registered sex offender under any form of court supervision must be placed in the DAEP or a JJAEP in which the District participates, in accordance with the District's agreement with the juvenile board or in accordance with a court order, for at least one semester. If a student who is a registered sex offender under court supervision moves or transfers into the District, the District may require the student to complete an additional semester in the appropriate alternative setting without conducting a review or it may count any time the student has been in an alternative setting toward the mandatory one semester assignment.

A student who is a registered sex offender and who is not under any form of court supervision may be placed in the DAEP or a JJAEP available to the District, in accordance with the District's agreement with the juvenile board or in accordance with a court order, for at least one semester or in the regular classroom. However, the District may not place a student in the regular classroom if District officials determine that the student's presence in the regular classroom (1) threatens the safety of other students or teachers, (2) will be detrimental to the educational process, or (3) is not in the best interest of the District's students.

At the end of the first semester of placement in an appropriate alternative setting, the District shall convene a committee to review the student's placement. The committee will be composed of a teacher from the student's home campus, the student's parole, probation, or juvenile probation officer, an instructor from the alternative setting, the principal of the home campus or other person designated by the District, and a District counselor. The committee by majority vote will determine a recommendation to be made to the superintendent or designee

regarding whether the student should continue placement in the alternative setting or be returned to the regular campus.

The superintendent or designee shall follow the committee's recommendation on placement unless the superintendent or designee determines that the student's presence in the regular classroom (1) threatens the safety of other teachers and students, (2) will be detrimental to the educational process, or (3) is not in the best interest of the District's students. If the superintendent or designee determines that the student should remain in the alternative setting, then before the beginning of the next school year, and any additional school years, the District must convene the committee to review and determine the student's placement, using the same standards set out in this paragraph.

A student who is a registered sex offender not under court supervision who moves or transfers into the District will be placed in the regular classroom or an appropriate alternative setting using the committee recommendation and review process described above.

The student or parent may appeal the District's decision regarding placement by asking for a conference among the superintendent or designee, the parent, and the student. The conference is limited to the factual question of whether the student is or is not a registered sex offender. If the District determines that the student is a registered sex offender, then student will be placed as described above, and that decision is final and cannot be appealed.

An ARD committee will make decisions about a student with disabilities who is a registered sex offender.

Procedures for Removal to DAEP

Will the student have a chance to dispute the allegations? Before a student is placed in a disciplinary alternative education program, the principal or other administrator will tell the student briefly why he or she is being removed to that program and explain that the student will have an opportunity to give his or her version of events at a conference to be scheduled and held within three class days. In most circumstances, the student will be suspended pending the placement conference.

Will parents have an opportunity to provide input? Within three class days after the date the student is charged with the offense, the principal or other administrator will contact the parent by telephone or in writing to schedule and hold a conference with the student, the teacher who removed the student from class (if any), and the parents and will make efforts to ensure that all invited parties can attend.

What if the parent cannot attend the conference? The District may proceed with the conference without the parents or student present, so long as the parents and student have been notified of the conference. Whether or not the parents attend the conference, the student will receive oral or written notice at the conference from the administrator of the reason(s) for the removal and the

offense the student is charged with violating. The student will have an opportunity at that time to explain or respond to the reasons for removal. The student and parents will receive a written notice no later than two days after the conference memorializing the conference and stating the length of the removal to the DAEP, if applicable, and any conditions or other requirements related to the DAEP assignment, i.e., a written removal order.

What information will be provided to the juvenile authorities? When a student is placed in the DAEP for a mandatory placement reason, a copy of the removal order, the child and parent's names and address, names and address of any witnesses, and a complete statement of the circumstances surrounding the conduct will be forwarded to the authorized officer of the juvenile court in the county in which the student resides.

Emergency Placement

A campus administrator or the superintendent may order a student immediately placed in a disciplinary alternative education program if his or her behavior is so unruly, disruptive, or abusive that it seriously interferes with school operations or activities. At the time the student is placed in DAEP under this emergency provision, the student will be told of the reason for the placement, which must be one of the District's reasons for DAEP placement under this Code.

Appeal of DAEP Placement

The student remains in the DAEP during all appeals.

A decision by the principal or designee to place a student in the DAEP may be appealed to the Superintendent or designee. The appeal must be in writing and filed with the Superintendent or designee within three days of receipt of the DAEP removal order. The appeal must state all bases for the appeal and what remedy the student or parent is seeking. The Superintendent or designee will review the written appeal and the record of the removal prepared at the campus level. At his or her discretion, the Superintendent or designee may schedule a conference with the student or parent. If a conference is scheduled, it will be held within five days, after which a written decision will be issued within seven days.

If no conference is scheduled, the Superintendent or designee will issue a written decision within seven days after the appeal is received. The Superintendent or designee's decision may be appealed to the Board of Trustees by filing a written appeal with the Superintendent within three days after receipt of the decision. The written appeal must state all the bases for appeal and the remedy the student or parent is seeking. At the next regular Board meeting after the appeal is received and for which proper notice can be posted, the Board will review the complete record of the disciplinary action, including all written appeals. The Board may choose to take no action after reviewing the record and appeal, which has the effect of sustaining the last administrative decision. The Board may also choose to schedule an appeal at a future meeting at which the parents and

administration may make an oral presentation. The Board's decision in either case is final and may not be appealed.

Academic Assessment **and** **120-Day Review of DAEP Status**

How will the District assess a student's academic growth in DAEP? If a student will be assigned to DAEP for a term of 90 school days or more, the District will administer a test approved by the commissioner of education to the student initially on placement and again on the day the student leaves the DAEP, or as near that date as possible.

What does a review consist of? Who attends? Both the discipline and the academic status of students assigned to the DAEP will be reviewed at least every 120 calendar days. At the review, the parents may make arguments for the student's return to the regular classroom. If the student is in high school and is to remain in the DAEP, the administration, together with the parents, will establish a plan designed to assist the student's progress toward meeting high school graduation requirements. The District is not required to provide all a student's courses necessary for graduation while the student is assigned to the DAEP, but must offer an opportunity for the student to complete courses before the beginning of the next school year without charge to the student.

Expulsion

STUDENTS YOUNGER THAN TEN: Students younger than ten who commit expellable offenses will be placed in a disciplinary alternative education program.

STUDENTS YOUNGER THAN SIX: Students younger than six will not be expelled or placed in an disciplinary alternative education program for any reason other than bringing a firearm to school.

Conduct that Warrants Expulsion

MANDATORY EXPULSION: A student will be expelled if the student, on school property or while attending a school-sponsored or school-related activity on or off school property:

1. Uses, possesses, or exhibits a firearm, an illegal knife or any knife prohibited by local policy, a club, or a prohibited weapon, unless pursuant to written regulations or written authorization of the District;
2. Commits aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder, criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping,

aggravated robbery, manslaughter, criminally negligent homicide, or continuous sexual abuse of a young child or children;

3. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of marijuana or a dangerous drug, if the conduct is punishable as a felony.
4. Sells, possesses, gives, or delivers to another person an alcoholic beverage, or commits a serious act or offense while under the influence of alcohol, or uses or is under the influence of an alcoholic beverage, if the conduct is punishable as a felony.

A student will also be expelled if he or she commits any offense listed in items 1-4 above against a District employee or volunteer in retaliation for or as a result of the person's employment or other work in the District, without regard to where the conduct occurs.

Definitions of the above offenses can be found in the Definitions section of the Code of Conduct.

Please note that a student **will not** be expelled **solely** because a firearm offense when the use, possession, or exhibition of the firearm occurs at an approved target range facility that is not located on school property while the student is participating in or preparing for a school-sponsored shooting sports competition or a shooting sports educational activity that is sponsored or supported by the Texas Parks & Wildlife Department or a shooting sports organization working with TPWD. Furthermore, the exception stated in this paragraph does not by itself authorize a student to bring a firearm on school property.

PERMISSIVE EXPULSION FOR CONDUCT ON OR IN PROXIMITY TO SCHOOL: A student may be expelled, in the discretion of the administration in view of all the facts and circumstances, for any of the following offenses when they occur on or within 300 feet of school property, as measured from any point on the school's real property boundary line:

1. Drug, alcohol, or abusable volatile chemical offenses, regardless of the amount.
2. Assault resulting in bodily injury against a school employee or volunteer.
3. Deadly conduct.
4. Making a false alarm or report of bombing, fire, or other emergency involving a public school.
5. Making a terroristic threat involving a public school.
6. Committing any offense stated in item 1 and 2 under MANDATORY EXPULSION.
7. Committing a serious offense or engaging in persistent misconduct while assigned to the DAEP.

PERMISSIVE EXPULSION FOR CONDUCT OUTSIDE OF SCHOOL: A student may be expelled, in the discretion of the administration in view of all the facts and circumstances, for any of the following offenses, regardless where they occur:

1. Intentionally or knowingly damaging personal property, including real estate and tangible personal property belonging to any public school or institution of higher education, and the amount of loss is greater than \$1,500.
2. Intentionally or knowingly damaging the property of any other person without the person's consent, and the amount of loss is greater than \$1,500.
3. Making a false report or alarm or a terroristic threat involving a public school.
4. Assaulting an employee or volunteer in retaliation for or because of the person's relationship with the school and the assault results in bodily injury.
5. Committing aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, criminal attempt to commit capital murder, or aggravated robbery against another student.
6. Committing any offense listed at item 1-4 under MANDATORY EXPULSION on the school property of another Texas school district or while attending a school-sponsored or school-related activity of another Texas school district.

PERMISSIVE EXPULSION TO JJAEP OR DAEP FOR STUDENTS WITH CRIMINAL HISTORIES: Unless a student would be subject to mandatory expulsion, a student may be expelled and placed in a JJAEP in which the District participates or the DAEP if the student has any criminal history described as follows:

1. Received deferred adjudication under the Family Code for a Title 5 felony offense;
2. Been found to have engaged in delinquent conduct under the Family Code for a Title 5 felony offense;
3. Is charged with engaging in a Title 5 felony offense;
4. Has been referred to a juvenile court for allegedly engaging in a Title 5 felony offense;
5. Has received probation or deferred adjudication for a Title 5 felony offense;
6. Has been convicted of a Title 5 felony offense; or
7. Has been arrested for or charged with a Title 5 felony offense.

A student will be expelled and placed as indicated if the board or its designee determines, after the student has an opportunity for a hearing, that the student has a criminal history as described above and that the student's presence in the regular classroom (1) threatens the safety of other students or teachers, (2) will be detrimental to the educational process, or (3) is not in the best interests of the District's students. At the hearing, the issues shall be limited to the determination whether or not the student has a criminal history, as described, and the District's determination as indicated.

The decision of the board or its designee is final and may not be appealed.

The student may be expelled and placed in a JJAEP in which the District participates or the DAEP regardless of the date on which the conduct occurred, the location at which the conduct occurred, whether the student was enrolled in the District at the time the conduct occurred, or whether the student has completed any court disposition requirements associated with the conduct.

A student expelled and placed under these circumstances is subject to that placement until one of the following occurs:

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

The term of placement continues to apply if the student transfers to another Texas school district.

The student will receive the periodic assessment and review during the expulsion and JJAEP or DAEP placement as described above for students assigned to the DAEP.

Procedures for Expulsion

Before a student is expelled, the student will have an opportunity for a due process hearing that will include the following:

1. At least three days prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation, including a written invitation to the student's parent or guardian to attend the expulsion hearing. The notice will also include the date, time, and location of the hearing and the names of adult witnesses who will present evidence at the hearing;
2. Right to a hearing before the Superintendent;
3. Opportunity to testify and to present evidence and witnesses in his or her defense; and

4. Opportunity to examine the evidence presented by the school administration and to question the administration's witnesses.

REPRESENTATIVE: At the hearing, the student is entitled to an adult representative or legal counsel who can provide guidance to the student and who is not an employee of the District. The District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends, provided the District makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing.

EVIDENCE: In an expulsion hearing, the District may rely on hearsay evidence of school administrators who investigate disciplinary infractions. This means that the school administration may present evidence or statements taken from students without revealing the identity of the student. The decision will be based exclusively on the evidence presented at the hearing. The student may be expelled based on the Superintendent's reasonable belief that the evidence shows it is more likely than not that the student committed the offense(s) with which he or she was charged.

EXPULSION ORDER: The administration will deliver a copy of the order expelling the student to the student's parent or guardian, who is responsible for providing adequate supervision for the student during the period of expulsion.

In addition to notifying the parents, and not later than the second business day after the date an expulsion hearing is held, the administration will deliver a copy of the expulsion order to the authorized officer of the juvenile court in the county in which the student resides. The administration will also provide the child's and parent's names and address, names and addresses of any witnesses, and a complete statement of the circumstances surrounding the conduct to the juvenile board, as required by Family Code § 52.041.

GUIDELINES FOR TERM OF EXPULSION: An expulsion may be for as brief a time as four school days up to one full year from the date of the order. The administrator issuing the expulsion order will use his or her best professional judgment, taking into account the factors considered in all disciplinary actions, in setting a term of expulsion.

EFFECT OF WITHDRAWAL: Withdrawal from school does not affect the District's authority to schedule and conduct a hearing on the conduct and enter an order of expulsion, regardless of whether the student or parent are present to participate. The order of expulsion will be included with the records transferred to the new school district, including another public school, a campus charter program, or an open-enrollment charter school, and that district will be empowered to exercise its authority to honor the expulsion. Furthermore, even if we do not complete the expulsion process and issue an expulsion order, we will send disciplinary records to the next school, and that

school has the authority to complete the expulsion process and issue an expulsion order.

Students who transfer out of this District to another public or private school, including students who withdraw from the District for the purpose of home schooling, and students who do not attend the Juvenile Justice Alternative Education Program for the duration of the placement for any reason (other than reasons that constitute an “excused absence” under District policy), will be required upon return to the District, to complete the number of days missed in the JJAEP program before being allowed to return to the regular campus, unless the student’s records indicate the student served the days of expulsion in another district.

EFFECT OF TRANSFER INTO DISTRICT: If a student transfers into this District from another school district in which the student was expelled, CISD may continue the expulsion under the terms of the order provided by the sending school district.

If a student transfers into this District from an open-enrollment charter school or from another state and the District receives a copy of the expulsion order in the records from the other school, the District may enforce the terms of that expulsion order, provided the grounds for expulsion in the open-enrollment charter school or other state are grounds for expulsion in the District.

If a student transfers into this District from another school district in which the student was placed in the juvenile justice alternative education program, this District shall continue the term of expulsion at the juvenile justice alternative education program under the previous school’s order.

EFFECT ON CREDITS: Expelled students will not receive credit for courses not completed because of an expulsion. Students may use correspondence courses or credit by examination, within the limits set by District policy, to earn graduation units. Students are responsible for all costs associated with correspondence courses or credit by examination.

GRADUATING SENIORS AND EXPULSION: When a student is expelled during the 12th grade, the District may allow that student to participate in graduation ceremonies, provided that all prerequisites for graduation are met. Any decision concerning participation in graduation ceremonies will be made by the student’s home campus principal, whose decision is final.

Appeal of Expulsion to Board of Trustees

A student is expelled during all appeals.

A decision by the administration to expel a student may be appealed to the Board by filing a written appeal within three days receipt of the expulsion order. The written appeal must state all the bases for appeal. At the next regular meeting after the appeal is received and for which proper notice can be given, the Board will review the complete record of the expulsion, including all written appeals. The Board may choose to take no action after reviewing the record and appeal,

which has the effect of sustaining the expulsion. The Board may also choose to schedule an appeal at a future meeting at which the parents may make an oral presentation of the appeal. The Board's decision regarding an oral appeal is final and may not be appealed.

If the Board permits an oral presentation, the administration may also be asked to speak. No new evidence or information, including witnesses or documents, will be permitted or considered. The Board may set reasonable time limitations for presentations.

Emergency Expulsion

A campus administrator or the superintendent may order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect people or property from imminent harm. At the time of the emergency expulsion, the student will be given oral notice of the reasons for the action, which must be a reason for which the student could be expelled on a non-emergency basis. Formal due process will occur within a reasonable time thereafter.

Summer School _____

Our summer school program is not part of the regular school year program. Some students voluntarily attend summer school to earn additional credits, to re-take courses they did not pass in the regular school year, or to complete courses necessary for graduation that were incomplete because of the student's expulsion or placement in DAEP. Other students are required to attend summer school in order to receive intensive instruction in those subjects or areas where the student was not successful on the state assessment instruments.

During summer school, all students are expected to abide by the rules of conduct that are in place during the school year. We will handle minor, isolated violations of conduct expectations through parent conferences; however, students who commit serious offenses or who have persistent behavior problems while enrolled in summer school will be withdrawn from the program after a parent conference for DAEP removal or expelled after an expulsion hearing if the conduct warrants expulsion. When a student is withdrawn from summer school for conduct that would warrant DAEP removal or expulsion, the summer campus administrator may withdraw the student and defer the assessment of the term of removal or expulsion to be served during the following school year.

Definitions

ABUSABLE VOLATILE CHEMICAL OFFENSES

No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical;
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

Health and Safety Code 485.031

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical that does not contain additive material in accordance with rules adopted by the Commissioner of Health.

Health and Safety Code 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical.

Health and Safety Code 485.033

AGGRAVATED ASSAULT

"Aggravated assault" is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during the commission of any assault.

Penal Code 22.02(a)

"Serious bodily injury" is defined as bodily injury that creates a substantial risk of death or that causes death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

"Deadly weapon" is defined as a firearm or anything manifestly designed, made, or adapted for the purpose of inflicting death or serious bodily injury or anything that in the manner of its use or intended use is capable of causing death or serious bodily injury.

Penal Code 1.07(46), (17)

AGGRAVATED KIDNAPPING

(a) A person commits an offense if he intentionally or knowingly abducts another person with the intent to:

- (1) hold him for ransom or reward;
- (2) use him as a shield or hostage;
- (3) facilitate the commission of a felony or the flight after the attempt or commission of a felony;
- (4) inflict bodily injury on him or violate or abuse him sexually;
- (5) terrorize him or third person; or
- (6) interfere with the performance of any governmental or political function.

(b) A person commits an offense if the person intentionally or knowingly abducts another person and uses or exhibits a deadly weapon during the commission of the offense.

Penal Code 20.04

AGGRAVATED ROBBERY

A person commits an offense if he commits robbery and he:

- (1) causes serious bodily injury to another;
- (2) uses or exhibits a weapon; or
- (3) causes bodily injury to a person or threatens or places another person in fear of imminent bodily injury or death if the other person is 65 years of age or older or a disabled person, i.e., an individual with a mental, physical, or developmental disability who is substantially unable to protect himself from harm.

Penal Code 29.031

A person commits robbery if, in the course of committing theft as defined in Chapter 31 and with intent to obtain or maintain control of the property, he

- (1) intentionally, knowingly, or recklessly causes bodily injury to another; or
- (2) intentionally or knowingly threatens or places another in fear of imminent bodily injury or death.

Penal Code 29.02

AGGRAVATED SEXUAL ASSAULT

“Aggravated sexual assault” is defined as sexual assault (see page 50) in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode; or

2. By acts or words, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person; or
3. By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping; or
4. Uses or exhibits a deadly weapon in the course of the same criminal episode; or
5. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
6. Assaults a victim who is younger than 14 years of age or is 65 years of age or older.

Penal Code 22.021

ARSON

- (a) A person commits an offense if the person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:
- (1) any vegetation, fence, or structure on open-space land; or
 - (2) any building, habitation, or vehicle:
 - (A) knowing that it is within the limits of an incorporated city or town;
 - (B) knowing that it is insured against damage or destruction
 - (C) knowing that it is subject to a mortgage or other security interest;
 - (D) knowing that it is located on property belonging to another;
 - (E) knowing that it has located within it property belonging to another; or
 - (F) when he is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.
- (a-2) A person commits an offense if the person intentionally starts a fire or causes an explosion and in so doing:
- (1) recklessly damages or destroys a building belonging to another;
- or
- (2) recklessly causes another person to suffer bodily injury or death.
- (b) It is an exception to the application of Subsection (a) (1) that the fire or explosion was a part of the controlled burning of open-spaced land.

Penal Code 28.02

ASSAULT

Assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another. Penal Code 22.01(a)(1)
2. Intentionally or knowingly threatening another with imminent bodily injury. Penal Code 22.01(a)(2)
3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. Penal Code 22.01(a)(3);

“Bodily injury” is defined as physical pain, illness, or any impairment of physical condition. Penal Code 1.07(8)

BULLYING

Engaging in written or verbal expression or physical conduct that the administration determines:

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

Education Code 25.0341 (a)

CONDUCT UNDER TEX. GOV’T CODE §508.149 (A)

- (2) murder (first or second degree felony);
- (3) capital murder;
- (4) aggravated kidnapping (first or second degree felony);
- (5) harassment of a public servant;
- (6) sexual assault (felony);
- (7) aggravated assault (first or second degree felony);
- (8) aggravated sexual assault (first degree felony);
- (9) injury to a child, elderly individual, or disabled person (first degree felony)
- (10) arson (first degree felony);
- (11) robbery (second degree felony);
- (12) aggravated robbery (first degree felony);
- (13) bribery (first degree felony);

- (14) an offense enhanced because it occurred in a drug-free school zone;
- (15) sexual performance of a child; or
- (16) continuous sexual abuse of a young child or children.

CONTINUOUS SEXUAL ABUSE OF A YOUNG CHILD OR CHILDREN

A person commits an offense if:

- (1) during a period that is 30 or more days in duration, the person commits two or more acts of sexual abuse, regardless of whether the acts of sexual abuse are committed against one or more victims; and
- (2) at the time of the commission of each of the acts of sexual abuse, the actor is 17 years of age or older and the victim is a child younger than 14 years of age.

For purposes of this definition, “act of sexual abuse” means any of the following:

- (1) aggravated kidnapping, if with the intent to violate or abuse the victim sexually;
- (2) indecency with a child in a manner other than by touching, including touching through clothing, the breast of a child;
- (3) sexual assault;
- (4) aggravated sexual assault;
- (5) burglary punishable as a felony if with the intent to commit an offense listed in items (1) – (4);
- (6) sexual performance of a child.

Certain affirmative defenses may apply.

Penal Code 21.02

CONTROLLED SUBSTANCE AND DANGEROUS DRUG

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; **anabolic steroid**, or prescription medicine provided to any person other than the person for whom the prescription was written.

Policy FNCF Local

CRIMINAL MISCHIEF

- (a) A person commits an offense if, without the effective consent of the owner:
 - (1) he intentionally or knowingly damages or destroys the tangible property of the owner;

(2) he intentionally or knowingly tampers with the tangible property of the owner and causes pecuniary loss or substantial inconvenience to the owner or a third person; or

(3) he intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings, on the tangible property of the owner.

(h) An offense under this section is a state jail felony if the amount of the pecuniary loss to real property or to tangible personal property is \$1,500 or more but less than \$20,000 and the damage or destruction is inflicted on a public or private elementary school, a secondary school, or institution of higher education.

Penal Code 28.03

CRIMINALLY NEGLIGENT HOMICIDE

Causing the death of an individual by acting with criminal negligence, i.e., with respect to circumstance surrounding his conduct or the result of his conduct when he ought to be aware of a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that the failure to perceive it constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's viewpoint.

Penal Code 19.05, 6.03(d)

DATING RELATIONSHIP

"Dating relationship" means a relationship between individuals who have or have had a continuing relationship of a romantic or intimate nature. The existence of the relationship will be determined based on consideration of (1) the length of the relationship, (2) the nature of the relationship, and (3) the frequency and type of interaction between the persons involved in the relationship. A casual acquaintance or ordinary fraternization in a school or social context does not constitute a "dating relationship."

Family Code 71.0021 (b)-(c)

DATING VIOLENCE

"Dating violence" includes the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person in a dating relationship.

Education Code 37.0831 (b)

DEADLY CONDUCT

A person engages in deadly conduct if he recklessly engages in conduct that places another in imminent danger of serious bodily injury or knowingly discharges a firearm at or in the direction of one or more individuals or a habitation, building, or vehicle and is reckless as to whether it is occupied. Recklessness and danger are presumed if the

person knowingly points a firearm at or in the direction of another whether or not the actor believed the firearm to be loaded.

A person acts recklessly, or is reckless, with respect to circumstances surrounding his conduct or the result of his conduct when he is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor's viewpoint.

Penal Code 22.05, 6.03(c)

DISRUPTION OF CLASSES, TRANSPORTATION, AND/OR LAWFUL ASSEMBLY

Conduct by students either in or out of class that for any reason - whether because of time, place, or manner of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of others is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

No person shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the conduct of classes or other school activities.

Conduct that disrupts the educational activities of a school includes:

1. Emissions by any means of noise of an intensity which prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities which students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities which students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing disruption of class activities.

For purposes of this provision, "school property" shall include the public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by District schools for assemblies or other school-sponsored activities.

For purposes of this provision, "public property" shall include any street, highway, alley, public park, or sidewalk.

Education Code 37.124

No person or group of persons acting in concert may intentionally engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway or any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly by the school administration.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at any exit or entrance to said campus or property or preventing or attempting to prevent by force or violence or by threats thereof the ingress or egress of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Education Code 37.123

A person commits an offense if, in a manner intended to cause alarm or personal injury to another person or to damage school property, the person intentionally exhibits, uses, or threatens to exhibit or use a firearm:

- (1) in or on any property, including a parking lot, parking garage, or other parking area, that is owned by a public school; or
- (2) on a school bus being used to transport children to and from school-sponsored activities of a public school.

Education Code 37.125

GANG ACTIVITY

A “gang” is defined as any group of two or more individuals whose purposes may include the commission of illegal acts. A gang is a prohibited fraternity, sorority, or society as defined by Education Code 37.121.

Gang activities and gang involvement are described as:

1. Wearing, possessing, using, distributing, displaying, or selling any clothing, jewelry, emblems, badges, symbols, signs, graffiti, or other items that are evidence of membership or affiliation in a gang.

2. Committing any act or using any speech, either verbal or non-verbal such as gestures, handshakes, and the like, that indicates membership or affiliation in a gang.
3. Promoting interest in any gang or gang activity, including but not limited to:
 - a. Soliciting others for membership.
 - b. Requesting any person to pay protection or otherwise intimidating or threatening any person.
 - c. Committing any other illegal act or other violation of District policies.
 - d. Inciting other students to act with physical violence toward any other person.
 - e. Engaging in concert with others in intimidating, fighting, assaulting, or threatening to assault others.
 - f. Painting, writing, or otherwise inscribing gang-related graffiti, messages, symbols, or signs, on school property, or on property of students or staff.

GANG-FREE ZONES

All District schools and any other property owned, rented, or leased by the District are “gang-free zones.” Certain criminal offenses that occur in, on, or within 1,000 feet of a school or any other property owned, rented, or leased by the District will be enhanced **in the criminal justice system** to the next highest category of offense if they are determined to be committed by a person who is a member of a criminal street gang, unless the offense is already punishable as a first degree felony.

Affected offenses include (1) murder, capital murder, arson, aggravated robbery, robbery, aggravated kidnapping, kidnapping, aggravated assault, aggravated sexual assault, sexual assault, forgery, deadly conduct, and assault resulting in bodily injury; (2) unlawful manufacture, transportation, repair, or sale of firearms or prohibited weapons; (3) obscene display or distribution, obscenity, sale, distribution, or display of harmful material to a minor, sexual performance by a child, employment harmful to children, possession or promotion of child pornography when a child younger than 18 years of age is depicted or involved in the offense.

Penal Code 72.028; Subchapter B, Chapter 43, Penal Code

GRAFFITI

A person commits an offense if, without the effective consent of the owner, the person intentionally or knowingly makes markings, including inscriptions, slogans, drawings, or paintings on the tangible property of

the owner with (1) aerosol paint; (2) an indelible marker; or (3) an etching or engraving device.

Penal Code 28.08 (a)

HARASSMENT

“Harassment” means threatening to cause harm or bodily injury to another student, engaging in sexually intimidating conduct, causing physical damage to the property of another student, subjecting another student to physical confinement or restraint, or maliciously taking any action that substantially harms another student’s physical or emotional health and safety.

Education Code 37.001 (b) (1)

HARASSMENT OF PUBLIC SERVANT

A person commits an offense if, with the intent to assault, harass, or alarm, the person causes another person the actor knows to be a public servant to contact the blood, seminal fluid, vaginal fluid, saliva, urine, or feces of the actor, any other person, or an animal while the public servant is lawfully discharging an official duty or in retaliation or on account of an exercise of the public servant’s official power or performance of an official duty.

Penal Code 22.11 (a)(2)

HAZING

“Hazing” means any intentional, knowing, or reckless act occurring on or off school property directed against a student, by one person alone or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students. The term includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the student to any unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or

dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described above.

5. Any activity that induces, causes, or requires the student to perform a duty or task that involves a violation of the Penal Code.

Education Code 37.151

A person commits an offense if the person commits any of the following:

1. Engages in hazing.
2. Solicits, encourages, directs, aids, attempts to aid another in an act of hazing.
3. Recklessly permits hazing to occur.
4. Has firsthand knowledge of the planning of a specific hazing incident involving a student, or first-hand knowledge that a specific hazing incident has occurred, and knowingly fails to report that knowledge in writing to the principal, Superintendent or designee.

Education Code 37.152

HIT LIST

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

Education Code 37.001(b) (2)

INDECENCY WITH A CHILD

- (a) A person commits an offense if, with a child younger than 17 years of age, whether the child is of the same or opposite sex, the person:
 - (1) engages in sexual contact with the child or causes the child to engage in sexual contact; or
 - (2) with intent to arouse or gratify the sexual desire of any person:
 - (A) exposes the person’s anus or any part of the person’s genitals, knowing the child is present; or
 - (B) causes the child to expose the child’s anus or any part of the child’s genitals.
- (b) It is an affirmative defense to prosecution under this section that the actor:
 - (1) was not more than three years older than the victim and of the opposite sex; and
 - (2) did not use duress, force, or a threat against the victim at the time of the offense.

- (3) was the spouse of the child at the time of the offense.
- (c) In this section, “sexual contact” means the following acts, if committed with the intent to arouse or gratify the sexual desire of any person:
 - (1) any touching by a person, including touching through clothing, of the anus, breast, or any part of the genitals of a child; or
 - (2) any touching of any part of the body of a child, including touching through clothing, with the anus, breast, or any part of the genitals of a person.

Penal Code 21.11

INDECENT EXPOSURE

A person commits an offense if he exposes his anus or any part of his genitals with intent to arouse or gratify the sexual desire of any person, and he is reckless about whether another is present who will be offended by his act.

Penal Code 21.08

MANSLAUGHTER

Recklessly causing the death of an individual, i.e., acting, with respect to circumstances surrounding his conduct or the result of his conduct when he is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur. The risk must be of such a nature and degree that its disregard constitutes a gross deviation from the standard of care that an ordinary person would exercise under all the circumstances as viewed from the actor’s viewpoint.

Penal Code 19.04, 6.03(c)

MURDER

A person commits an offense of murder if he:

- (1) intentionally or knowingly caused the death of an individual;
- (2) intends to cause serious bodily injury and commits an act clearly dangerous to human life that causes the death of an individual; or
- (3) commits or attempts to commit a felony, other than manslaughter, and in the course of and in furtherance of the commission or attempt, or in immediate flight from the commission or attempt, he commits or attempts to commit an act clearly dangerous to human life that causes the death of an individual.

Penal Code 19.02 (b)

CAPITAL MURDER, CRIMINAL ATTEMPT TO COMMIT CAPITAL MURDER

- (a) A person commits an offense of capital murder if he commits murder as defined under Section 19.02(b) (1) and:
- (1) the person murders a peace officer or fireman who is acting in the lawful discharge of an official duty and who the person knows is a peace officer or fireman;
 - (2) the person intentionally commits the murder in the course of committing or attempting to commit kidnapping, burglary, robbery, aggravated sexual assault, arson, or obstruction or retaliation;
 - (3) the person commits the murder for remuneration or employs another to commit the murder for remuneration or the promise of remuneration;
 - (4) the person commits the murder while escaping or attempting to escape from a penal institution;
 - (5) the person, while incarcerated in a penal institution, murders another:
 - (A) who is employed in the operation of the penal institution; or
 - (B) with the intent to establish, maintain, or participate in a combination or in the profits of a combination;
 - (6) the person:
 - (A) while incarcerated for an offense under this section or Section 19.02, murders another; or
 - (B) while serving a sentence of life imprisonment or a term of 99 years for an offense under Section 20.04, 22.021, or 29.03, murders another;
 - (7) the person murders more than one person:
 - (A) during the same criminal transaction; or
 - (B) during different criminal transactions but the murders are committed pursuant to the same scheme or course of conduct; or
 - (8) the person murders an individual under six years of age.

Penal Code 19.03

ONLINE HARASSMENT

(a) A person commits an offense if the person uses the name or persona of another person to create a web page on or to post one or more messages on a commercial social networking site:

- (1) without obtaining the other's consent; and

(2) with the intent to harm, defraud, intimidate, or threaten any person.

(b) A person commits an offense if the person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

(1) without obtaining the other person's consent;

(2) with the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and

(3) with the intent to harm or defraud any person.

Penal Code 33.07

"Identifying information" (A) means name, social security number, date of birth, and government-issued identification number; (B) unique biometric data, including the individual's fingerprint, voice print, and retina or iris image; (C) unique electronic identification number, address, and routing code, financial institution account number; and (D) telecommunication identifying information or access device.

Penal Code 32.51

PAGING DEVICE OR CELLULAR TELEPHONE

A "paging device or cellular telephone" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.

Education Code 37.082

PERSISTENT MISBEHAVIOR

"Persistent misbehavior" consists of two or more separate violations of the Student Code of Conduct in general or repeated violations of the same offense.

POSSESSION

"Possession" means having actual or constructive control of an item either on the student's person, or in a car, locker, bag, or other article under the actual or constructive control of the student, regardless of the student's knowledge or intent to possess the item.

PROHIBITED WEAPONS

"Prohibited weapons" are defined as follows:

1. A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use; any weapon, including a starter gun, which will or is

designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or firearm silencer). Penal Code 46.03(a), 46.01(3); 18 U.S.C. § 921(a)(3)

2. A destructive device (any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than ¼ ounce, mine, or device similar to any of these devices. The term does not include an antique firearm). 18 U.S.C. § 921(a)(4)
3. An illegal knife as defined by law (knife with a blade over 5 ½ inches, hand instrument designed to cut or stab another by being thrown, dagger, bowie knife, sword, spear) Penal Code 46.01(6), 46.03(a)
4. An explosive weapon (any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made or adapted for delivery or shooting an explosive weapon). Penal Code 46.01(2)
5. A machine gun (any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger). Penal Code 46.01(9)
6. A short-barrel firearm (rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches). Penal Code 46.01(10)
7. A switchblade knife (any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force, but not a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife). Penal Code 46.01 (11)
8. Knuckles (any instrument consisting of finger rings or guards made of a hard substance that is designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles). Penal Code 46.01(8)
9. Armor-piercing ammunition (handgun ammunition that is designed primarily for the purpose of penetrating metal or body armor and to be used primarily in pistols and revolvers). Penal Code 46.01(12)
10. A chemical dispensing device (device other than a small chemical dispenser sold commercially for personal protection, that is

designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being). Penal Code 46.01(14)

11. A zip gun (a device or combination of devices that was not originally a firearm and is adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance). Penal Code 46.01(16)
12. A club (an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace and tomahawk). Penal Code 46.01(1), 46.03(a)

PUBLIC LEWDNESS

A person commits an offense if he knowingly engages in any of the following acts in a public place or, if not in a public place, he is reckless about whether another is present who will be offended or alarmed by his:

- (1) act of sexual intercourse;
- (2) act of deviate sexual intercourse;
- (3) act of sexual contact; or
- (4) act involving contact between the person's mouth or genitals and the anus or genitals of an animal or fowl.

Penal Code 21.07

RETALIATION

A person commits an offense if he intentionally or knowingly harms or threatens to harm another by an unlawful act:

- (1) in retaliation for or on account of the service or status of another as a:
 - (A) public servant
 - (B) person who has reported or who the actor knows intends to report the occurrence of a crime; or
- (2) to prevent or delay the service of another as a:
 - (A) public servant, witness, prospective witness, or informant;
or
 - (B) person who has reported or who the actor knows intends to report the occurrence of a crime.

“Informant” means a person who has communicated information to the government in connection with any governmental function.

“Harm” means anything reasonably regarded as loss, disadvantage, or injury, including harm to another person in whose welfare the person affected is interested.

SELF-DEFENSE

(a) Except as provided in Subsection (b), a person is justified in using force against another when and to the degree he reasonably believes the force is immediately necessary to protect himself against the other's use or attempted use of unlawful force.

(b) The use of force against another is not justified:

(1) in response to verbal provocation alone;

(2) to resist an arrest or search that the actor knows is being made by a peace officer, or by a person acting in a peace officer's presence and at his direction, even though the arrest or search is unlawful, unless the resistance is justified under Subsection (c);

(3) if the actor consented to the exact force used or attempted by the other;

(4) if the actor provoked the other's use or attempted use of unlawful force, unless:

(A) the actor abandons the encounter, or clearly communicates to the other his intent to do so reasonably believing he cannot safely abandon the encounter; and

(B) the other nevertheless continues or attempts to use unlawful force against the actor; or

(5) if the actor sought an explanation from or discussion with the other person concerning the actor's differences with the other person while the actor was:

(A) carrying a weapon in violation of Section 46.02; or

(B) possessing or transporting a weapon in violation of Section 46.05.

SERIOUS OFFENSE [See pages 19 -- 21]

SEXUAL ASSAULT

“Sexual assault” is defined as intentionally or knowingly causing physical sexual contact or sexual penetration of a child at any time or of another person without that person’s consent. Sexual assault is without the consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent.

TERRORISTIC THREAT

A “terroristic threat” is a threat to commit any offense involving violence to any person or property with the intent to:

- (1) cause a reaction of any type to his threat by an official or volunteer agency organized to deal with emergencies
- (2) place any person in fear of imminent serious bodily injury; or
- (3) prevent or interrupt the occupation or use of a building; room; place of assembly; place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place; or
- (4) cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service.

Penal Code 22.07

TITLE 5 FELONY OFFENSE

Chapter	§ and Offense	A felony when:
19	19.02 Murder	always
	19.03 Capital Murder	always
	19.04 Manslaughter	always
	19.05 Criminally Negligent Homicide	state jail felony
20	20.02 Unlawful Restraint	the actor recklessly exposes the victim to substantial risk of serious bodily injury
	20.03 Kidnapping	always
	20.04 Aggravated Kidnapping	always
21	21.02 Continuous Sexual Abuse of a Young Child or Children	always
	21.06 Homosexual Conduct	never
	21.07 Public Lewdness	never
	21.08 Indecent Exposure	never
	21.11 Indecency with a Child	always
	21.15 Improper Photography or Visual Recording	state jail felony
22	22.01 Assault	against a person the actor knows is a public servant while servant lawfully discharging an official duty or in retaliation or on account of an exercise of official power
	22.011 Sexual Assault	always
	22.015 Coercing Gang Membership	always
	22.02 Aggravated Assault	always
	22.021 Aggravated Sexual Assault	always
	22.04 Injury to a Child, Elderly Individual, or Disabled Individual	always
	22.041 Abandoning or Endangering Child	always
	22.05 Deadly Conduct	knowingly discharge a firearm at or in direction one or more individuals or a habitation, building, or vehicle and is reckless as to whether it is occupied
	22.07 Terroristic Threat	cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service
	22.08 Aiding Suicide	causes suicide or attempted suicide that results in

	serious bodily injury
22.09 Tampering with Consumer Product	always
22.10 Leaving a Child in a Vehicle	never
22.11 Harassment of Public Servant	state jail felony

UNDER THE INFLUENCE

“Under the influence” means not having the normal use of mental or physical faculties; however the student need not be legally intoxicated.

District officials may determine that a student is under the influence based on information from other students, employees, or patrons or the student’s admission that the student used a prohibited substance (alcohol, dangerous drug, controlled substance, or any other intoxicant) at school or recently enough prior to being at school or a school activity that the student would experience the effects of using the substance while at school or the school activity.

USE

“Use” means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student’s physical appearance, actions, breath, or speech.

CONNALLY
INDEPENDENT SCHOOL DISTRICT
2011-2012

SECONDARY
HANDBOOK

CONNALLY HIGH SCHOOL
CONNALLY JUNIOR HIGH SCHOOL

Campus Contact Information

Connally Junior High

Terry Dawson, Principal
Terry McHam, Assistant Principal
Claudia McGlothen, Counselor
School Phone: (254) 296-7700
School day: 7:55 am – 3:25 pm

Connally High School

Larry Cumby, Principal
Kevin Johnson, Assistant Principal
Marcus Wilson, Assistant Principal
Lisa Snelling, Counselor
School phone: (254) 296-6700
School day: 8:00 am – 3:40 pm

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CONNALLY HIGH SCHOOL

Bell Schedule

2011-2012

Regular Bell Schedule

	7:55	First Bell	
8:00	- 8:49	1 st Period (pledges)	
8:54	- 9:42	2 nd Period	
9:47	- 10:35	3 rd Period	
10:40	- 11:28	4 th Period	
11:33	- 12:21	5 th Period	A – Lunch (11:33-12:06)
12:11	- 12:59	5 th Period	B – Lunch (12:26-12:59)
1:04	- 1:52	6 th Period	
1:57	- 2:45	7 th Period	
2:50	- 3:38	8 th Period	

Advisory Bell Schedule

	7:55	First Bell	
8:00	- 8:46	1 st Period (pledges)	
8:51	- 9:36	2 nd Period	
9:41	- 10:01	Advisory Period	
10:06	- 10:51	3 rd Period	
10:56	- 11:41	4 th Period	
11:46	- 12:31	5 th Period	A – Lunch (11:46-12:19)
12:24	- 1:09	5 th Period	B – Lunch (12:36-1:09)
1:14	- 1:59	6 th Period	
2:04	- 2:49	7 th Period	
2:54	- 3:39	8 th Period	

Pep Rally Bell Schedule

	7:55	First Bell	
8:00	- 8:43	1 st Period (pledges)	
8:48	- 9:31	2 nd Period	
9:36	- 10:19	3 rd Period	
10:24	- 11:07	4 th Period	
11:12	- 11:55	5 th Period	A – Lunch (11:12-11:45)
11:50	- 12:33	5 th Period	B – Lunch (12:00-12:33)
12:38	- 1:21	6 th Period	
1:26	- 2:09	7 th Period	
2:14	- 2:57	8 th Period	
3:02	- 3:30	Pep Rally	

CONNALLY JUNIOR HIGH

Bell Schedule

2011-2012

Seven Period Bell Schedule

	56 Minute Classes			Minutes
<u>Breakfast</u>	7:25	to	7:50	25
<u>1st</u>	7:55	to	8:51	56
<u>2nd</u>	8:55	to	9:51	56
<u>3rd</u>	9:55	to	10:51	56
<u>4th</u>	10:55	to	12:25	90
<u>A Lunch</u>	10:51	to	11:21	30
<i>"A" in class</i>	11:25	to	12:25	60
<u>B Lunch</u>	11:23	to	11:53	30
<i>"B" in class</i>	10:55	to	11:23	28
<i>and</i>	11:57	to	12:25	28
<u>C Lunch</u>	11:55	to	12:25	30
<i>"C" in class</i>	10:55	to	11:55	60
<u>5th</u>	12:29	to	1:25	56
<u>6th</u>	1:29	to	2:25	56
<u>7th</u>	2:29	to	3:25	56

STUDENT HANDBOOK

Visitor's Policy [CHS, CJHS]

All visitors must report to the office to receive a visitor's badge. All visitors to the classroom must have approval from a principal or assistant principal. Parents, Guardians, and Grandparents are welcome to eat lunch with their students. They will still be responsible for checking in with the office.

ID Badges [CHS, CJHS]

Refer to District Handbook.

Connally High School students will be required to have ID badges in their possession while on campus from 7 AM-4 PM. The student must also have the ID in their possession at any Connally ISD sponsored activity outside of the school day.

ACADEMIC AWARDS AND HONORS

Honor Rolls [CHS]

A **Distinguished Honor Roll** of students with **all** grades of **93 or above** will be compiled at the end of each six weeks period. Students with **all** grades of **90 or above** will be on the **A Honor Roll**. An **A & B Honor Roll** of students with all A's and B's with no grade lower than 85 will be compiled at the end of each six weeks period. Student assistant grades shall **not** be included in Honor Rolls.

Honors and Awards [CHS]

The **Valedictorian** of the senior class is the student who makes the highest scholastic average in the graduating class for the four years of high school curriculum. (Physical education, band, choir, TAKS classes, and student assistant grades are not considered). To be eligible for this honor, a student must have attended Connally High School both the junior and senior years.

The **Salutatorian** is the student in the senior class who ranks second in scholastic average to the Valedictorian. Regulations for this honor are the same as those that prevail for the Valedictorian.

The Valedictorian and Salutatorian must be on the Recommended or Distinguished Curriculum and fulfill the requirements for Honor Graduate (see p. 30).

The Valedictorian, Salutatorian, and Top Ten Percent will not be determined until after the 6th six weeks.

Departmental Awards are presented to the outstanding students in the various subjects: English, Mathematics, etc. Recipients of these awards are nominated and selected by the teachers in each subject. No fifth-year student is eligible for any award or honor. Departmental awards are presented in the Spring Awards Program.

National Honor Society [CHS]

To be eligible for National Honor Society, the student must be a Junior or Senior and attend CHS for one year. Students must have an average of 93 or a GPA of 4.3. After a student meets the eligibility requirements, he/she is evaluated by the CHS faculty on three additional qualities: leadership, character and service.

Academic Award Jackets and Patches [CHS]

Students with a 4.3 overall average will be eligible for an academic award patch at the end of the fall semester of each year. Students who qualify will be eligible to receive an academic patch all four years while in high school.

Students with a 4.3 overall average for two years will be eligible for an academic award jacket. A student may receive only one major award while in high school. A student who has previously received a major award may not be eligible for the academic award jacket. A student who will letter this year must choose which major award he/she will receive. All eligible students will still receive an academic award patch. 9th, 10th and 11th grade averages will not be rounded up.

A senior student who has a 4.0 overall average will be eligible for an academic award jacket or patch. Seniors averages will be rounded up. Again a student may receive only one major award while he/she is in high school.

Gifted and Talented Nomination [CHS, CJHS]

Teachers, counselors, parents or other interested persons may nominate students for the gifted and talented program at any time. Conferences shall be held with nominated students and their parent(s) or letters signed by nominated students and their parents shall be on file confirming their interest in the program.

When a student identified as gifted and talented transfers into the district as a high school student, the student's records shall be reviewed by the selection committee to determine if placement in the district's program for gifted and talented students is appropriate.

Announcements [CHS]

Announcements will be made over the intercom only during the last five minutes of third period unless otherwise approved by the principal. It is the student's responsibility to know information contained in the announcements.

All information or announcements are to be submitted to the announcement box by 8:00 a.m. on the day of an announcement.

Assemblies [CHS, CJHS]

Good assembly etiquette is expected of every student. Attendance at assemblies is required. Cutting an assembly is the same as cutting a regular class and will be considered an unexcused absence.

Overall disruptive activity by individual student(s) will be handled according to the Student Code of Conduct. When assemblies require an admission fee, students will be given an option of attending or remaining in classrooms with teacher supervision.

Dances [CHS]

The sponsors and the principal must approve all social functions at the school. When they are approved, they must be posted on the school activity calendar at least two weeks prior to the event.

No dances can be scheduled for school nights.

Homecoming [CHS]**Homecoming Queen**

The senior class will nominate five girls to be Homecoming Queen nominees. Nominations will be made by secret ballot with each senior having the opportunity to nominate one girl. The five girls who receive the most votes will then be announced as Homecoming Queen nominees. The Homecoming Queen will be selected by the entire student body in an election to be held during the week of Homecoming. Results will be announced Homecoming night at the football game. The girl who receives the most votes will be crowned Homecoming Queen.

To be eligible for Homecoming Queen honors, the girl must have no failing grades in the current semester.

Homecoming King

Eligibility and selection requirements for Homecoming King are the same as for Homecoming Queen. Results of the Homecoming King election will be announced at the Homecoming Dance.

Class Princesses

Their respective classes will elect the freshman, sophomore and junior class princesses. Each student shall nominate a member of his/her class to represent that class. The girl receiving the most votes will represent her class as Homecoming Princess. The eligibility requirements for class princess are the same as those for Homecoming Queen.

ACTIVITIES, LUNCH PERIOD**High School Lunch Schedule**

There will be two 33-minute lunch periods:

Freshmen and sophomores may not go off campus for lunch. Freshman and sophomore students whose schedules require their having B Lunch will not be allowed to leave campus during lunch.

Permission for juniors and seniors to leave the campus may be withheld for disciplinary reasons, including persistent tardiness to class.

CJHS Lunch Schedule/Refer to Bell Schedule on Page 2.

Courtesy and fairness are expected of all students in the cafeteria. The same good manners that prevail in a well regulated home should be observed in the cafeteria. Students will clear off the tables and dispose of all trash in the appropriate receptacles.

Students are not to bring any food in the building to be eaten anywhere EXCEPT in the cafeteria. **NO FOOD OR DRINKS ARE ALLOWED IN THE ACADEMIC HALLWAYS.**

Trips [CHS, CJHS]

Various school trips are sponsored during the year. Whether these are athletic trips with teams, field trips for classes, trips for band or choir programs, or trips of other school interest, students should remember that they are representing Connally ISD and are governed by all CISD rules and regulations. Students are responsible for all work due, performed, or assigned during these trips.

Extensions of School Authority [CHS, CJHS]

Students are responsible to school authorities for conduct away from school, during the noon hour, and for conduct at inter-school games and other school activities. Expressed or voiced disapproval with actions or decisions made by officials at athletic contests is discouraged. While a game is in progress, student spectators must not go on the playing court or field.

ATTENDANCE, TARDIES, COLLEGE DAYS

Compulsory Attendance [CHS, CJHS]

1. The state requires 180 days of school and allows for legal action, if necessary, for excessive absences. If a student is absent more than the allowable number of days in any one semester, a doctor's written statement verifying the dates of absence will be required for every absence in excess of the allowable in order for the student to be eligible to receive credit for courses passed. School sanctioned activities are exempt and will not be classified as an absence.
A student who is in attendance less than 90% of days per semester may petition the attendance committee for a review. The attendance committee will determine whether there have been extenuating circumstances and may or may not award credit based on its findings.
A fee of \$10.00 per week can be charged, not to exceed \$50.00, for costs of providing an educational program outside of regular school hours for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement.
A student who has exceeded the absentee maximum for a semester will not be allowed to miss a class for extra-curricular or co-curricular activities.
2. Students who are absent a part of or all of the morning must come by the principal's office to record the time of arrival and receive an admission slip.
3. When a student has accumulated four (4) absences in a class, written notification will be made to the student and to his/her parent or guardian. Following the ninth (9) absence during the semester, the assistant principal will notify the student and the parent that he/she has exceeded the maximum number of absences, and course credit will not be received. The assistant principal will mail notification to this effect to the parent/guardian. Having exceeded the allowable absences in any one class during a semester, the student must continue to attend the class and do all the work required in the class. [For appeals, see District Handbook - Due Process].
4. No student may participate in any extra-curricular activity who was absent from school the day of the activity unless a medical doctor states that the student was ill and unable to attend school but is able later to participate. A student who is not in attendance the next school day after an extra-curricular activity will not be permitted to participate in the next scheduled activity in which the student is physically able to participate unless:
 - a. The student is given permission by the principal to go home after coming to school;
 - b. The student has a statement declaring he/she was ill signed by a medical doctor;
 - c. There is a death in the family; or
 - d. The student has the principal's prior permission to be absent.
5. A student may not be given credit for a class unless the student is in attendance at least 90% of the days the class is offered during a semester. Upon appeal to and review by the Attendance Committee, alternative options may be offered.
6. Students enrolled in HECF, BECF, College Connection, and Cosmetology MUST attend school in order to be eligible to work on their jobs on a given day. Tardiness to school will make the student ineligible to work that day if such tardiness prevents him/her from being counted "present" in the attendance office records. A school absence will be "non-makeup" when the student works on the

day absent from school, and continued actions on the part of the student will make him/her ineligible for the Career & Technology program.

7. Any senior, who is in ISS, or AEP that has continued attendance or discipline problems through the end of the year, could be restricted from graduation or walking across the stage for graduation. This will be determined by the appropriate attendance or discipline committee.
8. Any senior that graduates in the summer after his or her class graduates will not be allowed to go through graduation ceremonies the following year.
9. Seniors will take a class picture of all students who have attended Connally ISD for their entire career. Students must have attended Connally schools since Kindergarten and cannot have ever enrolled in another school district for any amount of time.

Attendance Policy [CHS, CJHS]

PARENTS MUST REPORT ABSENCES

When a student must be absent from school, the parent must call the school on the day of the absence or 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.

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, OR**
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.
4. The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.
5. If a student has a medical appointment, he/she will be allowed a reasonable amount of time to travel to the appointment, have the appointment, and return to school. If they attend school around the appointment, the Texas Education Agency [TEA] permits the district to document this as a Medical Appointment (MD), and this will not count as an absence against the student.

Example: If the student has a 10 a.m. medical appointment, they are expected to attend the start of school, allow time to travel to the appointment, and return immediately after the appointment. In this case, the student will not be charged with an absence. It is understood that travel and appointment times vary. Please contact school officials if you have any concerns.

The official reporting period for Connally High School and Connally Junior High is 2nd period.

Make-up Work for Absences

Schoolwork that is missed due to a student’s absence for any reason **MUST** be made up. In cases of prolonged illness, arrangements can be made for additional time to complete make-up assignments.

Extended Illness [CHS, CJHS]

If parents know that their son/daughter will be absent for an extended period of time, three (3) or more days, they should contact the appropriate principal in order for arrangements to be made for assignments. Such absences should be verified by a doctor or be due to death in the immediate family. These absences will be handled outside the regular policy.

The present attendance policy of the high school regarding excused and unexcused absences will not be changed, nor will the late arrival or early dismissal policy be affected. It will still be necessary for parents or guardians to contact the school with an explanation for reason of the absence.

High School College Days

Students will be permitted to miss school to visit a college. Juniors can miss 1 day per year and seniors 2 days per year. The absences will be subject to the following regulations:

1. Student must obtain a permission form from the counselor's office and be completely filled out and signed at least 5 school days in advance of the absence.
2. Student must bring back signed form, either the CHS form or a form from the college showing their attendance.
3. Student must be passing all classes at the time of the absence.
4. This absence is excused and will not count against the exemption policy. However, this absence will count in the total number of absences that are regulated by state law. These absences cannot put the student over the number of excused absences allowed by state law.
5. All absences are subject to approval by the principal.
6. Students taking dual credit courses should schedule college visits on days other than dual credit days.

High School Tardy Policy

Except in rare cases, tardiness to school or class indicates a lack of planning and preparation and a lack of responsibility and will be inexcusable. **ALL tardies count whether in one class or in eight classes.**

The following principles will govern tardiness:

1. Unavoidable circumstances that cause tardiness will be the **ONLY** reason for a tardy to be called "excused."
2. Being tardy from lunch is automatically **unexcused**. A student does not have to leave campus for lunch; therefore, any excuse for tardiness is unacceptable.
3. Third tardy to fifth/sixth period; Junior and Senior students will be campused during lunch.
4. If a teacher holds a student after class, the teacher must either accompany the student to the next class or send a note to explain the tardy.
5. When the tardy bell rings, the teachers will close their doors. Tardies will be handled by the office as follows per semester:
 - a. 1st tardy - warning
 - b. 2nd tardy -3 days lunch detention
 - c. 3rd tardy – two sessions of after school detention, parent contact
 - d. 4th tardy – 1 day ISS, parent notification
 - e. 5th tardy – 3 days ISS, parent notification
 - f. 6th tardy – 3 days ISS, parent notification
 - g. 7th tardy – Consider DAEP placement
6. Students attempting to avoid the tardy policy by missing the first 25 minutes of first period will receive a one-day assignment of after school detention. If a student misses all of first period they will receive two days of after school detention. After the fourth occurrence of

tardy or absence of first period, the student will be placed on the fifth step of the tardy policy, which will result in ISS placement.

Junior High School Tardy Policy

The tardy policy will be in effect per six-week period. Tardies are cumulative across all classes.

1st Tardy – Warning

2nd Tardy – 2nd Warning

3rd Tardy – 1 day Tues./Thurs. School

4th Tardy – 2 days Tues./Thurs. School

5th Tardy – 2 day ISS assignment

6th Tardy – 2 day ISS assignment

7th Tardy – 3 day ISS assignment

8th Tardy – 3 day ISS assignment

9th Tardy – Consider DAEP Placement

Parents will be contacted concerning tardiness, assignment of Tuesday/Thursday School, and ISS assignments.

BUILDING USE

Hall Traffic [CHS]

Every student practicing courtesy and consideration for others will bring about traffic at its best. Keeping to the right in the halls will make the traffic flow more smoothly. No running, loitering, loud talking, profanity, or unnecessary boisterousness will be allowed in the halls.

Students using soft drink or candy machines during class period without permission will be assigned three days of lunch detention.

Students are NOT permitted in the halls until 7:40 a.m. unless they are going to the library, to a club activity, or to tutoring.

Fire Drill/Building Evacuations [CHS, CJHS]

Evacuation routes are clearly marked and posted in each room. Students should follow these plans when evacuation of the building becomes necessary.

Library [CHS]

The Connally High School Library has a large collection of books, current and back issues of magazines, current newspapers, and other material that may be used from 7:45 a.m. to 4:00 p.m. Students who wish to use the library during class **MUST** have a library pass properly filled out and signed by the teacher who is responsible for the student at that time. Students must have a specific assignment or must need to attend to library business if they come to the library during class.

The library pass to the library must be presented, upon entering the library, to the librarian or one of her assistants.

Use of the library is encouraged for all students of Connally High School. Students are to follow the guidelines and standards as set up by the library and principal. Any student found to be careless and abusive of library facilities will be restrained from the use of the library.

Students who fail to pay library fines or for lost or damaged library books will be denied use of the library until all charges are cleared. Students who do not return books by the date due will be charged a fine of

5 cents per book per day until the book is returned. Failure to return books will result in a fine equal to the replacement cost of the book.

High School Lockers

At the beginning of school, each student will be assigned a locker for the year. Lockers are property of the school district and are subject to **search** at any time. These assignments are made by the administration and are the **only ones** to be used by students. No switching of lockers is allowed.

All students should do their best to operate locker doors with a minimum of noise. Students are responsible for their lockers and will be held accountable for damages to the lockers. **Students are advised to place locks on their lockers to protect their valuables and books. Students must use school locks which can be rented for a nominal fee in the office.**

Connally ISD is not responsible for books or personal property that is lost or stolen from lockers. Students, who have school equipment, fund-raising products, books, etc., will be held financially responsible if items are stolen from them or from their lockers.

Junior High School Lockers

Students will be provided with a locker that locks. No "switching" "or sharing" of lockers will be allowed during the year unless approved by the office for some compelling reason. Student locker combinations, which are provided by the administration, should be kept private by students at all times.

Lost and Found [CHS, CJHS]

Lost and found articles should be reported and/or brought to the counter in the Principal's office. Students claiming articles must describe and identify articles before they receive them.

Parking [CHS]

ALL high school students who drive a motorized vehicle to school will be required to register that vehicle with the high school office.

To get a parking permit the student must have:

1. Drivers license
2. Insurance affidavit
3. Texas license plate number
4. \$5.00

Students will display the permit by hanging it from the rear view mirror of their cars. The number of the permit must face the front of the vehicle. Temporary parking permits will be available for vehicles not normally brought on campus by students. **All vehicles on campus must have a parking permit.**

Vehicles **will be towed** at the student's expense for the following **violations**:

1. Failure to display proper parking permit,
2. Failure to park in a properly marked slot,
3. Failure to park legally

Students are to leave their cars and the parking area as soon as they have parked. Students are **not to return to their cars** during the school day (unless leaving campus) without obtaining a pass **from the office**. Students are NOT to park in the drive by the ROTC building and the drive to athletics and maintenance shops. Students are NOT to use the bus drive at the North end of the high school **for any reason**. Students caught using this drive will have all campus driving privileges revoked immediately. Students are not to drive from class to class during the school day nor will students be allowed to "ride around" on school property. This activity has caused many problems during lunchtime and will be

closely monitored. All motorcycles will be parked in the proper spaces provided on the student parking lots. **Motorcycles are also required to have parking permits.**

Violation of the above rules and negligent driving may result in the parking permit being revoked as well as disciplinary action. Refusal to handle financial responsibility for accidents could also result in loss of the permit until the damage is paid for. Connally ISD is not liable or responsible for accidents on CISD property or damage to vehicles.

Telephone [CHS, CJHS]

Students cannot be called from classes to the telephone except when the principal or assistant principal grants permission because the message is especially urgent. Students will NOT be allowed to use the office phone unless approved by a school official.

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

Students are not permitted to have such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, mp3 players, electronic devices or games at school. Cell phones are allowed, but must be turned off from the arrival at school until the end of the school day, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. CJH students must have their cell phone turned off and placed in locker throughout the school day. The district will not be responsible for damaged, lost, or stolen telecommunication or electronic devices. Campus administrators will not be responsible for investigating lost or stolen cell phones.

Students are only allowed to use cell phones for after school, off-campus extracurricular activities if approved by the coach or sponsor. These phones can be used only for contacting the appropriate person to secure a ride home. Any other use of the phone must be approved by the coach or sponsor.

The consequence and fee for violation for having a cell phone turned on during school hours is as follows:

- Cell phone will be taken up from the student. Student may reclaim the phone from the campus principal's office at the end of the school day and after paying a \$10.00 fine.

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

DISCIPLINE ACCOUNTABILITY PROGRAM

High School Discipline Accountability Program

In order to enable students to achieve their full potential in the public school system, it is necessary for the school climate to be conducive to learning. In order to achieve this goal, discipline must be administered in a fair and impartial manner.

1. Teachers will issue referral slips for rule infractions as outlined in the District Student Handbook and the CHS Student Handbook and for classroom infractions as established by individual teachers. Students will be called by the office for a conference with an administrator.
2. Teachers will issue office referrals for emergency situations that require immediate attention.
3. Administrators will deal with emergency situations immediately in a manner consistent with the district policy.

Violations (Student Code of Conduct)

This is only a partial list and should not be construed to be inclusive of all possible violations of the Student Code of Conduct. (See the District Student Handbook for details of the Student Code of Conduct).

Some violations carry with them automatic penalties, i.e., fighting will result in suspension for the remainder of the day, three days ISS, and a possible police citation. The appropriate punishment will be enforced with one step advancement toward DAEP. The minimum DAEP placement is 6 weeks. Students in DAEP are required to ride the school bus to and from school.

Students assigned to ISS placement will follow ISS rules and will not be allowed to go on any school related trips during the school day. Any money already spent for the trip will be refunded.

The Campus Handbook for which they are enrolled will still govern students in DAEP or ISS.

High School Discipline Step System

When a student is referred to the office, he or she will begin the discipline step system. Students will remain on the step plan per semester. Major infractions could result in a student skipping one or more steps, according to the assistant principal's or principal's discretion.

Step 1	3 days lunch detention
Step 2	1 day of after school detention
Step 3	2 days of after school detentions
Step 4	1 day ISS and a call from the Assistant Principal to the parent
Step 5	3 days ISS and a call from the Assistant Principal to the parent
Step 6	5 days ISS and a call from the Assistant Principal to the parent
Step 7	6 weeks DAEP - parent must meet with DAEP Coordinator or designee on the first day of DAEP assignment
Step 8	Assigned to DAEP for remainder of the semester

High School After-School Detention (Monday, Tuesday, and Thursday)

After school detention is used as a discipline step and may also be used as attendance makeup. After school detention is held from 3:45—5:45. Students will use this time to complete school assignments, or they will be provided “character-building assignments” supplied by the school.

Junior High School Discipline Policies and Steps

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 discipline management techniques, removal to a disciplinary alternative education program, suspension and/or expulsion. In addition, when a student commits drug- an/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.

Discipline Steps

Students attending Connally Junior High will follow the following discipline steps:

- 1st discipline referral - Warning
- 2nd discipline referral - After-school detention
- 3rd discipline referral - Tuesday/Thursday School
- 4th discipline referral - Assignment to ISS

After 10 days of ISS, student may be placed in DAEP for a minimum of 30 days. Depending on the severity of the act, students may be sent to ISS or DAEP as deemed necessary by campus administration.

Tuesday/Thursday School

The purpose of the Tuesday/Thursday School is to provide students with attendance problems an opportunity to make up absences and it can be used as a disciplinary tool. Tuesday/Thursday School will be held Tuesdays and Thursdays 3:30 – 5:15 p.m. Students will be required to complete their assignments during this time. Students missing Tuesday/Thursday School will be assigned three days of ISS. Any change to the assignment must be made through parent communication with a campus administrator (Principal or Assistant Principal) before the assignment is to be served.

Student/Parent Complaint [CHS, CJHS]

Refer to the District Handbook.

DRUG POLICY [CHS, CJHS]

To ensure the health and safety of our student athletes and others who participate in extracurricular activities, Connally ISD has implemented a random drug testing program. At the time your child expresses an interest in athletics, band, drill team and/or cheerleading, you and your child will receive complete information about the program, which is required for participation. Please contact the Junior High School Principal, High School Principal, or Athletic Director for more information about the drug testing program. (See policy FNF local)

Participation in University Interscholastic League events is a privilege, not a vested right. The authority to remove or deny a student's participation in an event rests with the coach or sponsor.

USE AND CARE OF UNIFORMS AND EQUIPMENT [CHS, CJHS]

Students may be issued school-owned uniforms while in Athletics, Drill Team, Cheerleading, Band, JROTC or other organizations. Each organization will specify requirements for return of these school-owned uniforms. Students who do not meet specified guidelines for returning uniform items will be charged for replacement.

Students are held responsible for the damage or loss of school-owned equipment which has been checked out to them. Grades, transcripts, and other school records may be withheld until all school-owned items

have been returned or bills cleared. Other disciplinary actions may also be taken for damage or destruction of school property.

In consideration for my ability to use this equipment for school use while it is in my possession and control, I agree to:

1. Be financially responsible to the District for the cost of repair or replacement if the equipment is damaged, stolen, misplaced, or otherwise not returned.
2. Use this equipment at all times in a manner consistent with the District's acceptable use policy and regulations.
3. Return the equipment at the end of the school day or the last day of the semester as applicable.

GOVERNMENTAL AUTHORITIES [CHS, CJHS]

Refer to District Handbook.

ELECTIONS

Election of Class Officers [CHS, CJHS]

Elections for class officers are held in the spring for the next year. The Student Council conducts this election at a time chosen by the Student Council sponsor and the principal.

No student is eligible for election that did not pass at least four (4) subjects other than physical education and student assistant the preceding semester.

A student failing one or more subjects for a consecutive six weeks grading period will be removed from office.

A student may file for only one office. The Student Council parliamentarian will conduct a class meeting. Class officers are subject to the same guidelines and requirements as the Student Council officers. This includes both academic and behavioral guidelines as set in the Student Council regulations.

Student Council [CHS]

Qualifications of Officers

The President and Vice-president of the Student Council must meet the following standards:

1. Must be classified as a Junior or Senior.
2. Must have been an active member of the CHS Student Council for one year preceding the term of office.
3. Must have an overall grade average of 85 the semester preceding the election.
4. Must maintain a scholastic average of at least 85 for each grading period.

Election of Officers

Student Council officers will include president, vice-president, recording secretary, corresponding secretary, treasurer, and parliamentarian.

1. The candidate for office must submit his/her name to the Student Council sponsor on or before a date in the spring designated by the sponsor.
2. Each faculty member will be asked to evaluate each candidate on the qualities of leadership, service, and character. The teacher evaluation will count 60% of the candidate's overall score.
3. The name of each candidate who has met the eligibility requirements will be placed on a ballot.

4. A video will be shown to the entire student body prior to voting. Each candidate will be allowed one nominating speech plus his/her speech. The speeches will not exceed two minutes. Order of the speakers will depend on the office sought, and candidates will be in alphabetical order. The student vote will count 40% of the candidate's overall score.
5. Seniors will not vote.
6. Campaign materials may be displayed in areas approved by the sponsor and the principal no more than four (4) days prior to the election.
7. The newly elected officers must attend a summer workshop.

EXTRA-CURRICULAR ACTIVITIES

Participation in Extra-Curricular Activities [CHS, CJHS]

As mandated by House Bill 72, each student who participates in extra-curricular activities must have and maintain a 70 average in all courses in which the student is enrolled for that semester. A student shall be suspended from participation in any extra-curricular activity sponsored or sanctioned by the school district for 3 weeks after a grade reporting period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class.

After the three-week grade report, if the student is passing all subjects he/she can be eligible and the suspension lifted. Until that time the student can continue to work out with the team or in the activity. A student may not be suspended under this subsection during the initial grade-reporting period of a regular school year on the basis of grades received in the final reporting period of the preceding regular school year.

Any activity outside of the classroom is under these regulations and includes trips to co-curricular activities such as fairs, showing livestock, singing in choir, playing in band programs, TV shows, class plays, office assistance, annual staff, drill team, etc. All faculty members are responsible for the eligibility of participants in the activity they sponsor.

A student failing a class cannot miss that class for a co-curricular event. For example, a student failing English during second period cannot march in a parade during second period. This does not apply for UIL sponsored events.

Band

Membership in a co-curricular activity, such as band, is a privilege, not a right. Students who wish to become members of the band need to contact the band director for a copy of the Band Handbook, which contains rules and regulations for membership.

Cheerleaders

Students who wish to become cheerleaders need to contact the cheerleader sponsor for a copy of the constitution and other information regarding student eligibility.

Dance Team

Students who wish to become members of the dance team need to contact the dance team sponsor for a copy of the constitution and other information regarding student eligibility.

School Clubs

Connally High School and Junior High School sponsors a varied program of school clubs and organized student activities as seem feasible, considering the enrollment and available faculty sponsors. Every student is encouraged to find his/her place in some phase of school life other than regular class work. The

various clubs and other school activities afford the opportunities for development of leadership, discovery of talent, and broadening of social contacts.

The organized clubs represent diverse interests. All clubs are operated under the supervision of a faculty member who serves as sponsor. Clubs are coordinated through the principal's office with the high school or junior high school faculty. The purposes and programs of the club must be in harmony with the philosophy of the school. Every club is required to turn in to the Principal a copy of its constitution and a correct roll of its members. Club membership is voluntary, and every club member is expected to abide by the standards of the organization.

Class and Club Funds [CHS, CJHS]

All funds should be handled through the Principal's office. Any money derived from school-sponsored projects by a class or a club is not to be spent for personal items. The club, along with its sponsor, will decide how the funds are to be used.

When participating in a class or club fund-raiser, each student is financially responsible for the products checked out to be sold and for the collection of money when orders are taken. Cash envelopes or money should NEVER be left on the secretary's desk, in the classroom, or in the lockers. If the money is stolen, the student is responsible for replacing the money. Always keep receipts to show that the money was turned in to the proper person.

GRADING SYSTEMS AND POLICIES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

GRADING SYSTEM

90-100 A

80-89 B

75-79 C

70-74 D

Failing 0-69 F

Daily Grade Policy

1. Assignments turned in on assigned due date may receive a grade up to 100.
2. Assignments turned in one day late will receive a maximum of 90.
3. Assignments turned in two days late will receive a maximum of 80.
4. Assignments turned in three days late will receive a maximum of 70.
5. Work **will not be accepted** after the third day, and a grade of **zero** will be recorded and averaged with the six weeks grade. All zeros MUST be averaged. Extenuating circumstances will be taken into consideration if applicable.

High School Grading System

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, projects, laboratory work, maps, quizzes, or tests. No single grade can account for more than twenty percent of the six weeks grade. All grading policies will be approved by the principal and will be given to each student for each class at the beginning of the semester.

How Semester Grades are figured

Courses with EOC Requirement

Beginning with the freshman class of 2011-2012 the graduation requirements include satisfactory performance on a number of End of Course (EOC) exams. When required by state law, a student's score on the initial EOC assessment shall count for 15 percent of the student's final grade for the course as reported on the student's transcript.

EOC requirements are subject to change pending State guidelines

CREDIT

If a student retakes an EOC assessment, the district will use the retake score for credit decisions only if the retake score allows a student to gain credit for the course. If the retake score is being used in the credit decision, the retake score will also be included in the final course grade calculation as reported on the student's transcript.

RETAKES

If a student retakes an EOC assessment, the district will use the retake score for credit decisions only if the retake score allows a student to gain credit for the course. If the retake score is being used in the credit decision, the retake score will also be included in the final course grade calculation as reported on the student's transcript. However, the first EOC score will be used in the calculation of class rank.

SPECIAL EDUCATION

A student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements.

GRADING

Calculation of grades with EOC assessment scores shall be in accordance with the district's grading guidelines.

Courses without EOC Requirement

When an End of Course Exam is not part of the course requirements, the semester average will be determined by multiplying the sum of the three six week's grades by two (2), adding the semester exam grade and dividing by seven (7) determine a semester grade. Grades on report cards are indicated in numbers. The lowest passing grade is 70. At the conclusion of the semester, a semester's average is recorded on the report card. All incomplete grades must be cleared within six weeks of the incompletion date.

All make-up work for seniors must be turned in a week before graduation.

A "0" (zero) will be recorded for each "unexcused" absence and averaged into the six weeks grade on the basis of work missed. For instance, if a test or other major work is missed, the "0" (zero) will be averaged according to the value of the work missed.

High School Credit Policy

Course credit for students at Connally High School will be given on the following criteria:

- Semester credit will be given for a grade of 70 or higher.
- Semester credit will be denied for a grade below 70 except for a full-year course in which the two semesters together average to a grade of 70 or higher. If the two semesters average to a 70 in the same academic year, the student will receive credit for the full year.

Exceptions

- ◇ Semester credit for English III or English IV will be denied for students who fail to turn in a final research paper with all parts completed, depending on when the paper is assigned.
- ◇ Students who do not make a minimum composite grade of 70 on the final paper will not pass English for the six weeks in which the paper is graded.
- ◇ Students assigned to ISS or AEP during the English II research project or English III/IV research paper will be required to complete the project/paper applicable to him/her.

High School Exemption Policy

High School students can be exempt from some or all of their final exams under the following regulations:

1. Student must be passing all classes.
2. 2 or fewer excused absences
3. No more than one ISS assignment
4. No DAEP assignments
5. Pass all TAKS tests, whatever number is required for each grade.

Freshmen can be exempt up to three exams.

Sophomores can be exempt up to five exams.

Juniors can be exempt up to six exams.

Seniors can be exempt from all exams.

Junior High School Grading System

A *Distinguished Honor Roll* of students with all grades of 90 and above will be compiled at the end of each six-week period. An *Honor Roll* of students with grades of 80 or above and at least 3 grades of 90 or above will be compiled at the end of each six-week period.

Junior High School Promotion Policy:

In order for a student to be promoted to the next higher grade he/she must attain an overall average of 70 in all courses and must attain a grade of 70 or above in four of the following courses: language arts, reading, mathematics, social studies, and science. A grade of 69 or below in two of the above named subjects could possibly result in retention. State requirements must also be met by successfully passing the TAKS Math and Reading exams.

Reports of Grades to Parents [CHS, CJHS]

Report cards are handed out on the **4th day following the close of each six weeks period**, and they are to be **signed** by the **parent or guardian** and returned within the next two school days. Careful attention should be given by both parent and pupil to all grading, marking and attendance. Deficiency reports will be sent out at the end of the **third week** during the six weeks period.

Students must clear all fines and return all school equipment before receiving a report card or transcript. Parents will be notified of courses failed at the end of the year.

Early Release Days are held after the 1st and 4th six weeks to allow for parent/teacher conferences. Parents who wish to have a conference with a teacher should call the school to schedule an appointment on an Early Release Day. A list of the Early Release Days appears in the District Student Handbook.

GRADUATION REQUIREMENTS

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam. The exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History, and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test. Beginning with the Class of 2015, students are required to pass End of Course testing for graduation. Performance levels on certain STAAR EOC assessments are now linked to a student's graduation plan. Different levels of performance are required on the EOC assessments in English III and Algebra II for each of the three graduation plans: Minimum, Recommended, and Distinguished.

Graduation Programs

	MINIMUM PLAN	RECOMMENDED PLAN	DISTINGUISHED PLAN
English	4	4	4
Math	3	4	4
Science	2	4	4
Social Studies	2.5	3.5	3.5
Economics	.5	.5	.5
Foreign Language	0	2	3
Physical Education	1	1	1
Speech	.5	.5	.5
Fine Arts	Grades 9 and 10 – 1 Grades 11 and 12 - 0	1	1
Academic Elective	1	0	0
Interpersonal Studies	.5	.5	.5
Electives	Grade 9, 10 – 10 Grade 11 – 11 Grade 12 - 10	5	4
Advanced Measures	None	None	4 advanced measures
Total Credits Required	Grade 12 – 25 Grades 9, 10, 11 - 26	26	26

The district offers the graduation programs listed above. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Advanced measures must focus on demonstrated student performance at the college or professional level. Student performance on advanced measures must be assessed through an external review process. College academic courses, including those taken for dual credit, and advanced technical credit courses, including locally articulated courses, with a grade of 3.0 or higher count as advanced measures.

See EIF (Local) for more information addressing this.

Classification of Students

Each student is classified according to the number of credits earned in school:

Freshman-Completed 8th grade

Sophomore- 6 credits

Junior-12 credits

Senior 18 credits

College Credit by Articulation

Opportunities to earn credit-by-articulation are now available between Connally ISD and McLennan Community College. Credit-by-articulation will allow students to receive college credit at MCC for certain courses taken during the Junior or Senior years in high school. This will be valuable to students as it will save time, money and avoid duplication of learning experiences they would have already had in high school.

To qualify, students must complete the courses taken with a grade average of **B** or above. Students must have passed all phases of the exit level TAKS Test. After completion of the courses, preferably near graduation, students may obtain application blanks from the school counselor or the teachers who taught the articulated course.

Articulated Courses

Connally ISD

BIM 1, BIM 2

Digital and Interactive Media

Accounting I

Anatomy and Physiology

Culinary Arts

MCC

See counselor

for credits concerning MCC

Correspondence Courses (OFF-SITE Coursework)

A maximum of two (2) units of correspondence work (MCC or other educational institution approved by principal) will be accepted each year. The Principal and Counselor must approve all correspondence courses prior to beginning the course.

Credit by Exam

Credit by Exam is available for some failed courses. A total of four credits may be earned for credit by exam or by a challenge test. Please see the counselor for guidelines and more information.

Dual Credit through MCC

1. Dual credit means that the student will receive both high school transcript credit and college credit.
2. Any student who has completed his/her sophomore year of high school and who meets MCC's early admissions criteria may register for dual credit.
3. MCC's early admissions and dual credit criteria:
 - a. Have completed the sophomore year of high school.

- b. Have an average of B (80) or higher on the high school transcript.
 - c. Pass the reading portion of THEA or Accuplacer and any other test sections required for the requested course(s) OR present exemplary scores on ACT, SAT or the state-mandated high school test to satisfy the THEA/Accuplacer requirements.
 - d. Meet any eligibility requirements set by the student's high school.
4. The high school will decide which MCC courses will be accepted at the high school for transcript credit. The MCC course will cover all of the essential elements set forth by TEA plus whatever material the college requires.
 5. A final grade of 70 or better is required to receive high school credit.
 6. To remain eligible for extra-curricular high school activities, the student must maintain a 70 average in the course.
 7. Three consecutive absences or absences that exceed 10% of the class meetings will be cause for not receiving credit for the course.
 8. Dual credit is available for juniors and seniors.
 9. If there is a conflict with an MCC class and another Connally High School course during the same period, the class may be taken on the MCC campus with the principal's permission. The student will receive the 1.1 multiplier.

Because of a problem with matching essential elements for English IV, a student must take Freshman Composition I, Freshman Composition II and a local requirement of British Literature in order to fulfill credit requirements for English IV. Two courses to complete this requirement may be taken during the student's senior year. Refer to course catalog re: dual credit English.

Early Graduation Plan

To be an early graduate as recognized by the State of Texas, a student must graduate 12 months earlier than originally planned, must meet all of Connally's graduation requirements, and must declare the intent to graduate early by mid-term of the sophomore year. To qualify for the early graduate scholarship, other state requirements must be met. See counselor for details.

Honor Graduates

The following guidelines identify the requirements for being an honor graduate at Connally High School.

1. No grade below 93 on the transcript for the required number of honors classes.
2. Some students will be designated as Summa Cum Laude and Magna Cum Laude graduates according to the following guidelines:
 - **Summa Cum Laude** must have taken at least eight of the Dual Credit, Pre-AP or AP courses offered at Connally High School
 - **Magna Cum Laude** must have taken at least five of the Dual Credit, Pre-AP or AP courses offered at Connally High School.
 - Summa Cum Laude and Magna Cum Laude must meet all other requirements for honors graduates.
3. The following courses have been approved for Pre-AP, or AP credit at Connally High School:
 - ◆ Pre-AP English I, Pre-AP II, AP English III
 - ◆ Pre-AP Algebra II
 - ◆ Pre-AP Geometry
 - ◆ AP Calculus
 - ◆ AP U.S. History
 - ◆ Pre-AP Pre-Calculus
 - ◆ Pre-AP, AP Spanish III, IV
 - ◆ Pre-AP Chemistry
 - ◆ AP Chemistry

- ◆ Pre-AP Biology
- ◆ AP Biology

CHS DUAL CREDIT @ CHS

- ◆ US Government
- ◆ English IV
- ◆ US History
- ◆ Economics

4. The following courses will be excluded from determining honor graduates:
 - ◆ Physical Education and substitutes
 - ◆ Band
 - ◆ Drill Team
 - ◆ Cheerleader
 - ◆ Athletics
 - ◆ Dual college credit (unless approved by board)
 - ◆ Teacher/Office/Library assistant
 - ◆ Summer School credit
 - ◆ Credit by correspondence (off-site courses)
 - ◆ PALs
 - ◆ TAKS courses
 - ◆ Reading Improvement
5. The Valedictorian and the Salutatorian must have taken Recommended or higher Track Curriculum.
6. The 1.1 multiplier will apply ONLY to Physics, Pre-AP, Honors, AP, and dual credit courses taken at Connally High School. The 1.1 multiplier could also apply to courses taken on a college campus with the principal's permission.

STUDENTS OR PARENTS WHO HAVE QUESTIONS REGARDING ANY GRADUATION PLAN SHOULD CONTACT THE COUNSELOR FOR DETAILS OR EXPLANATIONS.

All 10th and 11th grade students are currently required to take the state mandated TAKS test, with the eleventh grade being an exit test. Juniors and Seniors that have not passed any part of the TAKS test will be required to take a remediation class in that subject if their schedule allows it. 9th grade students who do not pass the 8th grade Reading and/or Math TAKS may be assigned to a remediation class. Otherwise, remediation tutorials will be offered at several different times to accommodate the student. Contact the counselor or principal for information.

Commencement

School Board Policy FMH (Local) states that students shall meet all state and local graduation requirements including all applicable exit-level testing to be eligible to participate in commencement activities and ceremonies.

Summer School [CHS, CJHS]

Connally ISD may or may not operate a summer school, dependent on the demand or need each year. The district 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 Connally High School Principal's office during the last week of school. It is recommended that only subjects failed in regular school be taken in summer school.

Scholarship Opportunities [CHS]

Many scholarship opportunities come through the counselor's office during the year. Seniors should check the scholarship box in the counselor's office and the counselor's homepage on the website on a regular basis for applications. Students are encouraged to apply for scholarships. Each year many thousands of dollars in scholarships are not awarded simply because there were no applicants.

Schedule Regulations [CHS]

A student's normal schedule load is eight (8) subjects. **Every student**, regardless of classification, is **required** to take a normal subject load. The counselor must authorize any deviation from this pattern. [Students must report to the class meeting of the class for which they have earned the required number of credits. (see p. 20)]

ALL SCHEDULE REQUESTS MUST BE MADE IN WRITING

No schedule changes will be made at the end of the first or second semester except to adjust semester subjects in the case of a candidate for graduation. Adjustments will be made for students transferring from high schools, which do not operate, on the above plan.

College Entrance Testing

All students who think there is any possibility of their attending a college or university should be familiar with the entrance requirements of the school or schools of their choice. Entrance requirements for colleges within a large university vary in requirements in Mathematics, Foreign Language and Science. Therefore, a student should begin planning college early in the high school years and continue this study until familiar with the requirements, offerings and general nature of the college being considered. College bulletins are available online.

Seniors planning to attend a college need to take one or the other of college entrance exams: ACT (American College Testing Program) or SAT (Scholastic Aptitude Test), depending on the college's preference. Application and information are available online at the counselor's web page.

College Entrance Tests

PSAT/NMSQT

Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test – Recommended for 10th and 11th grade students who are in an academically superior curriculum. Eleventh graders are eligible for academic scholarships through the NMSQT. The test is given only once, in October, and students are required to pay a fee.

SAT/ACT

Scholastic Aptitude Test/American College Test - These are called "college entrance exams." Colleges use the scores for placement purposes. These tests are given throughout the year on Saturdays at designated schools or colleges around Waco. Each test requires a fee; (a waiver for the fee is available for those who qualify financially.) Those who have passed TAKS and Algebra II should take these tests before the second semester of the junior year. Registration forms are found online. These scores are also required for those hoping to play sports at any major college or university.

THEA

Texas Higher Education Assessment - Students entering a Texas public university, college or technical institution in an associate or baccalaureate degree program **MUST** take this test before enrolling unless students have met state exemption policy. Registration forms may be picked up in the counselor's office. This test should be taken the semester following the last math course or in the fall of their senior year.

Tutorials [CHS]

The tutorial period will be every day from 7:40 to 7:55 a.m. Any student receiving a deficiency report at the three-week period or a failing grade on a report card should attend tutorials until the next grade-reporting period ends. Any student needing help in a class is encouraged to attend tutorials.

NCAA (National Collegiate Athletic Association)

Any athlete hoping to play sports in college needs to be registered with NCAA by the beginning of their senior year. A fee is required and applications are available online.