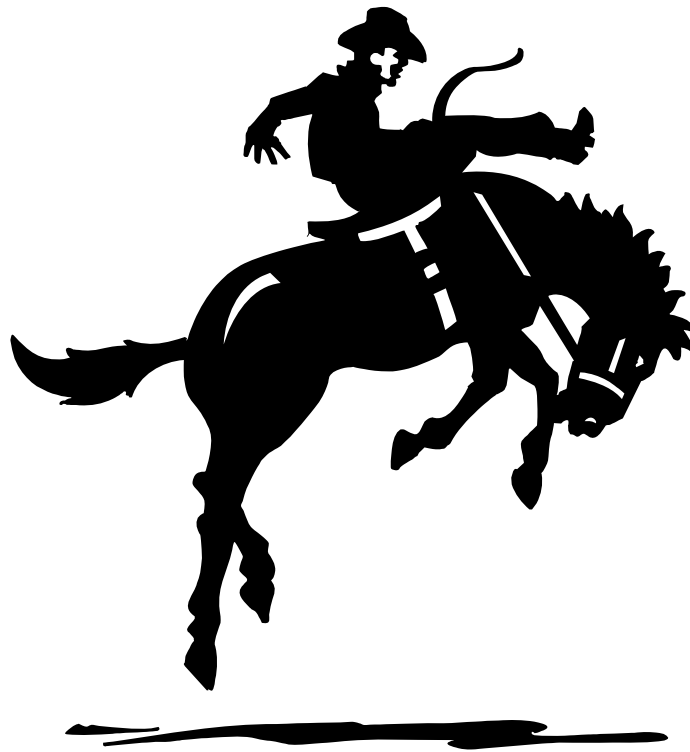


**2010-2011
Center
High School**



Student Handbook

STUDENT HANDBOOK/CODE of CONDUCT ACKNOWLEDGMENT FORM

Student Name

Grade

My child and I:

_____ have access to a copy of the Center High School Student Handbook and the Student Code of Conduct for 2010–2011 **online**; or

_____ do not have access to the internet and request a copy of the Center High School Handbook and Student Code of Conduct for 2010 –2011; and

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

State and federal law require the District to notify parents that you may object to the release of certain information about your child. After reading the following, please mark through any directory information on the form below that you do not want released and return the signed and dated form within ten school days of your child’s first day of instruction for this school year.

NOTICE TO PARENTS: DIRECTORY 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 Center ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of my child’s first day of instruction for this school. Center ISD has designated the following information as directory information: 1) student’s name 2) address, 3) telephone listing, 4) photograph, 5) honors and awards received, 6) date and place of birth, 7) dates of attendance, 8) grade level, 9) participation in officially recognized activities and sports, 10) height and weight of members of athletic teams

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below.

Put a check mark in the column of information you do not want the school to release.

Do Not Release to any Third Party	Do not Release for School-Sponsored Purposes*	Information
		Name
		Address
		Telephone Number
		Date and Place of Birth
		Photograph
		Participation in Officially Recognized Activities and Sports
		Weight and Height of Members of Athletic Teams
		Dates of Attendance
		Grade Level
		Enrollment Status
		Honors and Awards Received in High School
		Most Recent Previous School Attended

*This includes student recognition activities (newspaper honor roll, awards presentations, and School Board recognition activities), yearbook and student pictures, printed programs for extracurricular activities and news releases to local media

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

CENTER INDEPENDENT SCHOOL DISTRICT CENTER, TX

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Ortega Cartwright, Vice President
Deborah Chadwick, Secretary
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Dr. Daya Hill.....Executive Director of Curriculum and Instruction
Angela Lawson.....Director of Federal Programs/ESL
Deborah Waller.....Director of Food Services
Dale Anderson.....Director of Maintenance and Transportation

CENTER HIGH SCHOOL

658 Roughrider Drive
Center, TX 75935
(936) 598-6173

Heath Hagler.....Principal
Tim Norman.....Associate Principal
Gayla Miller.....Assistant Principal
Pete Low.....CISD Police Officer
Alease Copelin.....12th Grade/CATE Counselor
Serica Wilkins.....Counselor
Deborah Welch.....Librarian
Marilyn Ballard.....Diagnostician
Margo Pace.....School Nurse
Kevin Goodwin.....Athletic Director
Chris Smith.....Band Director
Retena Harrison.....Principal's Secretary
Valerie Anthony.....PEIMS Secretary
Ruth Gonzales.....Campus Secretary
Cindy Lindsey.....Registrar/Counselor's Secretary
Vicki Jackson.....Cafeteria Manager

PREFACE

To Students and Parents:

Welcome to school year 2010–2011! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. The Center High School Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into alphabetical order. Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the Center ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook. The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect student handbook provisions will be made available to students and parents through mail outs and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed. We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the school office [or online at www.i.centerisd.org].

Center Independent School District does not discriminate on the basis of race, religion, color, national origin, 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. The following have been designated to coordinate compliance with these legal requirements:[See policy FB (LOCAL) for the names of these compliance officers].

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (936)-598-6173 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. [For further information, contact Dale Anderson at 936-598-7291.]
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, contact Heath Hagler, Campus Principal at 936-598-6173.
- Attending Board meetings to learn more about District operations.

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.

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating in:

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

Display of your child’s artwork, projects, and other special work products:

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

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;
 - When it relates to classroom instruction or a co curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.
- To request a transfer of your child to another classroom or campus if your child has been verified by the board to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information.
- To request a 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 was a victim of a violent criminal offense while in school or on school grounds.

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ABSENCE

A student who is out of class for any reason other than to represent the school in a School-sponsored/ School-related activity is considered absent. Upon return to the school, students will receive either an excused or unexcused absence. Excused absences are those for personal illness, family illness, doctor/dental appointment or a school trip. ***Students who are absent for a doctor or dental appointment must bring a note from the physician to receive an excused absence.*** For the purposes of excused absences, “family illness” shall include the parents, stepparent who stands in loco parentis of the student, sibling, stepsibling, grandparent or any member residing in the student’s household. Any other relationship will be considered unexcused. If the student does not follow procedure (i.e., the parent does not contact the school, or student fails to bring a doctor’s note) within three (3) days the absence will be considered unexcused. **Unexcused absences are not excused by law or district policy, even if the student has parental permission to be absent.**

A student absent from school for any reason, other than for a documented health care appointment, will not be allowed to participate in school related activities that day or evening.

ABSENCE SLIPS

Students who have been absent from school must secure an absentee slip from the Attendance Office before returning to class. **Students who do not secure an absentee slip before entering class will be sent to the Attendance Office and given a tardy.**

ACADEMIC DISHONESTY

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties and academic penalties on assignments or tests. Academic dishonesty includes cheating, copying the work of another student, plagiarism, and unauthorized communication between students during an examination. Academic dishonesty will be determined by the classroom teacher. (Board Policy EIA)

ACCESS TO EDUCATIONAL RECORDS

Access to the education records of a student who is or has been in attendance in the District shall be granted to the parent of the student until the student has attained 18 years of age and is no longer dependent or is attending an institution of post-secondary education. At this time, the permission or consent required of, and the rights accorded to, the parent of the student shall be required of and accorded only to the student.

If material in the education record of a student includes information on another student, only that portion of the material relating to the individual student may be inspected or reviewed.

Access to the education record of a student shall, upon request of a properly qualified individual, be granted within a reasonable period of time, not to exceed 45 days.

Copies of the Family Education Rights and Privacy Act of 1974 are part of Board Policy FL and are on file in the Office of the Superintendent and the Office of the Principal on each campus of the District.

The District may release directory information in these categories: student’s name, address, telephone listing, date and place of birth, major field of study, participation in official and recognized activities and sports, weight and height of member of athletic teams, dates of attendance, awards received, the most recent school attended by the student and other similar information.

Objection to the release of directory type information regarding student should be directed in writing to the Principal by the parents of the student.

ADVANCED PLACEMENT PROGRAM

What is Advanced Placement?

The Advanced Placement Program is administered by the College Board and is taught at local high schools. The program allows students to participate in a college level course and possibly earn college credit while still in high school. Secondary schools and colleges cooperate in this program to give students the opportunity to show mastery of college-level courses by taking the AP exam.

How is Advanced Placement different from the regular education program?

AP courses make substantial demands on students. Students are required to do considerable outside reading and other assignments to demonstrate the analytical skills and writing abilities expected of first-year college students. The experience helps students develop the intellectual skills and self-discipline they will need in college.

Who is eligible to participate in AP Courses?

AP courses are open to any high school student. Students should be willing to accept the responsibility of more rigorous work and study.

What is the AP Exam?

The AP exam consists of two or more sections. One section is made up of multiple choice questions and the other sections of the exam are free-response questions (essays, case studies, extended problem solving and audiotaped responses). The exam measures the level of mastery of the advanced material presented in an AP course. The AP exams are scored on a scale of 1 to 5. Students who score 3 to 5 on the exam may earn college credit at most college and universities. Each AP exam currently costs \$75.00. Center ISD will pay for exams if students choose to take the exam.

What is the Pre-AP Program?

Pre-AP courses are based on a set of content-specific strategies designed to (a) build a rigorous curriculum, (b) promote access to AP to more students, (c) strengthen curriculum and increase the academic challenge for more students and (d) introduce skills, concepts and assessment methods to prepare students for success in AP courses.

ALTERNATIVE EDUCATION PROGRAM

Students may be referred to the Alternative Education Program (AEP) from Center High School. A student may return to Center High School once he/she has demonstrated the academic, social and emotional skills necessary to be functional in that environment. Principal or designee will determine the length of assignment. (See Appendix C)

ATTENDANCE (COMPULSARY)

It is the parent's/guardian's responsibility to monitor their child's school attendance and require the student to attend school.

A child who:

- 1) is at least six years of age,
- 2) is enrolled in pre-kindergarten or kindergarten,
- 3) is younger than six years of age and has previously been enrolled in first grade and
- 4) has not yet reached the child's 18th birthday

Shall attend school each school day the entire period of the program of instruction (25.085 Texas Education Code)

If a student fails to attend school **without excuse** on 10 or more days or parts of days within a six-month period in the same school year the district is required to file a complaint against the student and/or parent in a county, municipal or justice court for an offense of failure to attend school (25.093 TEC) or parent contributing to nonattendance (25.094 TEC). If a student fails to attend school **without excuse** on three or more days or parts of days within a four-week period the district may file a complaint. (25.0957 TEC).

If your child is absent or is checked out of school during the day, whether you have a Doctor's note or not, you have three days from the day the child returns to bring a note to the attendance clerk in order to have the absences considered as an excused absence. Notes will not be accepted after three days following the absence.

Attendance for Credit

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent, which 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.

Attendance Driver License Verification

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

ASBESTOS MANAGEMENT PLAN

In accordance with Section 763.93 of the Asbestos in School Identification and Notification Rule (40 CFR Part 763) of the availability of the District Asbestos Management Plan, a copy of the inspections and assessments of asbestos containing materials and the complete District Management Plan are available in the Principal's Office.

AUTOMOBILES AND PARKING LOTS

ALL RULES WITH REGARD TO THE OPERATION OF MOTOR VEHICLES ON SCHOOL PROPERTY ARE MADE WITH THE INTENT TO PROVIDE ORDER AND SAFETY TO ALL STUDENTS.

Students who drive a car, pickup, or motorcycle to school must register the vehicle with the CISD Police Department. This is done by providing the department with a copy of a valid driver's license issued by the State of Texas and current proof of Liability insurance.

Parking stickers are issued for a \$5.00 fee .If a parking sticker is lost a replacement sticker may be purchased at a cost of \$10.00. All fines must be clear before a new sticker can be issued. Parking stickers are to be placed on the front left hand windshield of all vehicles driven to school and parked on school parking lots. Parking sticker registration is for a school year and must be renewed each school year.

Students must park their vehicles only in areas designated for student parking. Parking on the Teacher's Parking lot is not permitted. Violation of the regulation is cause for appropriate disciplinary action and /or issuance of parking citations.

AWARDS AND HONORS

Awards at Center High School are as follows and are for 9, 10, 11, and 12 graders unless specified differently:

- Perfect Attendance-no days absent for the entire year.
 - “A” Honor Roll – all “A’s” on the report card.
 - “A-B” Honor Roll – all “A’s” and “B’s” on the report card.
 - Achievement Awards by Subject – given by each teacher based on grades and overall attitude toward the subject.
- Principal’s Award given to a twelfth grade boy and girl – chosen by the administration based on general attitude toward school. May be outstanding students academically, but will always be the students that other students have looked to for leadership through their entire Center High School years.
- Additional Awards as determined by the principal throughout the year.

BACKPACKS

Backpacks are allowed on campus, but they are discouraged. If a child brings a backpack to school, they will have a designated place to leave it in each classroom. **BACKPACKS THAT ROLL ARE PROHIBITED.**

BACTERIAL MENINGITIS

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

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

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

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

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

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

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

BELL SCHEDULE 2010-2011

BLOCK "A"

Period	Regular Schedule	Pep Rally Schedule (2:56-3:32)
1 st Period	7:50-8:40	7:50-8:40
2 nd Period	8:44-9:38	8:44-9:38
3 rd Period	9:42-10:32	9:42-10:32
"A" Lunch	10:32-11:02	10:32-11:02
4 th Period	11:06-11:56	11:06-11:56
5 th Period	12:00-12:50	12:00-12:50
6 th Period	12:54-1:44	12:54-1:32
7 th Period	1:48-2:38	1:36-2:14
8 th Period	2:42-3:32	2:18-2:56

BLOCK "B"

Period	Regular Schedule	Pep Rally Schedule (2:56-3:32)
1 st Period	7:50-8:40	7:50-8:40
2 nd Period	8:44-9:38	8:44-9:38
3 rd Period	9:42-10:32	9:42-10:32
4 th Period	10:36-11:26	10:36-11:26
"B" Lunch	11:26-11:56	11:26-11:56
5 th Period	12:00-12:50	12:00-12:50
6 th Period	12:54-1:44	12:54-1:32
7 th Period	1:48-2:38	1:36-2:14
8 th Period	2:42-3:32	2:18-2:56

BLOCK "C"

Period	Regular Schedule	Pep Rally Schedule (2:56-3:32)
1 st Period	7:50-8:40	7:50-8:40
2 nd Period	8:44-9:38	8:44-9:38
3 rd Period	9:42-10:32	9:42-10:32
4 th Period	10:36-11:26	10:36-11:26
5 th Period	11:30-12:20	11:30-12:20
"B" Lunch	12:20-12:50	12:20-12:50
6 th Period	12:54-1:44	12:54-1:32
7 th Period	1:48-2:38	1:36-2:14
8 th Period	2:42-3:32	2:18-2:56

BREAKFAST

No food shall be eaten outside of the Center High School cafeteria, unless permission is given from the administration.

CAFETERIA SERVICES

The Student Cafeteria is open to students at 7:30am each school day. Arrival at school before this time is not recommended. Students bringing cold drinks and snacks of any kind to the Cafeteria and must place cups, wrappers, etc., in the trashcans. **Students are not permitted to take drinks or snacks out of the cafeteria.**

Food and drinks may not be taken from the designated areas. Students may go to the courtyard adjacent the cafeteria, but may not carry food or drinks. Violation of this rule will result in disciplinary action. Students may not leave the cafeteria during lunch unless they have prior permission and possess a teacher pass.

We encourage students to credit their cafeteria accounts by paying a week or month in advance. This will also allow the cafeteria to keep a record of each students purchases.

The District participates in the National School Lunch Program and offers free and reduced-price lunches based on the student's financial need. Information can be obtained from the Assistant Principal's Office.

CAREER AND TECHNOLOGY

The District will take steps to ensure that a lack of English language skills will not be a barrier to admission and participation in any educational and career and technology programs.

CHANGE OF ADDRESS OR PHONE NUMBER

Parents must inform the office in writing if a change of address or phone number occurs for their child (ren). Phone numbers are a must in emergency situations.

CLASS DUES INFORMATION

Center High School uses class dues to provide money for activities such as the Junior-Senior Prom, the Senior Trip, and the extras for the Graduation Ceremonies. The dues are collected each year and follow students up through their graduation. Dues will be collected each year. For the 2010-2011 school year, the scale will be:

- \$10.00 - Freshman year
- \$20.00 - Sophomore year
- \$30.00 - Junior year**
- \$50.00 - Senior year***

**Juniors who wish to attend the Junior-Senior Prom must have all dues paid current to the year. This amount is \$60.00 for Juniors. All Freshman, Sophomore and Junior dues must be paid.

***Seniors who wish to participate in the Junior-Senior Prom and the Senior Trip must also be current in all dues. This amount is \$110.00 for Seniors. Seniors who choose not to participate in all Senior Activities are given another option:

- 1) Seniors may participate in Senior Activities if they pay a pro-rated, per person cost for each activity in which they choose to participate. The amount will differ from year to year. Using the preceding year, the cost breaks out as described below
 - a) Prom - the cost of the prom divided by number in attendance = \$85.00
 - b) Senior Trip - the cost of buses, motel rooms, and dinner tickets = \$100.00
 - c) Graduation - \$10.00 per Senior is used to pay for fireworks, Honor Graduate Reception, Scholarship Night and other extras.
- 2) Students that wish to participate in Commencement Exercises will be asked to pay the \$10.00 extra fee. The pro-rated costs will be set by the end of February.

ALL SENIOR OPTION FEES MUST BE PAID BY THE DEADLINE.

Students are encouraged to pay the dues each year, so there is ample money to provide for activities as they arise. The paying of dues also cuts down on the class fundraisers needed per year. We will have two separate weeklong "Dues Drives". The first will be September 13th through 17th. The second will be February 7th through the 11th, unless changed by administration. This is a concentrated effort of parents, teachers, and community people urging students to pay their class dues. Other than the specified "Dues Drives", dues may be paid to specific class sponsors before or after school during the school year. We do understand that situations arise where money is short. We ask students to contact the principal who is authorized to set up an alternative pay schedule. This must be done before the last day to pay dues.

THE ABSOLUTE LAST DAY TO PAY DUES OR FINISH ANY ALTERNATIVE ASSIGNMENT IS THE FIRST MONDAY IN MARCH. SHOULD THIS DATE FALL ON A WINTER OR SPRING BREAK, THE LAST DAY WILL BE THE FRIDAY BEFORE THE BREAK BEGINS. THE CAMPUS PRINCIPAL RESERVES THE RIGHT TO CHANGE THE DATE. WE WILL NOT ALLOW ANY STUDENT TO PAY DUES BEYOND THIS DATE. THERE WILL BE NO EXCEPTIONS.

CLASSIFICATION BY GRADE LEVEL

Students are classified by grade-level based on the number of credits earned. A student's grade level designation is determined at the beginning of each school year. Grade level is NOT changed during the course of the school year. The following grade level classifications apply to students who entered grade 9 in the 2004-05, 2005-06, and 2006-07 school years.

<u>Classification</u>	<u>Credits Earned</u>
9 th	0 - 5.5
10 th	6 - 11.5
11 th	12 - 17.5
12 th	18 and higher

The following grade level classifications apply to students who entered grade 9 in the 2007-08, school year and thereafter.

<u>Classification</u>	<u>Credits Earned</u>
9 th	0 - 6.5
10 th	7 - 13.5
11 th	14 - 20.5
12 th	21 and higher

CLOSED CAMPUS

Students will not be permitted to leave campus during school hours without official permission from the Principal's Office. Once students arrive on campus they must stay on the property. Vocational Co-op students will be allowed to leave campus to go to work at designated times, Co-op students are not allowed to return with outside food. **We reserve the right not to allow a student to leave school if the parent cannot be reached for verification.** This provision is for the safety of the student.

CLUBS AND ORGANIZATIONS

BAND

Band is an organization for all Center High School students who are proficient on any standard band instrument and have the approval of the director. Band members participate in school, community, and district, regional and state activities.

BUSINESS PROFESSIONAL OF AMERICA

Business Professionals of America is the service and social club that provide students with career information and helps build better citizens. Membership is open to all current and former vocational office students.

CHAPARRALS

The Chaparrals are a drill team composed of students in Grade 9 through 12 who are selected through a series of tryouts. To be eligible to try out, students must be enrolled in the band and must be passing all classes as well as maintaining satisfactory citizenship marks. Tryouts are held in the spring to select members for the following school year.

CHEERLEADERS

Three groups of cheerleaders promote team spirit and lead support for athletic programs at Center High School. Varsity (11th and 12th grade) cheerleaders promote spirit for the varsity football and basketball teams; junior varsity (10th) cheerleaders, for junior varsity football and basketball teams; freshmen cheerleaders for Grade 9 football and basketball teams.

Cheerleader tryouts are held in the spring to name cheerleaders to serve the following school year.

DISTRIBUTIVE EDUCATION CLUBS OF AMERICA

DECA develops a respect for education, marketing, and distribution; encourage the use of high ethical standards in business; and allow practical application of Marketing Education knowledge through competition and through social and professional student-centered events. Members must be enrolled in the Marketing Education classes. State and National dues are assessed.

EXPLORER POST #119

The CHS Explorer Post #119 is an organization open to all students who are interested in careers in law enforcement, firefighting, Emergency Medical Technician or other related fields. The club emphasizes civic participation and patriotism as well. Students compete in Explorer competitions and filed a color guard to present national and state colors at athletic events and other school and civic functions. Dues are assessed.

FFA

The FFA is an organization open to all students who have completed or are enrolled in an Agricultural Science and Technology class. The organization stresses the development of citizenship and leadership in youth and emphasizes the many career opportunities available in agriculture and agriculture-related fields. Through FFA, students participate in many activities outside the Agriculture classroom. Local, State and National dues are assessed.

FUTURE HOMEMAKERS OF AMERICA

The FHA organization helps individuals improve personal, family and community living; develops interest in Home Economics and related careers; promotes leadership in Homemaking classrooms. Membership is open to students who have previously completed or are enrolled in home economics courses. Dues are assessed.

KEY CLUB

Key Club is a service organization sponsored by Kiwanis International. Members participate in interclub activities, assist the principal during end - of - year activities and sponsor the Key Club Calendar. They also participate in local, district, state, and national Key Club activities. The current members select the young men and women, in Grades 10 and 12, for membership in the fall semester. Selection is based on information contained on the membership application. Dues are assessed.

MU ALPHA THETA

Mu Alpha Theta is a service and social organization in which students are invited for membership. To be eligible for membership, students must have at least a B average in at least four semesters of advanced mathematics. Mu Alpha Theta promotes the necessity of mathematics through guest speakers, and various activities.

NATIONAL HONOR SOCIETY

Election to membership in the National Honor Society recognizes students with outstanding scholarship, character, service and leadership. The number elected is set by the constitution of the national division on a percentage basis. All academically qualified students in Grades 10 through 12 are eligible to be nominated for membership. Election is by secret ballot of the CHS faculty. Election and formal induction ceremonies are conducted in the spring. Students must have a grade average of 90, and must have taken and passed all parts of the TAKS test. Grade averages will be determined at the end of the 5th six weeks of the Sophomore, Junior, and Senior year.

SPANISH CLUB

Spanish Club provides an opportunity for students in all levels of language study to get together socially and promote interest in the history and culture of Spanish-speaking countries. Membership is open to students currently enrolled in Spanish. Dues are assessed.

STUDENT COUNCIL

The Student Council promotes citizenship, scholarship, leadership, human relations, and cultural values among the students at CHS. Any student in Grades 9 through 12 whom has grades of 70 or above in all courses may sign up. The Student Council is an active member of the district, state, and national Student Council organizations. Each spring, prior to the Annual Conference, officers for the coming year are elected by popular vote.

STUDENTS FOR EDUCATION AND ENRICHMENT

SEE is open to all students. There are no entrance requirements, but students must attend at least eight monthly meetings, be active in Study Night, participate in fund raising, and maintain a good discipline record.

YEARBOOK

The Center High School yearbook, *The Roughrider*, is the history of a school year written and photographed by the students who live it. Yearbooks are sold during the spring, and delivery is made during early fall of the following school

year. Any student who has obtained approval from the teacher may be on the yearbook staff. School-sponsored yearbooks are under the supervision of the teacher and campus principal.

COCURRICULAR ACTIVITIES

Co-curricular activities are an extension of classroom instruction in which participation is by the entire class or a significant portion thereof. They relate directly to and enhance student learning of Texas Knowledge and Skills. Co-curricular activities are included in the teacher's instructional plan and are conducted by or supervised by a classroom teacher or other educational professional.

Students suspended from extracurricular activities because of six-week grades or grades below 70 shall not be prevented from participating in after-school co-curricular activities. Absences for co-curricular activities that require a student to miss a class other than the sponsored class or course shall be counted under the ten-day rule. **Students participating in Co-curricular activities must be UIL eligible.**

CODE OF CONDUCT (SEE APPENDIX B)

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

COLLEGE ENTRANCE TESTS

Students at Center High School have the opportunity to take the American College Test (ACT) and the Scholastic Aptitude Test (SAT), which are offered five times each year. These are principle entrance tests used by most college and universities for admission purposes and for awarding scholarships and grants. **CHS students that wish to apply for local scholarships must take the appropriate test so those test scores will be available during the interview process.** The test schedule is available in the guidance counselors office.

Advice regarding kinds of tests, scores required for admission and forms needed to register for tests are available in the Counseling Office. Students must submit their own applications and pay the required fees to the testing company.

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Convalescing students are not allowed to come to school until the disease is no longer contagious.

These diseases include chickenpox, common cold with fever, viral gastroenteritis, head lice, hepatitis, impetigo, influenza, measles, meningitis, mumps, pink eye, polio, ringworm of the scalp, salmonellosis, scabies, shigellosis, strep throat, tuberculosis, and whooping cough. (Board Policy FFAD)

COMMUNITY INVOLVEMENT

Center ISD V.I.P.S. (Volunteers In Public Schools)

Center ISD values parent and community involvement in the educational process and realize volunteers are very important for the success of our students. Please become a V.I.P.S. member in order to help the students and teachers in our district. For more information, please call 598-6173.

The goal of our program is to offer help to the Center Independent School District students and staff in their quest for quality and excellence in education. This goal can be accomplished by:

- ◆ Helping teachers motivate students to learn
- ◆ Expanding the curriculum through use of individual talents, hobbies, skills, and experiences
- ◆ Providing an opportunity for a positive personal relationship between older and younger people, and to help build student self esteem
- ◆ Strengthening community knowledge and understanding for the school programs, thus, improving school-community communications and relations
- ◆ Assisting in providing a safe environment for students

Parents and community members can help us reach these goals by willingly giving of their time, talents, and knowledge to ensure student success. Families and communities across the nation continue to accept mutual responsibility for student learning and we would like our community members to provide our district with caring,

cooperative volunteers, in order to be assured our students and staff will achieve success. We want the volunteer experience to bring personal satisfaction to our V.I.P.S. members.

This will be the tenth year for our organized volunteer program and each year V.I.P.S. members contribute many hours of welcomed service to students and teachers. All of our V.I.P.S. members have completed paperwork in order to assist the students and teachers; it is very simple to fill-out the paperwork, complete orientation, and get your picture ID tag to become a volunteer. We have approximately 130 active volunteers who contributed over 10,000 hours of service last school year and we need many more in order to adequately serve the students and teachers in our district.

We will be happy for you to join an important part of the Center ISD educational team as a member of V.I.P.S. You may want to work with students at a particular grade level and this is possible by becoming a part of our volunteer organization. As a volunteer you can work **at your convenience** and make a difference to someone in our district. You could choose to be a guest reader, a reading or math tutor, help with arts and crafts, assist a nurse, make copies or put together copied materials, help in a library or computer lab, assist with special services students, chaperon a field trip or be a mentor. We like our volunteers to have compassion, basic skills and value education. Please take a few minutes and sign up to become a school volunteer. Our district needs you! The opportunities for your involvement are limitless and as a volunteer you will be making an investment in the future of our community, state and nation.

COMPUTER ACCESS - ACCEPTABLE USE

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and for approved instructional purposes only. Student and parents will be asked to sign an agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. This policy is found in Appendix D.

CONFERENCES

Parents and teachers are encouraged to establish and maintain frequent communication about student progress.

A student or parent who wants information or wants to raise a question or concern is encouraged to talk with the appropriate teacher, counselor, or principal. **A parent who wants to meet with a teacher may call the office for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time.**

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance (2) if the student presents any other problem to the teacher, or (3) in any other case the teacher considers necessary.

CONTRABAND

Cell phones, Radios, games, pictures, cards, recorders, CD players, CD's, IPODS, MP3 players and other non-academic items will not be permitted. The parent must pick up the items in the principal's office. **All items will only be returned to the parent/guardian and there will be an administrative charge of \$15.00 for return of the item. The third offense of the item being confiscated will result in the item being held the remainder of year.**

CORPORAL PUNISHMENT

Corporal Punishment may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment shall be limited to spanking or paddling the student, and shall be administered only in accordance with Board policy FO (LOCAL). The District shall honor a parent request that corporal punishment **not** be administered to his/her child; however, the District shall impose other disciplinary measures consistent with the offense. Parents have the responsibility to notify the principal if they object to the use of corporal punishment. Objections must be signed by the parent and submitted in writing by a date specified by the District. Corporal punishment will be administered only by the principal or another professional employee [See FO(LOCAL)]. Corporal punishment will be administered as soon as possible after an offense and will not be administered in anger. Corporal punishment will be administered in the presence of a witness [See FO(LOCAL)]. The principal or a designee may choose not to use corporal punishment even if the parent has requested its use. Any use of corporal punishment will be documented on a District form. The principal or designee will inform the parent or guardian when corporal punishment is used. Paddles used for administering corporal punishment will not be generally displayed and will be under the control of the principal or designee. Corporal punishment will be limited to spanking or paddling and will consist of an appropriate number of strikes based upon the size, age, and physical, mental, and emotional condition of the student.

CORRESPONDENCE COURSES

Students may earn up to two credits by correspondence. These credits may be applied to state or local graduation requirements. Prior to enrollment in correspondence courses, students shall make a written request to the principal or counselor for approval. Correspondence courses are available from the University of Texas and Texas Technological University. Additional information is available in the Counseling Office. (Board Policy EEJC, Local)

CREDIT BY EXAMINATION

There are two methods that a student may receive credit for an academic course. These are:

- (1) Students with no prior instruction will be required to score in the 90th percentile or above on the criterion referenced examination, be recommended by a teacher or administrator, and have on file written parental consent for acceleration.
- (2) A student who has sufficient prior formal instruction as determined by Center ISD on the basis of a review of the student's educational, may gain credit for the course by passing a proficiency examination with a grade of 70 on the Texas Essential Knowledge and Skills of the course. On approval of the attendance committee, a student who has lost credit due to excessive absences may be permitted to earn or regain course credit through credit by examination. A student may use this examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing the examination.

The score on the exam will be entered on the transcript. The District will provide at least three days between January 1st to June 30th, and July 1st to December 31st. Exact dates are to be determined and will be published. (Board Policy EEJA, EEJB)

DISCIPLINE MANAGEMENT PLAN (See Appendix C)

Students who violate the District's Code of Conduct shall be subject to disciplinary action. The District's disciplinary options include using one or more discipline management techniques, removal to an alternative education program, suspension, and expulsion. Disciplinary measures are applied depending on the nature of the offense.

DISCRIMINATION

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

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

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee. To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy. If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy. Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG.

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

Center 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 requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: [James Hockenberry, Superintendent 936-598-5642]
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: [Mickey Wulf, Special Education Director 936-598-1600]
- All other concerns: See the Superintendent [James Hockenberry 936-598-5642].

Services for the Homeless and for Title I Participants Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: [Angela Lawson, Special Programs Coordinator 936-598-7291]
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: [Dale Anderson 936-598-7291]

Services for Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information contact [Mickey Wulf] at [936-598-7291].

DISTRIBUTION OF MATERIALS

School publications distributed to students include *THE ROUGHRIDER*. All school publications are under the supervision of the teacher, sponsor, and Principal. (Board Policy FMA)

DRESS CODE

Center ISD has implemented the following dress code to ensure a safe, positive environment free for all students. Appropriate dress for the school day causes students to act in a manner which produces a higher standard for personal behavior and educational activities. Student dress must conform to the following rules.

- Shorts and skirts (including splits in skirts) may be worn as long as they are no shorter than two inches above the knee
- Sleep pants or pajamas/pajama pants, tennis shorts, athletic shorts, gym shorts, cycling shorts, and outer clothing made of lycra are not acceptable.
- House shoes are not permitted to be worn at school
- Pants worn below hips and buttocks are not acceptable. (“Sagging” will not be tolerated.)
- Shirts that extend past the thumb when student is standing with arms relaxed by the side must be tucked in.
- Shirts and blouses must be long enough to prevent exposure of the midsection when arms are raised parallel to the floor.
- Any apparel that advertises or implies sex, drugs, alcohol, profanity or violence is not permitted.
- Transparent clothing is not permitted.
- Sleeveless shirts and dresses are permitted as long as no undergarment or the sides of the body are visible. The top of the shoulder must be covered. Muscle shirts, tank tops, halter tops, and/or spaghetti straps are not allowed. Shirts with the sleeves cut off are not allowed.
- No “headwear” is permitted. “Headwear” includes but is not limited to nonprescription eyewear, sunglasses, caps, hats, hair picks, hair nets, stocking caps, toboggans, headbands, and bandannas.
- Excessively tight pants, shorts, or skirts are not allowed.
- Any hair color other than a natural hair color, or hair style that is deemed to be distracting or disruptive to the educational process is not allowed.
- Students may not bring or have on their clothing or in their possession any type of chain; these include chains such as wallet chains, dog collars, and belts.
- Any accessory or clothing that is deemed gang related as determined by school administration is prohibited.
- Clothing must not be excessively torn and must not expose any undergarments or skin.
- No body piercing is allowed except in the ear. No jewelry may be worn in the nose, lip, eyelid, tongue, or any other area deemed by administration to be distracting or inappropriate.
- The administration is authorized to require students to change their dress if it causes a distraction or disruption of school.

Dress Code Referrals:

- 1st Referral Student will be placed in school provided clothing for the remainder of the day.
- 2nd Referral Student will be placed in school provided clothing for two days.
- 3rd Referral Student will be placed in school provided clothing for three days.
- 4th Referral Student will be placed in school provided clothing for four days.
- 5th Referral Student will be placed in school provided clothing for **30 school days**.
- 6th Referral Student will be placed in school provided clothing **for the remainder of the school year**.

DRILL INSTRUCTIONS

FIRE

The fire alarm is an independent system with an alarm in each room of the campus. The alarm is accompanied by a bright flashing light. Students, teachers and staff will remain in designated areas until an all-clear message is sounded.

Two students who sit near the door of each classroom will be made familiar with the exit plan from the room and will take the lead in all drills.

When the alarm is sounded, students should walk briskly in single file from each classroom. Every effort should be made to have a quiet, orderly exit; talking is prohibited. The last persons to leave the room will close the classroom door.

TORNADO

Civil emergency signal will sound to notify everyone to assemble in the designated areas. Student, teachers and staff will remain in the designated area until all clear announcement is made to return to classroom.

A weather alert system is in operation on the Center High School Campus. Students and staff will be advised of storm warning by a school official using the public address system. In the event of a tornado or the threat of a tornado, students and staff should follow the procedures outlined below:

- 1) Remain calm and do nothing to excite or create panic.
- 2) Students are to sit on the floor near the interior walls. Students should face away from the glass in the exterior walls.
- 3) Remain inside the building until the all-clear announcement is made.

EMERGENCY SCHOOL CLOSING INFORMATION

Due to inclement weather and road conditions, school may be closed. When situations arise that school may be closed, the following stations will be contacted: KDET 903 AM, KDET 102.3 FM, KORI 104.7 FM, KTBS Channel 3 television, Local Channel 2, KTRE Channel 9 television.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form at the beginning of each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary with the school nurse.

In the case of a medical emergency, the school nurse shall be the primary contact. Upon her diagnosis, further medical assistance may be obtained. The nurse or school official ordinarily will make an attempt to contact the parent in these situations.

Accidents occurring at school or on school property are not covered by the District insurance and are the responsibility of the parent. Please refer to the section on "Student Insurance Coverage".

ENGLISH AS A SECOND LANGUAGE (ESL)

Center High School provides ESL course in English II, World History and Reading for students who are not proficient at speaking English. For additional information, contact the Counseling Office.

EQUAL EDUCATIONAL OPPORTUNITIES

No officer or employee of the District, when acting or purporting to act in official capacity shall refuse to permit any student to participate in any school program because of the student's disability, race, religion, color, sex, or national origin.

A grievance procedure providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972, as amended, has been established by the Board of Trustees (Board Policy FB-L). The procedure is posted on each campus in the District. A copy of the procedure is on file in the Principal's Office on each campus.

The Board of Trustees has designated Mr. James Hockenberry, Superintendent of Schools, to coordinate its efforts to comply with Title IX, as amended. The address is 404 Mosby Street, Center, TX 75935. The telephone number is 936-598-5642.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities are school-sponsored activities that are not directly related to instruction of the TEKS but may have a direct relation to some areas of the curriculum. Participation in extracurricular activities is a privilege and not a right, and students must meet specific requirements in order to participate. Activities may include, but not limited to, performances, contests, demonstrations, displays, club activities, and the Senior Trip. All students who wish to participate in extracurricular activities at Center ISD must submit to the regulations of the Random Drug Testing Program. The student must have a Drug Testing Authorization form on file to participate. **Students participating in extracurricular activities must be UIL eligible. STUDENTS ASSIGNED TO ISS THE WEEK OF AN EVENT WILL NOT BE ALLOWED TO PARTICIPATE IN ANY ACTIVITIES THAT WEEK.**

FEES

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

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

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

Seniors must have paid all required fees to be eligible to participate in the graduation ceremony. Any senior who owes any unpaid fee will not be allowed to participate in graduation ceremony.

FIGHTING

1st Offense ----Three day suspension will result for any student involved in fighting on school property or on any school related events.

2nd Offense --- Student will be suspended for three days pending an AEP hearing.

****In addition, the campus police officer will be notified and a ticket could be issued on any offense of fighting.**

FLOWERS/GIFTS

There will not be any flowers or gifts delivered to Center High School. Administration has the authority to remove any item deemed a distraction to the educational setting.

FUND RAISING

Only school sponsored fund raising can take place on the Center High school campus. A fund raising permit must be approved prior to any fund raising activity. The number of fundraisers for each campus organization will be limited to two (2) per year unless prior approval from the Principal is given.

GANGS: MEMBERSHIP / INVOLVEMENT

Membership or active involvement in a gang or group that is responsible for coercive or violent activity may be grounds for removal to a disciplinary alternative education program or expulsion, regardless of whether such activity takes place on/near school grounds, or at school-sponsored events. Attire, language, signs, etc. which are associated with gang

activity, will not be tolerated. This includes, but is not limited to wearing colors, bandanas, rolling up pants, possessing drawings, and making signs.

GIFTED AND TALENTED PROGRAM

Identification Process

Students ENROLLED in Center ISD will be identified for participation in the G/T program in the area of general intellectual ability.

PHASE I: NOMINATION

Nominations will be accepted at any time during the school year from the sources listed below. All nominations will be in writing and will be kept on file until formal screening procedures begin during the spring. Students may also be nominated as a result of performance on TAAS and/or norm-referenced test.

Sources of nominations:

- A. Parent
- B. Teacher/Professional personnel
- C. Community Member
- D. Student or other Student
- E. TAAS Test Score Screening (98 – 99%)
- F. Norm-Referenced Test Score (90% or above)

The parent will be notified of the nomination and will be requested to give consent for individual assessment and to complete a Child Observation Checklist.

PHASE II: SCREENING

Screening will be conducted during the spring semester of the year for identifying students to participate in the program the following year. (Students transferring from a program for gifted and talented in another school district will be screened during the first six weeks following enrollment.)

Students will be screened using the following assessments:

- A. IQ Score
- B. Achievement Test - All four core areas (math reading, science, social studies) considered
- C. Teacher Inventory
- D. Student Interview
- E. Student Product (Student Holistic Writing Sample or other appropriate instrument)

The screening process will consist of two stages:

Stage 1. The student will be administered an IQ assessment, an Achievement Test and a Teacher Referral Checklist.

The scores on these assessments will be recorded on the matrix and will be used to determine if the screening process will continue. The student's parent/guardian will be notified of program non-placement if applicable.

Stage 2. If the screening process continues based on Stage 1 performance, the student will be administered a student product and a student interview will be conducted. These scores will be recorded on the matrix and the matrix will be sent to the G/T Review Committee for consideration.

Phase III. SELECTION

Results of the screening, which are recorded on the matrix, will be reviewed by the G/T Review Committee. The G/T Review Committee will recommend placement or non-placement of students. **Parents may appeal the recommendation of the G/T Review Committee according to the Appeals Policy procedure (Board Policy EHBB, Local)**

GRADE REQUIREMENTS

In order to be eligible to participate in an extracurricular activity event for a six-week period following the initial six-weeks period of a year, a student shall not have a recorded grade average lower than a 70 on a scale of 0 to 100 in any course, other than a designated advanced course, for the preceding six weeks period. Students taking a designated advanced course shall not have a recorded grade average lower than a 65 on a scale of 0 to 100.

Students who receive a six-week grade below 70 in any designated regular class, 65 in any designated advanced class, or disabled student who fails to meet the standards in their Individual Education Plan (IEP) may not participate in any extracurricular activity event during the following three week period. The suspension from extracurricular activities goes into effect seven (7) days after the last day of the six-week period during which the grade lower than 70 was earned. Students

shall be allowed to participate at the end of any three week period in which the student earns a grade of 70 or above in all courses or subjects.

GRADES AND GRADING PERIODS

At the end of the first three weeks of a grading period, the teacher shall send a progress report to the parent or guardian of a student whose grade average in any class is lower than 75.

At the end of each grading period, which is every six-weeks, and at the end of every semester, students and their parents will receive a grade report in each class or subject. The grade report will provide space for the signature of the parents. Parents are encouraged to visit with teachers about the progress of their student.

Grades are reported as follows:

100 - 90	A
89 - 80	B
79 - 70	C
Below 70	Failure

A student who has not maintained a grade average for a course equivalent to at least a 70 on a scale of 0-100 shall not be given credit for the course.

If in any class or subject a student receives a grade equal to or less than a 70, the grade notice shall state the need for a conference between the appropriate teacher and parent. In attempting to schedule a conference with the parent, the teacher shall give the parent at least two alternative dates for the conference.

GRADUATION REQUIREMENTS

The following graduation requirements apply to students who entered grade 9 in the 2004-05, 2005-06, and 2006-07 school years.

Twenty-five (25) credits, depending on the type of program pursued by the student, are required for graduation from Center High School. The following is a summary of the High School graduation plans. If you need additional information make an appointment with the Guidance Counselor.

High School Graduation Plans Summary

Minimum High School Program (25 Credits)

English Language Arts	4 credits: English I, II, III, IV (With options for 4 th year)
Mathematics	3 credits to include Algebra I and Geometry
Science	2 credits to include Integrated Physics & Chemistry (IPC) and Biology
Social Studies	2.5 credits including World History or World Geography, US History and US Government
Economics	0.5 credits
Academic Elective	1 credit from World History, World Geography or a science.
Physical Education	1.5 credits, including 0.5 in Foundations of Personal Fitness
Health Education	0.5 credits
Speech	0.5 credits
Technology Applications	1 credit
Electives	To total 25 credits

Recommended High School Program (25 Credits)

English Language Arts	4 credits: English I, II, III, IV
Mathematics	3 credits: Algebra I, Algebra II, and Geometry
Science	3 credits from Integrated Physics & Chemistry; Biology, AP Biology or IB Biology; Chemistry, AP Chemistry or IB Chemistry; Physics, Principles of Technology, AP Physics or IB Physics
Social Studies	3.5 credits: World History, World Geography, US History and US Government
Economics	0.5 credits
Academic Elective	Not applicable
Languages other than English	2 credits (Level I and Level II of the same language)
Physical Education	1.5 credits, including 0.5 in Foundations of Personal Fitness
Health Education	0.5 credits
Technology Applications	1 credit (from list)
Fine Arts	1 credit (from any Fine Arts course listed in Chapter 117))
Speech	0.5 credits

Electives To total 25 credits

Distinguished High School Program (25 Credits)

English Language Arts	4 credits: English I, II, III, IV
Mathematics	3 credits to include Algebra I, Algebra II, and Geometry
Science	3 credits from Integrated Physics & Chemistry; Biology, AP Biology or IB Biology; Chemistry, AP Chemistry or IB Chemistry; Physics, Principles of Technology, AP Physics or IB Physics
Social Studies	3.5 credits: World History, World Geography, US History and US Government
Economics	0.5 credits
Academic Elective	Not applicable
Languages other than English	3 credits (Levels I, II and III of the same language)
Physical Education	1.5 credits, including 0.5 in Foundations of Personal Fitness
Health Education	0.5 credits
Technology Applications	1 credit (from list)
Fine Arts	1 credit (Speech may not substitute)
Speech	0.5 credits
Electives	To total 25 credits
In addition	4 Advanced Measures**

**Advanced Measures information is detailed in Focus on the Future. See *Counseling Office*.

The following graduation requirements apply to students who entered grade 9 in the 2007-08 school year and thereafter.

Twenty-five (28) credits, depending on the type of program pursued by the student, are required for graduation from Center High School. The following is a summary of the High School graduation plans. If you need additional information make an appointment with the Guidance Counselor.

High School Graduation Plans Summary

Minimum High School Program (28 Credits)

English Language Arts	4 credits: English I, II, III, IV (With options for 4 th year)
Mathematics	3 credits to include Algebra I and Geometry
Science	2 credits to include Integrated Physics & Chemistry (IPC) and Biology
Social Studies	2.5 credits including World History or World Geography, US History and US Government
Economics	0.5 credits
Academic Elective	1 credit from World History, World Geography or a science.
Physical Education	1.5 credits, including 0.5 in Foundations of Personal Fitness
Health Education	0.5 credits
Speech	0.5 credits
Technology Applications	1 credit
Electives	To total 28 credits

Graduation under this plan requires the approval of the student's parents and high school administrator.

Recommended High School Program (28 Credits)

English Language Arts	4 credits: English I, II, III, IV
Mathematics	4 credits: Algebra I, Algebra II, and Geometry
Science	4 credits from Integrated Physics & Chemistry; Biology, AP Biology or IB Biology; Chemistry, AP Chemistry or IB Chemistry; Physics, Principles of Technology, AP Physics or IB Physics
Social Studies	3.5 credits: World History, World Geography, US History and US Government
Economics	0.5 credits
Academic Elective	Not applicable
Languages other than English	2 credits (Level I and Level II of the same language)
Physical Education	1.5 credits, including 0.5 in Foundations of Personal Fitness
Health Education	0.5 credits

Technology Applications	1 credit (from list)
Fine Arts	1 credit (from any Fine Arts course listed in Chapter 117))
Speech	0.5 credits
Electives	To total 28 credits

Distinguished High School Program (28 Credits)

English Language Arts	4 credits: English I, II, III, IV
Mathematics	4 credits to include Algebra I, Algebra II, and Geometry
Science	4 credits from Integrated Physics & Chemistry; Biology, AP Biology or IB Biology; Chemistry, AP Chemistry or IB Chemistry; Physics, Principles of Technology, AP Physics or IB Physics
Social Studies	3.5 credits: World History, World Geography, US History and US Government
Economics	0.5 credits
Academic Elective	Not applicable
Languages other than English	3 credits (Levels I, II and III of the same language)
Physical Education	1.5 credits, including 0.5 in Foundations of Personal Fitness
Health Education	0.5 credits
Technology Applications	1 credit (from list)
Fine Arts	1 credit (Speech may not substitute)
Speech	0.5 credits
Electives	To total 28 credits
In addition	4 Advanced Measures**

**Advanced Measures information is detailed in Focus on the Future. *See Counseling Office.*

GUIDANCE AND COUNSELING

Professional counseling services are available to students in the Counseling Office from 8:00am to 4:00pm. Services include educational, vocational, and personal/social counseling.

Appointments may be made with the secretary in the Counseling Center before classes begin, during lunch periods, and after school. To be excused from class to see the counselor, students must have an appointment slip from the Counseling Office. Students must sign in and out with the secretary.

These services are offered to students as part of the school program and may be requested at any time during the school year.

HALL PASSES

All Center High School students will be issued a hall pass each year. Students must keep their HALL PASS with them at all times and be prepared to produce it when asked by a school official. Lost or damaged cards can be replaced at \$1.00 for the first card and \$3.00 for any subsequent cards. If HALL PASS is lost replacement cards will not be issued till the beginning of the next six weeks. **Only one student is allowed out of class at any time.**

HEALTH SERVICES

Employees of the District may administer medication to a student if the District has received a written request from the parent, legal guardian or other person having legal control of the student. The school nurse will administer the medication. All medication must be turned in to the Principal’s or Nurse’s Office. Prescription medicine must be in the original container and properly labeled. A written request from a physician is required if the medication is to be administered for more than ten (10) days.

HONORS RANKING

For honors purposes, class rank for graduating senior shall be calculated by averaging semester grades earned in grades 9-12 and any high school course taken prior to ninth grade for which a student earned state graduation credit. Class rank for honors purposes shall be calculated at the end of the fifth six weeks of the senior year. Ranking for early admission to college shall be computed at the end of the junior year. Ranking for scholarship purposes shall be computed at the end of the first semester of the senior year.

Students shall be awarded grades for coursework based on the grade received and the type of course. All courses except driver education, physical education, band, athletics, and those taken on a pass/fail basis, shall be counted in accordance with provisions of this policy.

Grades for courses will be weighted according to the following scale:

Advanced Placement	+6	Regular	+0
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Pre/AP and Honors

+5

Grades below 70 in any course

+0

Courses taken by correspondence, courses taken by alternative methods, and courses for which credit is earned by examination shall be weighted as regular courses. College academic courses shall be counted as AP courses.

IMMUNIZATIONS REQUIRED OF ALL STUDENTS

Section 38.001 of the Texas Education Code requires that all students in Grades 9 through 12 provide the school with an up-to-date immunization record signed by a physician or public health official showing the following immunizations:

Diphtheria, Pertussis, & Tetanus - Series of at least 3, with one dose after 4th birthday

Polio - series of at least 3, with one dose after age 4.

Measles, Mumps, & Rubella (MMR) - 2 doses, with the first being after age 1, with the second being at least 30 days apart. The second dose is required no later than age 12.

(History of measles in lieu of vaccine must be verified by written statement of a physician.)

Haemophilus Influenza Type B (HIB) - 1 dose age 18 months through age 4.

Immunization information becomes part of the student's permanent record.

IN-SCHOOL SUSPENSION (ISS)

Students assigned to ISS will eat lunch in the ISS room. Their lunch will be provided. They will also participate in a "campus beautification" project. This will include time in the morning and afternoon picking up and cleaning up the campus. Students will not be allowed to exit ISS until all class work and ISS work has been completed. Students will strictly abide by all ISS rules, or more severe disciplinary action will be taken. **Students assigned to ISS the week of school activity will not participate in school activities.**

LIBRARY

The Center High School Library is open from 7:30am to 4:30pm daily. Students may come to the library before and after school and during lunch periods. They may also come to the Library during regular school hours if they have written permission from their teacher.

LOITERING

Any person loitering on school property, after being advised to leave by the person in charge, shall be guilty of a misdemeanor and upon conviction, shall be subject to a fine as established by law. School property includes the grounds of any public school and any grounds or buildings used for school-sponsored assemblies or activities.

LOST AND FOUND

Articles found on campus are to be turned in to the school office, and any articles lost should be checked for in the office. Students are urged to check with the office frequently if they have lost articles. At the end of each six weeks unclaimed items will be disposed of through local charity agencies.

LUNCH

All students will eat lunch in the cafeteria. Students are encouraged to eat a warm meal at lunch time. Students who bring a bag lunch, eat from the snack machines, or have lunch delivered, will eat in the Cafeteria. Students shall not carry food or drink from the cafeteria at anytime, unless written permission is given by a special activities sponsor. All outside lunches must be checked in through the front office. Only parents/guardian can only bring outside food to school.

MAKE UP WORK

Students who are absent shall be allowed to make up work, daily class work, and tests within a reasonable period of time, not to exceed three (3) days upon return to school. Teachers may assign additional work to ensure students who have been absent have sufficient opportunity to master the Texas Essential Knowledge and Skills. The assignments shall be based on the instructional objectives for the subject and may provide greater depth of subject matter than routine make up work.

Failure to make up such work shall result in a zero for the work missed. Students with unexcused absences will not receive a grade higher than a 75 on make up work. According to Board Policy EIA make up work for unexcused absences and suspensions shall be reduced by 25%.

MEDICINE AT SCHOOL

A student who must take prescription [or nonprescription] medicine during the school day must bring a written request from his or her parent, and the medicine, in its properly labeled container to the nurse's office. The nurse/designee will either give the medicine at the proper times or give the student permission to take the medication as directed. If a student has asthma or anaphylaxis, they may be permitted to possess and use prescribed medication at school if he/she has written authorization from a parent or physician.

NOTICE OF PARENT AND STUDENT RIGHTS

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT, 20 U.S.C. SEC. 1232g

The Center Independent School District maintains general education records required by law. A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student, from the time the student enters the District until the student withdraws or graduates. The record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is a minor or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The record custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

The address of the Superintendent's office is: 404 Mosby Street
Center, TX 75935

The address of the Principal is: 658 Roughrider Drive
Center, TX 75935

Parents of a minor or a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. *School officials with legitimate educational interests* include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or of facilities with which the District contracts for placement of disabled students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case, or a disabled student's individual education plan; (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various other governmental agencies may have limited access to records. The District forwards a student's records on request to a school in which a student seeks or intends to enroll with the necessity of the parent's permission. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, the right to consent to release records transfers to the student.

The parent or student's rights of access to and copies of, student records do not extend to all records. Materials that are not considered education records, such as teacher's personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District, do not have to be made available to the parents or students.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the rights to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged; parents and students are not allowed to contest a student's grade in a course through this process. Parents and 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 the law regarding student records.

Parents may be denied access to student records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures; (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced lunches and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided.

The District's complete policy regarding student records is available from the Principal's or Superintendent's Office.

PESTICIDES

The school periodically applies pesticides. Information concerning these applications may be obtained from the Director of Maintenance at 936-598-8366.

PHYSICAL EXAMS AND HEALTH SCREENINGS

The District will provide health screenings for vision, hearing and other types of screenings as District resources permit. Parents of students identified through any screening program, as needing treatment or further examination shall be advised of the need and referral to appropriate health agencies.

A student desiring to participate in the UIL athletic competition shall submit annually a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program. The District will provide a physical exam once every year at a cost to the student. Because the dates change, you should listen to announcements, and watch the local newspaper. (Board Policy FFAA)

PLAN

PLAN (formerly called PACT) is offered to Grade 10 students. PLAN is open to students who are interested in preparing for the ACT. Students that are interested in taking PLAN must register in advance in the Counseling Office and pay the test fee.

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

Center High School will participate in the Pledge of Allegiance to the American and Texas flags as well as provide a moment of silence as required by Texas State Law.

POSTERS

Signs and posters that a student wishes to display must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval will be subject to disciplinary action.

PRAYER

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

Practice ACT Test (PRELIMINARY AMERICAN COLLEGE TEST)

The P-ACT is offered to Grade 10 students and is administered on **a date to be determined later. Notice will be provided through the counselor's office.** The P-ACT is now referred to as PLAN. PLAN is open to students that are interested in preparing for the ACT. Students that are interested in taking PLAN must register in advance in the Counseling Office and pay the test fee.

PSAT (PRELIMINARY SCHOLASTIC APTITUDE TEST)

The PSAT is offered to Grade 10 and 11 students and is administered on **a date to be determined later. Notice will be provided through the counselor's office.** Students that are interested in taking the PSAT must register in advance in the Counseling Office and pay the test fee. This test is a practice for the SAT and is the first step in the National Merit Scholarship competition, and identifies students who qualify for National Merit Semifinalist status, National Commended status, and Outstanding Black and Hispanic scholars.

RELEASE OF STUDENTS FROM SCHOOL

Students will not be released from school at times other than regular dismissal hours except with the principal's permission or according to sign out procedures.

A student who will need to leave during the school day must bring a note from his/her parent the morning of the absence. Please include a phone number that we can verify that the student must leave. **We reserve the right not to allow a student to leave school if the parent cannot be reached for verification.** This provision is for the safety of the student. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. (Board Policy FDG)

REPORT CARDS

Written reports of absences and student grades or performance 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 are notified if the student's grade average is near or below 70, or below the expected level of performance. If a student receives a grade of less than 70 in any class or subject during a grading period, the parents are requested to schedule a conference with the teacher of that class or subject. The report card will state whether tutorials are required for a student who receives a grade below 70 in a class or subject.

RESIDENCY

The Board may require a student, or the student's parent or guardian, to provide evidence that the student is in compliance with residency requirements. (Board Policy FD)

RETENTION AND PROMOTION

Promotion, grade-level advancement and course credit shall be based on the mastery of curriculum. Mastery shall be considered as an average of 70 on all assessments of student work.

Students cannot move to the next grade level unless credit is given. Credit for class level was covered under "Classification by Grade Level". Grade level advancement shall be made in the fall semester. (Board Policy EIF, Local)

SAFETY

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

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

Accident Insurance

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

SATURDAY SCHOOL

Saturday School will be the means by which a student may regain credit lost due to excessive absences from school. Saturday School will begin in October and continued through May of the same school year. Saturday School will be from 8:00am to 12:00pm on Saturdays as designated by the principal.

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.

SEARCHES BY SCHOOL PERSONNEL

Students have full responsibility for the security of their lockers and for their vehicles parked on school property. School officials may search lockers, or vehicles parked on school property, if there is reasonable cause to believe that they contain articles or materials prohibited by District policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property.

If a vehicle is subject to search is locked; the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student's parent. If the parent also refuses to permit such a search of the vehicle, the District may turn the matter over to local law enforcement officials. (Board Policy FNF, Local)

SEARCHES BY TRAINED DOGS

In an effort to maintain safe schools, the District shall use specially trained dogs to sniff out and alert officials to the presence of concealed prohibited items, illicit substances, and alcohol. Such visits to schools will be unannounced. Dogs will sniff vacant areas away from students. The following places can and will be searched at various times during the school year:

- 1) Lockers may be sniffed at any time.
- 2) Vehicles parked on school property may be sniffed at any time.
- 3) Classrooms and common areas may be sniffed at times when students are not present.

If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct. (See Appendix C) The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy. (Board Policy FNF, Local)

SEARCHES BY METAL DETECTORS

For safety purposes, metal detector searches may occur at any time according to School Board Policy.

SCHEDULE CHANGES

A genuine effort is made to schedule students for the courses they request on the choice sheet. Teachers are employed and assignments are made on the basis of these requests. Therefore, only under unusual circumstances will changes be made after students have been assigned a schedule.

Once school begins, student schedules are changed only if:

1. teacher recommendation
2. class needs balancing due to size or make up
3. computer error
4. TAKS requirement has changed
5. Student/Parent requests will be considered with schedule change form

SEXUAL HARRASSMENT

Student must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. The prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. Students and/or parents are encouraged to discuss their questions or concerns with a teacher, counselor, administrator, or Mr. James Hockenberry, who serves as the District Title IX coordinator for students.

A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. (Board Policy FNCJ, Local)

Sexual Harassment (FAQs)

What is the District policy concerning sexual misconduct?

The District forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

What is sexual harassment?

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as "illegal sex acts performed against a minor..... it may include, but is not limited, to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding-sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee or the Districts Title IX coordinator. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region-VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201

Telephone: (214) 880-2459 Fax: (214) 880-3082 TDD: (214) 880-2456

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the District is
Name: James Hockenberry
Position: Superintendent
Address: 404 Mosby Street, Center, 75935
Telephone: (409) 598-5642

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title, IX.

The- District has adopted complaint procedures for handling Title IX complaints, which may be obtained from the principal or Title IX coordinator. The student may be accompanied by the parent or other advisor throughout the complaint process.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought, the student's and/or parent's signature; and the date of the conference with the principal.

If the parent considers the resolution unsatisfactory, he or she may request that the complaint be heard by the Board of Trustees at its next regular meeting, in accordance with policy BE(LOCAL). The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

SOCIAL EVENTS

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted. All students are expected to follow Center High School handbook and code of conduct policies.

SPECIAL ACTIVITIES

Students who wish to participate in activities such as Junior-Senior Prom and the Senior Trip will be held accountable for behavior. Since these activities require degree of decorum, students who demonstrate serious or persistent misbehavior will not be allowed to attend. **Any student that has been suspended from school, assigned to the AEP, or expelled during any of the current school year will not be allowed to attend the special activities.** Because the previous named disciplinary actions are used for only very serious situations there will be no appeal for attendance. Students are expected to remain in good standing if they would like to participate in these activities.

SPECIAL EDUCATION RIGHTS

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

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 Angela Lawson.

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.

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

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

Contact Person: Mickey Wulf
Phone Number: (936) 598-1600

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)]

STANDARDIZED TESTING: COLLEGE REQUIREMENTS

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

STEROIDS

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

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

STUDENT INSURANCE COVERAGE

Through the District, accident insurance providing students and their parents coverage, may be purchased either for school day or 24-hour coverage at reduced rates. Insurance is a reasonable way to protect your child in case of accidents on school property. The District provides applications for this insurance to all students. Premiums are paid and claims are filed directly to the company by the students or their parents or guardians.

The District **only** provides insurance coverage for participants in **school – sponsored UIL activities** including travel to and from and participation in these events. Accidents occurring at school or on school property are not covered by the District insurance and are the responsibility of the parent.

STUDENT PARKING

SEE AUTOMOBILES AND PARKING LOTS

ALL RULES WITH REGARD TO THE OPERATION OF MOTOR VEHICLES ON SCHOOL PROPERTY ARE MADE WITH THE INTENT TO PROVIDE ORDER AND SAFETY TO ALL STUDENTS.

Students who drive a car, pickup, or motorcycle to school must register the vehicle with the CISD Police Department. This is done by providing the department with a copy of a valid driver's license issued by the State of Texas and current proof of Liability insurance.

Parking stickers are issued for a \$5.00 initial fee. If a parking sticker is lost a replacement sticker may be purchased at a cost of \$10.00. All fines must be clear before a new sticker can be issued. **Parking stickers are to be placed on the front right corner of windshield of all vehicles driven to school and parked on school parking lots.** Parking sticker registration is for a school year and must be renewed each school year. Students must park their vehicles only in areas designated for student parking. Parking on the Teacher's Parking lot is not permitted. Violation of the regulation is cause for appropriate disciplinary action and /or issuance of parking citations.

PARKING REGULATIONS

1. Vehicles and motorcycles are to be parked only in the areas that are marked for parking and are to be parked between the lines.
2. Vehicle doors are to be locked at all times.
3. Students are to leave their vehicles upon arrival and promptly leave the parking lot.
4. Students are not allowed to get into another vehicles once they have entered the campus.
5. Students are to enter and exit as directed by signs.
6. The speed limit is 10 miles per hour in the parking areas.
7. All campus regulations regarding student conduct are in effect in the parking area.
8. Students are not permitted to return to vehicles without appropriate permission.
9. Parking permits are issued for particular student parking lots. Failure to park in the proper lot could result in a parking citation being issued by the CISD Police Department.
10. Student must show proof of enrollment in a Co-op class to receive a Co-op parking permit.
11. Vehicles may not have stickers or any other type of media that advertises alcohol or tobacco or displays any symbol that may be considered racially divisive.
12. **An offender's vehicle will be towed at the owner's expense upon the issuance of the second (2nd) citation for parking in a fire lane. Upon issuance of the fourth (4th) collective parking citation for any other violation, the offender's vehicle will be towed at the owner's expense.**
13. **Any misuse of a parking permit could result in the suspension of parking privileges by the parties involved.**
14. **Vehicles parked on school property are subject to inspection, upon reasonable cause, by administrative authorities. (Board Policy FNF)**

Important: In the event that a parking violation is issued to a student, the fine is due within 15 days, unless the campus administrator grants an extension. If the fine is not paid within 15 days, the student's parking privileges will be revoked.

PARKING FINE LIST

IMPORTANT: In the event that a parking citation is issued to a student, the fine is due within 15 days, unless an extension is granted by the campus administrator. If the fine is not taken care of then, the student's parking privileges will be revoked. FINES ARE PAYABLE IN THE CISD POLICE DEPARTMENT OFFICE.

1. No Parking Permit or parking in a numbered space not assigned to that vehicle:

- a. 1st offense: warning ticket
- b. 2nd offense: \$15.00 fine and student must purchase a parking permit
- c. 3rd offense: \$30.00 fine and student must purchase a parking permit
- d. 4th offense: \$45.00 fine and vehicle towed at owner's expense.**

2. Parking in the wrong parking lot or in a space not designated for student parking:
(Loading zones handicapped parking; teacher designated spaces, etc.)

- a. 1st offense: warning ticket
- b. 2nd offense: \$20.00 fine
- c. 3rd offense: \$40.00 fine
- d. 4th offense: \$60.00 and vehicle towed at owner's expense.**

3. Parking in a fire lane:

- a. 1st offense: \$35.00 fine
- b. 2nd offense: \$60.00 and vehicle towed at owner's expense.**

NOTE: An offender's vehicle will be towed at the owner's expense upon issuance of the second citation for parking in a fire lane. Upon issuance of the fourth collective parking citation for any other violation, the offender's vehicle will be towed at the owner's expense. Any misuse of a parking permit, parking areas, streets or drives within the control of Center ISD could result in the suspension of parking privileges by the parties involved.

STUDENT RECORDS

Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an "eligible" student is one who is 18 or older 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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as 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 defines as a "legitimate educational interest" in a student's records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent's office is [107 PR 605](#), Center, TX.

The address of the principal's office is 658 Roughrider Drive, Center, TX.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although

improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG.

STUDENTS TAKEN INTO CUSTODY

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

- 1) To comply with an order of the juvenile court.
- 2) To comply with the laws of arrest.
- 3) 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.
- 4) By a probation officer if there is probable cause to believe a student has violated a condition of probation imposed by the juvenile court.
- 5) To comply with properly issued directive to take a student into custody.
- 6) By an authorized representative of the Department of Family and Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Family Code relating to the student's physical health or safety.

Before a student is delivered to a law enforcement officer, 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. Since the principal does not have the authority to block a custody action, notification will most likely occur after the fact. The principal shall notify the Superintendent, and will ordinarily attempt to notify the student's parent or guardian.

STUDENT TRAVEL TO SCHOOL SPONSORED EVENTS

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 personally requests that the student be permitted to ride with the parent, or the parent presents (no later than the day before the scheduled trip) a written request that the student be permitted to ride with an adult designated by the parent. The District shall not be held liable for any injuries that occur to students riding in vehicles that are not provided by the school. (Board Policy FMG, Local)

TAKS TEST

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

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

The District requires participation in remedial programs by students in Grades 9, 10, 11 and 12 who do not demonstrate mastery of the exit level tests. Remedial instruction will be specifically designed to remediate those objectives not mastered. A student who does not receive a high school diploma because of failure to demonstrate mastery on all sections may retake those sections each time the test is administered. Students who do not pass all sections of TAKS shall not be eligible to participate in graduation ceremonies. (Board Policy EIG)

TARDY POLICY

Student success is a priority at Center Middle School and developing a good teaching and learning environment is crucial to that process. This environment is easily harmed if learning in a classroom is continually being interrupted or disrupted. We have implemented a tardy policy that we hope will eliminate disruptions in the classroom, thus providing all students an opportunity to be academically successful. Our policy is as follows:

Action	Consequence
Three tardies	Lunch Detention
Four Tardies	Lunch Detention
Five Tardies	Lunch Detention & 1 day ISS
Six Tardies	Lunch Detention
Seven Tardies	Lunch Detention
Eight Tardies	Lunch Detention & 2 day ISS
Nine Tardies	Lunch Detention

Ten Tardies	Lunch Detention
Eleven Tardies	Lunch Detention & 3 day ISS
Twelve Tardies	Lunch Detention
Thirteen Tardies	Lunch Detention
Fourteen Tardies	Lunch Detention & Saturday School

TELEPHONES

Student use of telephones will only be approved in emergency situations. Students will not be called to the office to use the telephone except in emergency cases. The office will take messages and deliver them during selected times of the day.

TEN DAY RULE

The district shall not schedule nor permit students to participate in any school-related or school-sanctioned activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than ten times during the 187 day school year (full year course).

Exceptions shall be made only on behalf of individual students who are competing in UIL sponsored or other approved activities, and the exception shall be based on circumstances that are unforeseen and that result from the student’s earning the right to compete at post UIL or other approved competition(s). Exceptions shall not exceed a total of five additional absences per year. Exceptions shall not be granted to allow students who have not earned the right to compete at the post UIL level to participate in more district level activities than permitted under the ten absences per class limitations. The District shall inform the Commissioner of Education of specific exceptions to the ten absences per class limitation.

TEXTBOOKS

Textbooks are the property of the State of Texas. They are provided to students at no charge. Each book is issued to Center Independent School District by the State of Texas at the new or original price regardless of age of the book. Textbooks must be paid for in full if they are lost or damaged extensively. (Board Policy FNCLB-L). Books issued become the responsibility of the student. Each book is issued by serial number.

Tickets

A citation (ticket) may be written to any student or other person referring the student or other person to court for violations of the Texas Education Code on school property or on public property within 1000 feet of a school, acting alone or together with others. Violations of such laws shall be punishable by a fine not to exceed \$200.00. School property shall include public school campuses or school grounds upon which any public school is located, and any grounds or buildings used by a school for assemblies or other school sponsored activities. Public property shall include any street, highway, alley, Public Park, or sidewalk.

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.

TRANSFERS

The Center ISD attendance policy will apply to all students who transfer from a school in Texas. All transfers must submit required forms by May 1. Status is granted for the following year. The number of absences the student has accrued at the time of entry will be applied to local policy. (Board Policy FDA)

Students entering the District from non-accredited public, private or parochial schools may be initially placed at the discretion of the principal, pending observation by the classroom teacher, guidance personnel, and a principal. (Board Policy FD) Criteria for initial or final placement may include:

1. Scores on achievement tests, which may be administered by District personnel
2. Recommendation of the sending school
3. Prior academic record
4. Chronological age and social and emotional development of the student
5. Other criteria as deemed appropriate by the principal.

TRANSFER CREDIT

Courses designated as AP/IB transferred from other schools shall be weighted the same as AP courses from Center ISD. Courses designated as honors transferred from other accredited schools shall weight as honors. Students transferring into the District shall receive the numerical grade that was earned in the courses at another course. Letter grades shall be recorded as follows:

TUTORIALS

A student must attend tutorial sessions as required by the District.

UNIVERSITY INTERSCHOLASTIC LEAGUE

Each year Center High School students participate in district, regional, and state level Texas University Interscholastic League (UIL) competitions. Students may compete in any of these events: One-Act Play, Prose Interpretation, Poetry Interpretation, Informal Speaking, Persuasive Speaking, Team Debate, Lincoln-Douglas Debate, Ready Writing, Number Sense, Computers, Spelling, Journalism, Science, Mathematics, and Calculators.

VANDALISM

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment belonging to or rented by the District or by District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Disciplinary action shall depend upon careful assessment of all circumstances, including the nature and severity of the offense. (Board Policy FNCB-Local)

VEHICLES ON CAMPUS

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

VIDEOTAPING OF STUDENTS

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

The District has installed video recording equipment in common areas on District campuses and on all school buses to monitor student behavior for safety purposes. Audio and video recording will occur at random during the upcoming year. Students will not be notified when a recording device has been installed or turned on. The principal will review the tapes routinely and document student misconduct. A student found in violation of the District's Student Code of Conduct will be subject to appropriate disciplinary action. Discipline will be in accordance with the Student Code of Conduct. Recordings will be treated as protected student records under the Family Educational Rights and Privacy Act. The following guidelines will apply:

1. Recordings will remain in the custody of the Center Independent School District.
2. Parents or students who wish to view a video recording in response to disciplinary action taken against a student may request such access under the procedures set out by law. [See FL(LEGAL)]

VISITORS

Visitors are required to check in at the office and conduct themselves according to the rules for students. Students absent from their own school may not visit another school. The principal or other school employee may request identification from any person on school property and may ask any person not having legitimate business to leave.

GLOSSARY

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

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

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

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

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

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

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

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

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

Personal Graduation Plan (PGP) is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

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

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

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

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

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

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

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

APPENDIX A

STUDENT CODE OF CONDUCT CENTER ISD 2010-2011

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STUDENT CODE OF CONDUCT

CENTER ISD

2010-2011

PURPOSE

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude to high standards of behavior.

This Discipline Management Program and Student Code of Conduct represent Center ISD's response to requirements of Chapter 37 of the Texas Education Code. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This document is an outgrowth of collaboration among District and campus staff, parents and other community members. This document, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior as well as consequences of misconduct.

Discipline will be designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators using a range of discipline management techniques. **Disciplinary action will be appropriate to the seriousness of the offense, the student's age and grade level, the frequency of the behavior, the student's attitude, the effect of the misconduct on the school environment and statutory requirements.** Because of these factors, discipline for an offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

SCHOOL JURISDICTION FOR DISCIPLINE

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

School rules and the authority of the District to administer discipline apply whenever the interest of the school is involved on or off school grounds in conjunction with or independent of classes and school-sponsored activities.

The District has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The District has the right to search a student's locker whenever there is reasonable cause to believe it contains articles or materials prohibited by the District.

The school has disciplinary authority over a student:

- ◆ during the regular school day including open campus lunch periods and while the student is going to or from school on District transportation;
- ◆ while the student is participating in any activity during the school day on school property;
- ◆ while the student is in attendance at any school-related activity, regardless of time or location;
- ◆ for any school-related misconduct, regardless of time or location;
- ◆ when retaliation against a school employee or volunteer is involved, either on or off school property;
- ◆ when the student commits a felony, as provided by Texas Education Code 37.006;
- ◆ when criminal mischief is committed on or off school property or at a school-related event;
- ◆ for certain mandatory disciplinary AEP and discretionary expulsion offenses within 300 feet of school property
- ◆ for any mandatory expulsion offense committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas
- ◆ When the student is required to register as a sex offender

Campus Discipline Person

In matters concerning student discipline, the Board's designee will be the Principal or Assistant Principal or Administrative Assistant. The campus discipline person has the responsibility to assess and implement the district Discipline Management Plan and Student Code of Conduct. The campus discipline person must consider the circumstances of each disciplinary situation including the following factors:

- the seriousness of the offense
- the student's age
- the frequency of the misconduct
- the student's attitude
- the potential effect of the misconduct on the school environment
- whether or not self-defense is a factor

District Police Department

The Center ISD Police Department is organized to help maintain safety on all campuses and all territory in the boundaries of the school district and all property outside the boundaries of the district that is owned, leased, rented or otherwise under the control of the school district. A peace officer commissioned by the district: (1) has the duty to protect the property of the school district, (2) has the powers, privileges and immunities of peace officers, (3) may enforce all state and federal laws including municipal and county ordinances, (4) may, in accordance with Chapter 52, Family Code, take a juvenile into custody, (5) may provide assistance to another law enforcement officer, (6) has the duty to protect the safety and welfare of any person in the jurisdiction of the officer and (7) has the authority to issue citations to students who engage in any misconduct that is against the law or discipline management plan. Ticketed students must appear before the judge of the Municipal Court and are subject to the fines and other penalties that the judge may assess.

STANDARDS OF CONDUCT AND RESPONSIBILITIES

Center ISD is committed to providing each student with a quality educational program. In order to provide this, the school environment must be free from disruption that interferes with the educational process. School administrators, teachers, parents and students all share in the responsibility of providing a safe school environment.

STUDENT BEHAVIORS FOR ACHIEVING A POSITIVE LEARNING ENVIRONMENT AT SCHOOL OR SCHOOL-RELATED ACTIVITIES SHALL INCLUDE:

- Attending all classes, consistently and punctually and being prepared for each class with appropriate materials and assignments.
- Meet district and/or campus standards for grooming and dress.
- Demonstrate courtesy and respect for others even when others do not.
- Paying required fees and fines unless they are waived.
- Obeying all classroom and campus rules.
- Behaving in a responsible manner, always exercising self-discipline.
- Refraining from violations of this Discipline Management Program.
- Cooperate with or assist school staff in maintaining safety, order and discipline by cooperating in investigations of disciplinary cases and providing information relating to serious offenses.
- Respect the property of others, including District property and facilities.
- Pursue mastery of the curriculum of study prescribed by the District and State.

RESPONSIBILITIES OF PARENTS

- Make every effort to provide for the physical needs of the child.
- Teach the child to listen to teachers and other school personnel and obey school rules.
- Be sure the child attends school daily. Report absences to the school promptly and provide written explanations for absences and tardies.
- Encourage and lead the child to develop proper study habits at home.
- Participate in meaningful parent-teacher conferences to discuss the child's school progress and welfare.
- Teach the child respect for the law, for the authority of the school and for the rights and property of others.
- Keep informed about school policies and the academic requirements of school programs.
- Participate in school-related organizations.
- Be sure the child is in compliance with the student dress code at school and school-related functions.
- Discuss report cards and school assignments with the child.
- Bring to the attention of school authorities any learning problem or condition that may relate to the child's education.
- Maintain up-to-date home, work and emergency telephone numbers and other pertinent information at the school.
- Cooperate with school staff.
- Exercise appropriate parental control. Under the Family Code, a student's parent is legally liable for property damage caused by the negligent conduct of the student, the willful malicious conduct of a student, and any compliance with the compulsory attendance law.
- Submit a signed statement that they have received and understand the responsibilities outlined in this plan.

TEACHER RESPONSIBILITIES

- Guide learning activities so students learn to think and reason, assume responsibility for their actions and respect the rights of others.
- Be fair, firm and consistent in enforcing school rules on school property and at all school-related activities.
- Demonstrate, by word and personal example, respect for law and order and self-discipline.
- Inform parents regarding student achievement and behavior, and consult with parents whenever needed.
- Comply with district and school policies, rules, regulations and directives.
- Use and strive to perfect discipline management techniques developed in the Student Code of Conduct and

Discipline Management Program.

- Maintain an orderly classroom atmosphere conducive to learning.
- Plan and conduct a program of instruction which is of optimum benefit to each student.
- Provide recognition of each student's success and achievement.
- Ensure good student discipline by being in regular attendance and on time.
- Meet the standards of teaching performance established by the district.
- Establish rapport and an effective working relationship with parents, students and other staff members.
- Teach students to develop and practice self-discipline.
- Serve as appropriate role models for students, in accordance with the standards of the teaching profession.

RESPONSIBILITIES OF ADMINISTRATORS

- Implement policies, rules and regulations which facilitate an atmosphere conducive to good behavior and learning.
- Provide the necessary trained and dedicated leadership, personnel, equipment and materials to assure a quality education for each student.
- Encourage regular parent communication with the school, including participation in required parent-teacher conferences.
- Provide for the safety of the students and staff.
- Organize school schedules and teaching assignments and require effective classroom management and instruction.
- Be fair, firm and consistent in all decisions affecting students, parents and staff.
- Maintain open lines of communication between school and home.
- Seek positive parent and community involvement in the operation of the school and in the education of the children.
- Respond to discipline problems referred to them by teachers.
- Promote effective staff training and discipline of all students.
- Assume responsibility for discipline and for evaluation of the Student Code of Conduct and Discipline Management Program.
- Provide appropriate assistance to students in learning self-discipline.
- Serve as appropriate role models for students on their campus in accordance with the standards of the profession.

STUDENT MISCONDUCT and CONSEQUENCES

General Misconduct Violations

General misconduct violations identified under this section are generally considered to be less serious than conduct requiring certain consequences. General misconduct violations will not necessarily result in formal removal of a student, placement in an Alternative Education Placement (AEP) program or expulsion, but may result in routine referral, a written report, parent notification and use of any appropriate discipline management technique listed. The following is a representative list and does not include all forms of misconduct:

GENERAL MISCONDUCT VIOLATIONS

- < Causing excessive noise that disrupts the school environment
- < Cheating/copying/plagiarism
- < Dress code violation
- < Inappropriate physical and/or sexual contact
- < Minor property damage and/or vandalism in an amount less than \$1,500
- < Scuffling or fighting
- < Gambling
- < Possessing radios, tape/CD players, cell phones paging devices[#] during the school day
- < Throwing objects that can cause bodily injury or property damage
- < Leaving school grounds or school-sponsored events without permission
- < Directing profanity, vulgar language or obscene gestures and/or drawings toward other students or District employees
- < Disobeying school rules about conduct on school buses
- < Hazing
- < Failure to comply with directives given by school personnel
- < Committing extortion, coercion or blackmail
- < Committing or assisting in a robbery/theft that does not constitute a felony
- < Violating computer acceptable use policies
- < Possessing or using matches/lighter
- < Possessing, smoking or using tobacco products
- < Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband
- < Stealing from students, staff or school
- < Verbal abuse, teasing, name-calling, racial or ethnic slurs
- < Abusive language
- < Insubordination
- < Forgery
- < Motor vehicle violations
- < Posting/distributing unauthorized material
- < Defacing or damaging school property, including textbooks, furniture and other equipment, with graffiti or by other means
- < Possessing fireworks, smoke bombs or pyrotechnic devices of any kind
- < Discharging a fire extinguisher or pulling a fire alarm
- < Possessing or selling seeds or pieces of marijuana in less than a useable amount
- < Possessing or selling "look-alike" weapons
- < Possessing mace or pepper spray
- < Using articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists
- < Possessing or using a laser pointer for other than an approved use
- < Using the Internet to threaten students, to employees or volunteers or cause disruption the education program
- < Possessing any knife with a blade less than 5½" long, any device not listed as an illegal knife or prohibited weapon or any device or substance which may be used as a weapon
- < Possessing an air gun or BB gun or stun gun
- < Possessing ammunition
- < Engaging in verbal or written exchanges that threaten the safety of another student, a school employee or school property
- < Sending or posting messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal
- < Possessing published or electronic material designed to promote or encourage illegal behavior or threaten school safety
- < Possessing material that is pornographic
- < Violating extracurricular standards of behavior
- < Is a member of, pledges to become a member of, joins, or solicits another person to join or pledge to become a member of a public school fraternity, sorority, secret society, or gang
- < Engaging in conduct that constitutes dating violence including intentional use of physical, sexual, verbal or emotional abuse to harm, threaten, intimidate or control another person with whom the student has or has had a dating relationship
- < Any other misconduct adversely affecting student learning or disrupting school environment

CONSEQUENCES FOR GENERAL MISCONDUCT VIOLATIONS

- < Verbal correction/reprimand
- < Teacher/student conferences
- < Classroom "Time Out"
- < Withdrawal of classroom privileges
- < Withdrawal of bus privileges
- < Restitution
- < Parent contact
- < Teacher/parent conference
- < Administrator/teacher/student conference
- < Administrator/parent/student conference
- < Corporal punishment*
- < SAC (Special Assignment Center)
- < Expulsion from extracurricular and curricular activities
- < Confiscation of prohibited items
- < Grade reduction as permitted by policy (See *Policy EIA*)
- < Lunch/After School Detention
- < Penalties identified in individual student organization codes of conduct
- < Police report/citation
- < Assigning demerits
- < Assigned school duties such as trash pick-up, cafeteria clean-up or desk clean-up
- < Suspension
- < AEP Placement
- < Expulsion
- < Alcohol/Drug abuse counseling for alcohol/drug related offenses
- < Report crimes to law enforcement as required by law
- < Referral to an outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District

* Corporal punishment shall be limited to spanking or paddling the student and shall be administered only in accordance with the following guidelines:

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

Paging devices are prohibited except for persons who are members of volunteer fire or medical organizations. Students who violate this are subject to established disciplinary measures as well as those listed below:

1. Parents shall be notified within two school days after the paging device is confiscated.
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2. Parents or paging companies may obtain the release of the device for an administrative fee of \$15.

Questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administrator. Consequences will not be deferred pending the outcome of a grievance.

VIOLATIONS REQUIRING CERTAIN CONSEQUENCES

Violations under this section are considered more serious than General Misconduct Violations. These violations require a written report, parent notification and may result in formal removal by suspension, AEP placement or expulsion. If the violation results in a formal removal, the Principal or Assistant Principal shall schedule a conference within three school days following the report. The conference shall include the parent, student and teacher (if necessary). Lack of attendance of the parent shall not defer the placement of a student. The Board has delegated to the Principal or Assistant Principal the authority to remove a student by AEP placement, suspension or expulsion.

Placement of Students with Disabilities:

The placement of a student with a disability who receives special education services may be made only by a duly constituted admission, review and dismissal (ARD) committee.

Any disciplinary action regarding a student with a disability who receives special education services that would constitute a change in placement under federal law may be taken only after the student's ARD committee conducts a manifestation determination review under 20 U.S.C.S. Section 1415 (k)(4) and its subsequent amendments. Any disciplinary action regarding the student shall be determined in accordance with federal law and regulations, including laws or regulations requiring the provision of:

1. functional behavioral assessments
2. positive behavioral interventions, strategies and supports; and
3. behavioral intervention plans

A student with a disability who receives special education services may not be placed in alternative education programs solely for educational purposes.

A teacher in an alternative education program under Section 37.008 who has a special education assignment must hold an appropriate certificate or permit for that assignment.

Use of Confinement, Restraint, Seclusion and Time-out

It is the policy of the state and this district to treat with dignity and respect all students, including students with disabilities who receive special education services. A student with a disability who receives special education services may not be confined in a locked box, locked closet or other specially designed locked space as either a discipline management practice or a behavior management technique.

Restraint refers to the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.

Seclusion refers to a behavior technique in which a student is confined in a locked box, locked closet or locked room that is designed solely to seclude a person and contains less than 50 square feet of space.

Time-out refers to a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting 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.

A school district employee or volunteer or an independent contractor of a district may not place a student in seclusion. This section does not apply to the use of seclusion in a court-ordered placement other than a placement in an educational program of a school district or in a placement or facility to which the Children's Health Act of 2000 and any subsequent amendments or regulations to the Act apply.

The commissioner by rule shall adopt procedures for the use of restraint and time-out by a school district employee or volunteer or an independent contractor of a district in the case of a student with a disability receiving special education services. Any procedure adopted must:

- < Be consistent with professionally accepted practices and standards of student discipline and techniques

- for behavior management and
- < Be consistent with relevant health and safety standards
- < Identify any discipline management practice or behavior management technique that requires a district employee or volunteer or an independent contractor of a district to be trained before using that practice or technique

For purposes of this subsection, “weapon” includes any weapon described in section 1 under Mandatory Expulsion. This section does not prevent a student’s locked, unattended confinement in an emergency situation while awaiting the arrival of law enforcement personnel if: a) the student possesses a weapon and b) the confinement is necessary to prevent the student from causing bodily harm to the student or another person.

This section and any rules or procedures adopted under this section do not apply to: a) a peace officer while performing law enforcement duties, b) juvenile probation, detention or corrections personnel or c) an educational services provider with whom the student is placed by a judicial authority, unless the services are provided in an educational program by the district.

Placement and/or Expulsion for Certain Serious Offenses

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

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

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

At the end of the first semester of a student’s placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student’s placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the Board or its designee must follow the committee’s recommendation. The placement of a student with a disability who receives special education services must be made by the ARD committee.

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

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

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement of Expulsion sections, in accordance with Education Code 37.0081, a student may be expelled and placed in either DAEP or JJAEP if the Board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 of the Penal Code (offenses that involve injury to a person and include murder, kidnapping, assault, sexual assault, unlawful restraint, coercing, soliciting or inducing gang membership if it causes bodily injury to a child, indecency with a child, injury to a child, an elderly person or disabled person, abandoning or endangering a child, deadly conduct, terroristic threat, aiding a person to commit suicide and tampering with a consumer product). The student must:

- < Have received deferred prosecution for conduct defined as a Title 5 felony offense,

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

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

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

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

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

Any decision of the Board or its designee under this section is final and may not be appealed.

The student is subject to the placement until:

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

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

Mandatory Expulsion (§ 37.007)

Before a student may be expelled, the Principal or Assistant Principal must provide the student a hearing at which the student is afforded appropriate due process as required by the federal Constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the school 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, the district may hold the hearing regardless of whether the student, student's parent or guardian or another adult representing the student attends. If the decision to expel a student is made by the Principal or Assistant Principal, the decision may be appealed to the Board. The decision of the Board may be appealed by trial de novo to a district court of the county in which the school district's administrative office is located.

A student over the age of 10 **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

(1) uses, exhibits or possesses:

- a firearm as defined by Section 46.01(3), Penal Code (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). *"Firearm" under federal law includes: 1) any weapon, including a starter gun, that will, is designed to or may readily be converted to expel a projectile by the action of any explosive; 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm weapon; or 4) any device, such as any explosive, incendiary or poison gas bomb or grenade. In accordance with 20 U.S.C. Section 7151, a school district shall expel a student who brings a firearm to school. The student must be expelled from the student's regular campus for a period of at least one year except that 1) the superintendent may modify the length of the expulsion in the case of an individual student, 2)the district*

shall provide educational services to an expelled student in a disciplinary alternative education as provided in Section 37.008 if the student is younger than 10 years of age on the date of the expulsion and 3) the district may provide educational services to an expelled student who is 10 years of age or older in a disciplinary alternative education program

- an illegal knife as defined by Section 46.01(6), Penal Code, or by local policy (knife with a blade over 5 ½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including, but not limited to a dirk, stiletto and poniard; bowie knife, sword or spear)
- a club (any instrument that is specifically designed, made or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, blackjack, nightstick, mace, tomahawk, etc.) or
- a weapon listed as a prohibited weapon (explosive weapon, starter gun, machine gun, short-barrel firearm, firearm silencer, switchblade knife, knuckles, armor-piercing ammunition, chemical dispensing device or zip gun)

(2) engages in conduct that contains the elements of the offense of:

- aggravated assault under Section 22.02, Penal Code, sexual assault under Section 22.011, Penal Code, or aggravated sexual assault under Section 22.021, Penal Code
- continuous sexual abuse of a young child or children on campus or at a school-related activity
- arson under Section 28.02, Penal Code
- murder under Section 19.02, Penal Code capital murder under Section 19.03, Penal Code, or criminal attempt under Section 15.01, Penal Code to commit murder or capital murder
- indecency with a child under Section 21.11, Penal Code,
- aggravated kidnapping under Section 20.04, Penal Code
- aggravated robbery under Section 29.03, Penal Code
- manslaughter under Section 19.04, Penal Code or
- criminally negligent homicide under Section 19.05, Penal Code

(3) engages in conduct that contains the elements of selling, giving or delivering to another person, possessing, using or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious offense while under the influence of alcohol [Section 37.006(a)(2)(C) or (D)] if the conduct is punishable as a felony

(4) engages in serious or persistent misbehavior (two or more violations) while assigned to a disciplinary AEP

(5) second offense of possessing, using, selling, delivering any amount of alcohol, and/or being under the influence of alcohol while in attendance on the same campus

(6) second offense of the selling, giving or delivering to another person, possessing, using or being under the influence of marijuana, a controlled substance, or a dangerous drug while in attendance on the same campus

(7) second offense of behavior that contains the elements of an offense relating to abusable glue, aerosol paint or volatile chemicals while in attendance on the same campus

(8) engages in conduct that contains elements of any offense listed in Sections 1 and 2 (with the exception of federal firearms offenses) against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property

Discretionary Expulsion

A student may be expelled if the student:

(1) engages in conduct involving a public school that contains the elements of the offense of false alarm or report, including a bomb threat, under Section 42.06, Penal Code or terroristic threat under Section 22.07, Penal Code

(2) while 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:
A. sells, gives or delivers to another person or possesses, uses or is under the influence of any

amount of:

- marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq.
 - a dangerous drug, as defined by Chapter 483, Health and Safety Code
 - an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code
- B. engages in conduct that contains the elements of an offense relating to an abusable, volatile chemical under Sections 485.031 through 485.034, Health and Safety Code
- C. engages in conduct that contains the elements of an offense [Section 22.01 (a)(1) Penal Code], against a school district employee or volunteer as defined by (Section 22.053, Penal Code) or
- D. engages in conduct that contains the elements of the offense of deadly conduct (recklessly places another in imminent danger of serious bodily injury) (Section 22.05 Penal Code).
- (3) while within 300 feet of school property or on the property of or at a school-related activity of another Texas District:
- A. engages in conduct listed in sections 1 and 2 under Mandatory Expulsion
 - B. Possesses a firearm, as defined by 18 U.S.C. Section 921
- (4) engages in conduct that contains the elements of aggravated assault (Section 22.02, Penal Code), sexual assault (Section 22.011, Penal Code), continuous sexual abuse of a young child or children or aggravated sexual assault (Section 22.021, Penal Code), murder (Section 19.02, Penal Code) capital murder (Section 19.03, Penal Code), or criminal attempt (Section 15.01, Penal Code) to commit murder or capital murder or the offense of aggravated robbery (Section 29.03, Penal Code), against another student, without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property.
- (5) engages in conduct that contains the elements of intentionally, knowingly or recklessly causes bodily injury [Section 22.01(a)(1), Penal Code] against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property
- (6) engages in conduct that contains the elements of the offense of criminal mischief (Sections 28.03, Penal Code) if the conduct is punishable as a felony under that section. The student shall be referred to the authorized officer of the juvenile court regardless of whether the student will be expelled
- (7) engages in conduct listed in Section 1 if the student engages in that conduct : a) on school property of another district in the state or b) while attending a school-sponsored or school-related activity of a school in another district in the state.

State law does not permit students, who are expelled or placed in a disciplinary AEP as a result of committing a violation resulting in placement in an AEP, to participate in any school-sponsored or school-related extracurricular and noncurricular activities. Students who are assigned to an AEP for disciplinary reasons may try out for extracurricular events/organizations which are scheduled to begin after the term of AEP assignment is completed. Students who are expelled may not try out for any organization or event during the term of expulsion.

The Following Violations Require Mandatory AEP Placement:

A student **must** be placed in a disciplinary Alternative Education Program if the student makes a terroristic threat (Section 22.07, Penal Code) or false alarm or report Section 42.06, Penal Code) affecting school safety (bomb threat, activating a fire alarm) or for any of the following offenses if the student commits these offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:

- < Engages in conduct punishable as a felony unless conduct requires expulsion
- < Commits an assault under Penal Code 22.01 (a)(1)

- < First offense of selling, giving or delivering, possessing, using or being under the influence of marijuana or other controlled substance, or a dangerous drug in an amount not constituting a felony
- < First offense of selling, giving or delivering an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses or is under the influence of alcohol if the conduct is not punishable as a felony
- < First offense of engaging in conduct that contains the elements of an offense relating to abusable glue, aerosol paint or volatile chemicals
- < Engages in conduct that contains the elements of public lewdness or indecent exposure on or within 300 feet of a campus or at a school-related activity
- < A student between the ages of 6 and 10 engages in an expellable offense as listed in this Code of Conduct. (An elementary student may not be placed in a disciplinary alternative education program with any other student who is not an elementary student)
- < Engages in criminal mischief, if punishable as a felony, whether committed on or off school property or at a school-related event
- < Engages in retaliation against any school employee or volunteer regardless of where or when the offense occurs unless the offense is an expellable offense
- < Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school
- < Engages in conduct punishable as a felony (murder; kidnapping; sexual assault; indecency with a child; injury to a child, elderly person or disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product) that occurs off school property and not at a school-related or school-sponsored event and the student a) receives deferred prosecution, b) a court or jury finds that the student has engaged in delinquent conduct or c) the Superintendent or designee has reasonable belief that the student has engaged in the conduct, d) 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, e) the Superintendent or Superintendent's designee has a reasonable belief that the student has engaged in any conduct defined as a felony offense other than those listed above.
- < Is a registered sex-offender under court supervision

A student shall be placed in a DAEP based on conduct occurring off campus and while a student is not in attendance at a school-sponsored or school-related activity if:

- < the student has received deferred prosecution for conduct defined as a felony offense in Title 5, Penal Code or
- < the student has been found by a court or jury to have engaged in delinquent conduct under Section 54.03, Family Code or conduct defined as a felony offense or
- < the Principal or Assistant Principal has reasonable belief that the student has engaged in conduct defined as a felony

Discretionary AEP Placement

The Principal or Assistant Principal, after opportunity for a hearing, may elect to place a student in a disciplinary AEP if:

- a. the Principal or Assistant Principal determines that the student's presence in the regular classroom threatens the safety of other students or teachers, will be detrimental to the educational process or that the student's presence in the regular classroom is not in the best interest of the district's students.
- b. the student engages in a violation of any offense in the General Misconduct section of this Student Code of Conduct
- c. is a registered sex offender not under court supervision

Any decision of the Principal or Assistant Principal under this subsection is final and may not be appealed.

The Principal or Assistant Principal may order placement in accordance with this subsection regardless of the date on which the student's conduct occurred, the location at which the conduct occurred, whether the conduct occurred while the student was enrolled in the district or whether the student has successfully completed any court disposition requirements imposed in connection with the event.

High School AEP Placement/Expulsion Consequences

High school students who are assigned to AEP or who are expelled during the current school year are prohibited from attending the prom that year. Senior students are also prohibited from attending the senior trip if they are assigned to AEP or are expelled during the senior year. This stringent policy has been adopted by the Board as a deterrent to misconduct and to encourage high school students to model exemplary behavior for younger students.

State law does not permit students, who are expelled or placed in a disciplinary AEP as a result of committing a violation resulting in placement in an AEP, to participate in any school-sponsored or school-related extracurricular and non-curricular activities. Students who are assigned to an AEP for disciplinary reasons may try out for extracurricular events/organizations that are scheduled to begin after the term of AEP assignment is completed. Students who are expelled may not try out for any organization or event during the term of expulsion.

ALTERNATIVE EDUCATION PROGRAM (AEP) INFORMATION

Each school district shall provide a disciplinary alternative program that:

- a. Is provided in a setting other than the student's regular classroom
- b. Is located on or off of a regular school campus
- c. Provides for the students who are assigned to the disciplinary AEP to be separated from the students who are not assigned to the program
- d. Focuses on English language arts, mathematics, science, history and self-discipline
- e. Provides for students' educational and behavioral needs
- f. Provides supervision and counseling
- g. Requires each teacher assigned to the AEP meet all certification requirements
- h. Requires that to teach in a disciplinary AEP of any kind, each teacher employed by a school district during the 2003-2004 school year or earlier meet, not later than the beginning of the 2005-2006 school year, all certification requirements

A disciplinary AEP may provide for a student's transfer to a different campus, school-community guidance center or a community-based alternative school.

A school district may not place a student, other than a student suspended or expelled, in an unsupervised setting as a result of conduct for which a student may be placed in a Disciplinary AEP.

An off-campus disciplinary AEP is not subject to a requirement imposed by this title, other than limitation on liability, a reporting requirement or a requirement imposed by this policy or Chapter 39.

A school may provide a disciplinary AEP jointly with one or more other districts.

Each school district shall cooperate with governmental agencies and community organizations that provide services in the district to students placed in a disciplinary AEP.

Funding for a Disciplinary AEP

A student removed to a disciplinary AEP is counted in computing the average daily attendance of students in the district for the student's time in actual attendance in the program.

A school district shall allocate to a disciplinary AEP the same expenditure per student attending the AEP, including federal, state and local funds that would be allocated to the student's school if the student were in attendance.

Enrollment in Another District

If a student placed in a disciplinary AEP enrolls in another school district before the expiration of the period of placement, the board of trustees or the district requiring the placement shall provide to the board of trustees of the district in which the student enrolls, at the same time other records of the student are provided, a copy of the placement order. The district in which the student enrolls may continue the AEP placement under the terms of the order or may allow the student to attend regular classes without completing the period of placement. A district may take any action permitted by this subsection if: 1) the student was placed in a disciplinary AEP by an open-enrollment charter school and the charter school provides to the district a copy of the placement order or 2) the student was placed in a disciplinary AEP by a school district in another state and the out-of-state district provides to the district a copy of the placement order or 3) the student was placed in a disciplinary AEP by a school district in another state and the grounds for the placement by the out-of-state district are grounds for placement in the district in which the student is enrolling.

If a student was placed in a disciplinary AEP by a school district from another state for a period that exceeds one year and a school district in this state in which the student enrolls continues the placement, the district shall reduce the period of the placement so that the aggregate period does not exceed one year unless, after a review, the district determines that the student is a threat to the safety of other students or district employees or extended placement is in the best interest of the student.

A program of educational and support services may be provided to a student and the student's parents when the offense involves drugs or alcohol as specified in Section 37.006 or 37.007. A disciplinary AEP that provides chemical dependency treatment services must be licensed under Chapter 464, Health and Safety Code.

Meeting Course Requirements

A school district is required to provide the district's disciplinary AEP a course necessary to fulfill a student's high school graduation requirements only as provide by this subsection. A school district shall offer a student removed to a disciplinary AEP an opportunity to complete the coursework before the beginning of the next school year. The school district may provide the student an opportunity to complete coursework through any method available, including a correspondence course, distance learning or summer school. The district may not charge the student for a course provided under this subsection.

Program Accountability

The commissioner shall adopt rules necessary to evaluate annually the performance of each district's disciplinary AEP. The evaluation required by this section shall be based on indicators defined by the commissioner, but must include student performance on required state assessment instruments. Academically, the mission of a disciplinary AEP shall be to enable a student to perform at grade level. The commissioner shall develop the evaluation process electronically. The commissioner shall also develop a system and standards for review of the evaluation or use systems already available to the agency. The system must be designed to identify districts that are at high risk of having inaccurate disciplinary AEP requirements. The commissioner shall notify the board of trustees of a district of any objection the commissioner has to the district's disciplinary AEP data of a violation of a law or rule revealed by the data, including any violation of disciplinary AEP requirements or of any recommendation by the commissioner concerning the data. If the data reflects that a penal law has been violated, the commissioner shall notify the county attorney, district attorney or criminal district attorney, as appropriate and the attorney general. The commissioner is entitled to all district records the commissioner considers necessary or appropriate for the review, analysis or approval of disciplinary AEP.

Length of Placement

Students will be placed in an AEP setting for a minimum of 30 days. Placement of students in grades PreK-6 may be modified by the principal or assistant principal. Students must complete the number of days assigned. Any days missed may cause the placement to carry over into the next semester or school year. Placement in an AEP is not appealable unless the placement extends beyond a grading period.

Transportation

Transportation will **not** be provided for students assigned to a disciplinary AEP unless transportation requirements are part of the IEP of a student with disabilities.

Emergency AEP Placement

The principal, assistant principal or other appropriate administrator may order the immediate placement of a student in the AEP if the principal, assistant principal or other administrator reasonably believes the student's behavior is so unruly, disruptive or abusive that it seriously interferes with a teacher's ability to communicate effectively with the students in a class, with the ability of classmates to learn or with the operation of school or school-related activity. When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the 10th day after the emergency placement, the student will be given appropriate due process required to placement in a disciplinary AEP. If the emergency placement involves a student with disabilities who receives special education services, the term of the student's emergency removal is subject to the requirements of federal law.

Pending the hearing, unless the student is removed under the EMERGENCY PLACEMENT OR EXPULSION provisions, the student may be suspended for up to three days or placed in In-School-Suspension or some other alternative arrangement.

Placement and Graduation

Students who are in a disciplinary AEP at the end of the school year and have met all requirements for graduation may be allowed to participate in the graduation ceremony.

CONFERENCE/HEARING/REVIEW OF ALTERNATIVE EDUCATION PROGRAM PLACEMENT

Not later than the third class day after the day on which a student is removed from class by the teacher or by the school principal or other appropriate administrator, the principal or other appropriate administrator shall schedule a conference among the principal or other appropriate administrator, a parent or guardian of the student, the teacher removing the student from class, if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal. The student may not be returned to the regular classroom pending the conference. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall order the placement of the student for a period consistent with the Student Code of Conduct. School district policy allows a student to appeal to the Board of Trustees or the Board's designee a decision of the principal or other appropriate administrator, other than an expulsion, the decision of the Board or the Board's designee is final and may not be appealed. If the period of placement is inconsistent with the guidelines included in the Student Code of Conduct, the order must give notice of the inconsistency. The period of placement may not exceed one year unless, after the review, the district determines that 1) the student is a threat to the safety of other students or to district employees or 2) extended placement is in the best interest of the student.

If a student's placement in a disciplinary AEP is to extend beyond 60 days or the end of the next grading period, whichever is earlier, a student's parent or guardian is entitled to notice of and an opportunity to participate in a proceeding before the Board of Trustees of the school district or the Board's designee, as provided by policy of the Board of Trustees of the district. Any decision of the Board or the Board's designee under this subsection is final and may not be appealed.

Before it may place a student in a disciplinary AEP for a period that extends beyond the end of the school year, the Principal or Assistant Principal must determine that: 1) the student's presence in the regular classroom or at the student's regular campus present a danger of physical harm to the student or to another individual or 2) the student has engaged in serious or persistent misbehavior that violates the district's Student Code of Conduct.

The Principal or Assistant Principal shall set a term for a student's placement in a Disciplinary AEP. If the period of the placement is inconsistent with the guidelines in the Student Code of Conduct, the order must give notice of the inconsistency. The period of placement may not exceed one year unless, after review, the district determines that: 1) the student is a threat to the safety of other students or to the district employees or 2) extended placement is in the best interest of the student.

Placement Review

A student placed in a disciplinary AEP shall be provided a review of the student's status, including a review of the student's academic status, by the Board's designee at interval not to exceed 120 days. In the case of a high school student, the Board's designee, with the student's parent or guardian, shall review the student's progress towards meeting high school graduation requirements and shall establish a specific graduation plan for the student. At the review, the student or the student's parent or guardian must be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of the teacher who removed the student without the teacher's consent. The teacher may not be coerced to consent.

Before a student may be expelled, the Principal or Assistant Principal must provide the student a hearing at which the student is afforded appropriate due process as required by the federal Constitution and which the student's parent or guardian is invited, in writing, to attend. At the hearing, the student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If the school 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, the district may hold the hearing regardless of whether the student, student's parent or guardian or another adult representing the student attends. If the decision to expel a student is made by the Principal or Assistant Principal, the decision may be appealed to the Board. The decision of the Board may be appealed by trial de novo to a district court of the county in which the school district's administrative office is located.

The Principal or Assistant Principal shall deliver to the student and the student's parent or guardian a copy of the order placing the student in a disciplinary AEP or expelling the student.

If the period of an expulsion is inconsistent with the guidelines of the Student Code of Conduct, the order must give notice of the inconsistency. The period of an expulsion may not exceed one year unless, after a review, the district determines that: 1) the student is a threat to the safety of other students or to district employees, or 2) extended placement is in the best interest of the student. After a school district notifies the parents or guardians of a student that the student has been expelled, the parent or guardian shall provide adequate supervision of the student during the period of expulsion.

Withdrawal of Expelled Student

If a student withdraws from the district before an order for placement in a disciplinary AEP or expulsion is entered under this section, the principal or Board, as appropriate, may complete the proceedings and enter an order. If the student subsequently enrolls in the district during the same or subsequent school year, the district may enforce the order at that time except for any period of placement or expulsion that has been served by the student on enrollment in another district that honored the order. If the principal or Board fails to enter an order after the student withdraws, the next district in which the student enrolls may complete the proceedings and enter an order.

Continued Misconduct

If, during the term of the placement or expulsion ordered under this section, a student engages in additional conduct for which placement in a disciplinary AEP or expulsion is required or permitted, additional proceedings may be conducted under this section regarding that conduct and the principal or Board, as appropriate, may enter an additional order as a result of those proceedings.

A district may readmit an expelled student while the student is completing any court disposition requirements on the recommendation of the committee or on its own initiative. A district may not refuse to admit a student who has successfully complete 1) any court disposition requirements, 2) conditions of deferred prosecution or 3) such conditions required by the prosecutor or probation department, if the student meets requirements for admission to public schools. The district may place the student in a disciplinary AEP. The student may not be returned to the classroom of the teacher under whose supervision the offense occurred without the teacher's consent. The teacher may not be coerced to consent.

SUSPENSION

State law allows a student to be suspended for any reason that also requires placement in a disciplinary AEP. The suspension may be for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year.

A student who is to be suspended will be given an informal conference with the principal, assistant principal or appropriate administrator advising the student of the conduct with which he/she is charged. The student will be given the opportunity to explain his/her version of the incident.

The duration of a student's suspension, which cannot exceed three school days, will be determined by the principal, assistant principal or other appropriate administrator.

Any restrictions on participation in school-sponsored or school-related extracurricular and noncurricular activities will be determined by the principal, assistant principal or other appropriate administrator.

The attendance committee for the campus will decide if the days missed as a result of suspension will be considered as unexcused absences for granting course credit.

Students with disabilities are subject to applicable state and federal law in addition to the Student Code of Conduct. Cumulative suspensions that exceed 10 days constitute a change in placement and must be addressed by an ARD committee. To the extent any conflict exists, state and/or federal law will prevail. If the cumulative days of suspension for students with disabilities meets or exceeds ten (10) school days, an ARD/REVIEW COMMITTEE must be held.

REMOVAL OF A STUDENT BY A TEACHER

Discretionary Teacher Removal of a Student to Office (Routine Offenses)

A teacher may send a student to the principal's office to maintain effective discipline in the classroom. The principal shall respond by employing appropriate discipline management techniques consistent with this Student Code of Conduct and Discipline Management Program.

Mandatory Teacher Removal of a Student From Class (Extremely Serious Disruptive Behavior)

A teacher **must** remove from class and send to the principal or assistant principal for placement in an alternative education program or for expulsion, as appropriate, a student who engages in conduct described in the sections "MANDATORY STUDENT EXPULSION" and "MANDATORY

STUDENT PLACEMENT". The student may not be returned to that teacher's class without the teacher's consent unless the campus Placement Review Committee determines that such a placement is the best or only alternative available. (Students with disabilities are subject to ARD/REVIEW committee action)

Discretionary Teacher Removal of a Student From Class (Serious Offenses)

A teacher **may** remove from class a student:

- who has been sufficiently documented by the teacher to repeatedly interfere with the teacher's ability to communicate with the students in the class or with the ability of the student's classmates to learn; or
- whose behavior the teacher determines is so unruly, disruptive or abusive that it seriously interferes with the teacher's ability to communicate with students in the class or with the ability of the student's classmates to learn.

NOTIFICATION REQUIREMENTS

Required Notification to Principal of Offenses

A teacher with knowledge that a student has violated the Student Code of Conduct *shall* file with the principal, assistant principal or other appropriate administrator a written report, not to exceed one page documenting the violation.

Required Notification of Student Code of Conduct Violation to Parent or Guardian

The principal, assistant principal or other appropriate administrator *shall*, not later than 24 hours after the receipt of a report of a Student Code of Conduct violation, send a copy of the report to the student's parents or guardians. Notice of misconduct requiring corporal punishment and/or suspension shall also be given to parents or guardians.

Notification of Chapter 37 to Teachers and Administrators

The District *shall* provide each teacher and administrator with a copy of Subchapter A. "Alternative Settings for Behavior Management", Texas Education Code Chapter 37 and a copy of the District's local policy relating to that subchapter.

Notification to Teachers

A school district shall inform each teacher who has regular contact with a student through a classroom assignment of the conduct of a student who has engaged in any offense requiring expulsion listed in the Student Code of Conduct. ***A teacher shall keep the information received confidential.*** The State Board for Educator Certification may revoke or suspend the certification of a teacher who intentionally violates this confidentiality.

Notification of Expulsion or AEP Placement to Parents

The Board or Board's designee shall deliver to the student and the student's parent or guardian a copy of the order placing the student in an Alternative Education Program or expelling the student. After the school district notifies the parent or guardian of the student that the student has been expelled, the parent or guardian shall provide adequate supervision of the student during the period of expulsion. A noncustodial parent may request, in writing, that a school district or school, for the remainder of the school year in which the request is received, provide that parent with a copy of any written notification relating to student misconduct that is generally provided by the school district to the student's parent or guardian. The school district may not unreasonably

deny this request. The school shall comply with any applicable court order of which the district has knowledge.

Notification to Local Law Enforcement

The District's principal(s), assistant principals or persons designated by the principal(s), shall notify any school district police department and the police department of the municipality in which the school is located or, if the school is not located in a municipality, the sheriff of the county in which the school is located if the principal has any reasonable grounds to believe that any of the following activities occur at school, on school property or at a school-sponsored or school-related activity on or off school property, whether or not the activity is investigated by school security officers:

1. Conduct that may constitute an offense listed under Section 8(c), Article 42.18, Code of Criminal Procedure;
2. Deadly conduct;
3. A terroristic threat;
4. The use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana;
5. The possession of any weapons or prohibited devices;
6. Conduct that may constitute a criminal offense.

The District's principals, assistant principals or designees who make a notification under this section shall include the name and address of each student believed to have participated in the activity. A notification is not required if the principal, assistant principal or designee reasonably believes that the activity does not constitute a criminal offense. The principal may designate a school employee who is under the supervision of the principal to make the reports.

Notice to Commissioner of Education of Expulsions and AEP Placements

Each school district shall annually report to the Commissioner of Education the following information concerning AEP placements:

- Information identifying the student, including race, sex, and date of birth, that will enable the agency to compare placement data collected through other sources
- Information indicating whether the AEP placement was based on code of conduct violations, conduct requiring removal from class, conduct requiring AEP placement or continuing placement initiated by a previous district
- The number of full or partial days the student is assigned to an AEP and number of full or partial days attended
- Information indicating whether the expulsion was based on conduct requiring expulsion, conduct which permits expulsion, serious or persistent misbehavior while assigned to an AEP
- The number of full or partial days the student was expelled

Information indicating whether the student was placed in a juvenile justice AEP, the student was placed in an AEP or the student was not placed

- The number of placements that were inconsistent with the guidelines included in the Student Code of Conduct

COURT INVOLVEMENT

Cooperation With Governmental Agencies

The District shall cooperate with governmental agencies and community organizations that provide services in the District to students placed in an alternative education program. The Board of Trustees of the district or the Board's designee shall regularly meet with the juvenile board for the county in which the district's central administrative office is located. Matters for discussion shall include service by probation officers at the disciplinary AEP, recruitment of volunteers to serve as mentors and coordination with social services.

Court Involvement

Not later than the second business day after the date of a hearing is held under Section 37.009, the Principal or Assistant Principal shall deliver a copy of the order placing a student in a disciplinary AEP or expelling a student and any information required under Section 52.04 of the Family Code, to the authorized officer of the juvenile court in the county in which the student resides.

Unless the juvenile board for the county in which the district's administrative office is located has entered into a memorandum of understanding with the Board of Trustees concerning the juvenile's probation department's role in supervising and providing other support services for students in a disciplinary AEP, a court may not order a student expelled to attend a regular classroom, a regular campus or a school district's disciplinary AEP as a condition of probation.

Unless the juvenile board for the county in which the district's administrative office is located has entered into a memorandum of understanding with the Board of Trustees the court may not order a student to attend a disciplinary AEP without the district's consent if: 1) the student has attended a disciplinary AEP previously as a condition of probation or 2) has successfully completed any sentencing requirements imposed by the court.

Any placement in a disciplinary AEP by a court must prohibit the student from attending or participating in school-sponsored or school-related activities.

Placement of Student Pending Court Disposition

If a student is expelled, the District may, on the recommendation of the Placement Review Committee or on the District's own initiative, readmit the student while the student is completing any court disposition requirements. After the student has successfully completed any court disposition requirements and/or conditions of a deferred prosecution ordered by the court, probation department or prosecutor and the student meets the requirements for admission into public schools established by law, the District may not refuse to admit the student, but the District may place the student in an alternative education program. Notwithstanding any provision to the contrary relating to the Placement Review Committee decision-making authority, in this instance the student may not be returned to the classroom of the teacher under whose supervision the offense occurred without the teacher's consent. The teacher may not be coerced to consent.

Court-Related Child Liaison Officer

The District *shall* appoint at least one educator to act as liaison officer for court-related children who are enrolled in the district. The liaison officer shall provide counseling and services for each court-related child and the child's parent(s) to establish or reestablish normal attendance and progress of the child.

Destruction of Certain Records From Law Enforcement Officers

Information received by the District from law enforcement authorities may not be attached to the permanent academic file of the student who is the subject of the report. The District shall destroy the information at the end of the school year in which the report was filed.

APPENDIX B

2010-2011

**CENTER
HIGH SCHOOL**



**DISCIPLINE
MANAGEMENT
SYSTEM**

SCHOOL WIDE DISCIPLINE PLAN

Center High School 2010-2011

The primary objective of this document is to assist students, faculty, and administration in following a reasonable and consistent plan for a learning environment that ensures the safety of students and staff. This school wide plan is aligned to Center Independent School District Student Code of Conduct and developed by the faculty and staff of Center High School.

Philosophy of Discipline

We at Center High School believe in increasing student achievement and creating a safe learning environment through the implementation of a progressive school-wide discipline plan that affords students an opportunity to correct behaviors that prevent success.

The classroom teacher is the center of an effective school wide discipline plan. They believe in providing a safe, nurturing and physically comfortable learning environment for all. The teacher will continually emphasize to students and parents the importance of doing their best and following the school expectations as well as classroom procedures.

The administrative team will support the classroom teacher. They will assist the teachers with classroom discipline when the teachers have exhausted all strategies and alternatives available to them to improve student behavior. Disciplinary action taken by administrators will be determined by several factors, including, repetition of specific problem, School Board policy, legal aspects of offense, etc.

The administrative team will use the **Strikeable Offense Folder** in alliance with classroom teachers to monitor and evaluate student conduct and behavior. The team will also plan and initiate a **Positive Incentive Program (PIP)**. This year the Center High School will be implementing a positive incentive program (**PIP**) whereby students are rewarded with special activities for their positive conduct and behavior. Any student not having more than four strikeable offenses or any office referral resulting in corporal punishment, ISS, or suspension during a six week period will be allowed to participate in the (**PIP**) activity.

Center High School Strikeable Offenses 2010-2011

The process of learning good self-discipline means learning the value of obeying reasonable rules and regulations that are necessary in group situations. Good discipline while in school will make a significant difference to students for many years to come in order to be productive, independent, and respectful citizens. Positive approaches are used to help students realize responsibility for behavior.

The following disciplinary measures are intended to balance the handling of unacceptable student classroom behavior and habits. However, each situation will be handled on an individual basis by the teacher. It is the responsibility of the teacher to review the total situation, consider the offense and take appropriate action to address the behavior.

If a strikeable offense occurs in class, the teacher will place a “strike sticker” on the student’s desk. The student will fill out the “sticker” and return it to the teacher. The “sticker” will state the student’s name, date, period, and why they received the “strike.” After the class period the teacher will place the “sticker” on the **individual student strike sheet** within the strikeable offense folder. The student with the “strikeable offense” will serve the appropriate disciplinary level.

At the end of each week teachers will submit a Weekly Discipline Report to their appropriate grade level assistant principal.

Any student who violates a critical misbehavior will be sent to office directly with a referral and will receive an immediate administrative response.

***** When a student returns to Center High School from an AEP placement, they will start on level 6 of the strikeable offense program in the class that resulted in the AEP placement. ****

APPENDIX C

ACCEPTABLE USE POLICY

**Center ISD
210901**

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

**CQ
(LOCAL)**

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

Access to the District's electronic communications system, including the Internet, shall be made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources; and
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY MEMBERS OF THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall be made available to members of the public, in accordance with administrative regulations. Such use shall be permitted so long as the use:

1. Imposes no tangible cost on the District; and
2. Does not unduly burden the District's computer or network resources.

ACCEPTABLE USE

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

Access to the District's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination

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ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

CQ
(LOCAL)

of privileges and other disciplinary action consistent with District policies. [See DH, FN series, FO series, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

INTERNET SAFETY The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use, and dissemination of personally identifiable information regarding students.

FILTERING Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor, or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

MONITORED USE Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

INTELLECTUAL PROPERTY RIGHTS Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they create using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

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DISCLAIMER OF The District shall not be liable for users' inappropriate use of electronic

LIABILITY

communication resources or violations of copyright restrictions or other laws, users' mistakes or negligence, and costs incurred by users. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet.

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