

**COLDSRING-OAKHURST  
CONSOLIDATED INDEPENDENT  
SCHOOL DISTRICT**

**ELEMENTARY/INTERMEDIATE  
STUDENT/PARENT HANDBOOK**

**2010-2011**

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# PREFACE

To Students and Parents:

Welcome to school year 2010-2011 Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

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

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

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

Both students and parents should become familiar with the COCISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and posted on our district website at <http://www.cocisd.org> or available in the principal’s office.

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

In case of conflict between board policy or the *Student Code of Conduct* and any provisions of the student handbook, the current provisions of board policy or the *Student Code of Conduct* are to be followed.

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

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

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

5. Photo/Media Release Form
6. Use of Student Work in District Publications
7. COCISD Home/School Compact; and
8. Student Agreement for Acceptable Use of the Computer Network System and Internet.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the administration office or online at <http://www.cocisd.org>

## **SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES**

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

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will always return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. (For further information, see policies GKG and contact Carolyn Jefferson, (936) 653-1193.
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

|                                 |               |
|---------------------------------|---------------|
| Street Elementary               | (936)653-1187 |
| Coldspring Intermediate         | (936)653-1152 |
| Lincoln Junior High             | (936)653-1166 |
| Coldspring-Oakhurst High School | (936)653-1140 |

### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Donna Thompson, Director of Special Programs, and may be contacted at 936-653-1175.

## ***PARENTAL RIGHTS***

### **Obtaining Information and Protecting Student Rights**

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

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

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

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, 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.]

### **Requesting Professional Qualifications of Teachers and Staff**

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

### **Reviewing Instructional Materials**

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

### **Displaying a Student's Artwork and Projects**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. The district will seek parental consent before the district can displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,

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

[See **Student Records** on page 16]

### **Granting Permission to Video or Audio Record a Student**

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

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity;  
or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

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

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

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

[See **Pledges of Allegiance and a Minute of Silence** on page 49 and policy EC(LEGAL).]

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection

to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **Requesting Notices of Certain Student Misconduct**

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

### **School Safety Transfers**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. Contact the superintendent for information. [See policy FDB.] [See **Bullying** on page 23, and policy FFI(LOCAL).]
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDE(LOCAL).]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

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

### **Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** and contact Shannon Wallace at (936) 653-1179.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including

referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Shannon Wallace at (936) 653-1179.

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

### **Accommodations for Children of Military Families**

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

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

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

### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from students' records, the district must verify the identity of the person, including the parent or the student requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a post secondary-institution, 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 and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular services or function ( such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the officials professional responsibility; or investigating or evaluating programs.
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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. The records custodian or designee will respond to reasonable request for explanation and interpretation of the records.

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

or student to review these records. The address of the superintendent's office is PO Box 39, Coldspring, Texas 77331.

The address(es) of the principals' offices are: PO Box 39, Coldspring, Texas 77331.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected, and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [see FINALITY OF GRADES at FNG(LEGAL), **Reports Cards /Progress Reports and Conferences and Student and Parent Complaints and Concerns** for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL), and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.cocisd.org](http://www.cocisd.org).

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

**Please note:**

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

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

**Directory Information**

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

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

## **Directory Information for School-Sponsored Purposes**

The district often needs to use student information for the following school-sponsored purposes – all District publications and announcements. For these specific school-sponsored purposes, the district would like to use your child’s name; address, telephone listing; electronic mail address; photograph; date of birth; honors and awards received; dates of attendance; grade level; enrollment status; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

For all other purposes other than school-sponsored purposes, directory information shall include student name, grade level, and enrollment status.

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

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

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

### ***ABSENCES/ATTENDANCE***

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

#### **Compulsory Attendance**

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

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

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

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

## **Exemptions to Compulsory Attendance**

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

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

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

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

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

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

## **Attendance for Credit**

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.

- In reaching a decision about a student’s absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student’s absences.
- The committee will consider whether the absences were for reasons over which the student or the student’s parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

### **Parent’s Note After An Absence**

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent’s permission, will not be accepted unless the student is 18 or older. **Notes for absences will not be accepted if not presented within three (3) days of returning to school following the absence to which the note pertains.**

### **Doctor’s Note After An Absence for Illness**

Upon return to school, a student absent for more than **five (5)** consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. **Notes for absences will not be accepted if not presented within three (3) days of returning to school following the absence to which the note pertains.**

Should a student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances.

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices.

## **AWARDS AND HONORS**

- Perfect Attendance Award: Students who miss NO days of school, have NO tardies, and have no more than ONE early check-out after 2:00 p.m.

- “A” Honor Roll is earned by having an A in each subject each six weeks as well as having an E or S for conduct grade.
- “A/B” Honor Roll is earned by having all “A’s” and a maximum of two B’s” for the six week reporting period and having an E or S for conduct grade .

Other awards are determined by the faculty and presented at an End-Of-Year Awards Presentation Assembly.

## ***BULLYING***

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

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

## ***CHILD SEXUAL ABUSE***

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

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

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

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

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention%20and%20Early%20Intervention/Programs%20Available%20In%20Your%20County/default.asp).

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

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

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

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

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

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

## **CLASS SCHEDULES**

Class schedules will be provided to each student at the beginning of the school year. Changes in the schedule may only be approved by the campus principal.

## **COMPLAINTS AND CONCERNS**

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

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, the District has made a substantial investment in technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement regarding the use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. School officials and the Director of Technology have discretionary rights to restrict the use of the system.

Students and their parents should be aware that the District's electronic communications system is not private and may be monitored by District staff. Coldspring-Oakhurst CISD accepts no responsibility or liability for the loss of information stored on its computers. School computers should not be used to store sensitive or vital documents.

[For additional information, see policy CQ]

## **Use of School Computers**

- **Students will be held responsible for any unacceptable activity on the assigned account whether authorized by the student or not.** Therefore, students should not share the password for their account with others.
- Prekindergarten and Kindergarten students will have access through a campus class account.

## **Inappropriate uses of School Computers**

Inappropriate use includes, but is not limited to, those uses that violate the law, that are specifically named as violations below, or that hamper the integrity or security of this or any network connected to the Network/Internet.

- Using the system for any illegal purpose including, but not limited to, hacking, transmission or downloading of pornography, fraud, and participation in terrorist activity or purchasing illegal substances.
- Accessing or borrowing someone's account with or without permission.
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting personal information about yourself or others (such as addresses, phone numbers, and pictures).
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information or resources.
- Using personal email without permission.
- Accessing the COCISD network with personal computer equipment.
- Using the network in any way that restricts bandwidth that is not school related. (e.g., music, games, etc.).
- Uses of USB flash drive are prohibited unless prior authorization is obtained from the Director of Technology and Campus Principal.
- Use of proxies is strictly prohibited.
- Accessing chat rooms and other instant messaging services.
- Creation of, or posting of web pages that are commercial in nature.
- Creating or posting viruses or other destructive programs.
- Adding or removing computer files or software.
- Manipulation of the computer monitor, properties, settings, profiles or other configurations is strictly prohibited.

- All other inappropriate uses as deemed by school officials and the Director of Technology.

### **Expected Behavior for Computer Labs**

- No horseplay in computer labs.
- No food or drinks in computer labs.
- Students may not use computers without a supervising adult present.
- Banging on computers, keyboards, monitors or printers will be considered vandalism.

### **Consequences for Inappropriate Use**

Violation of any posted computer lab rule or inappropriate use of computers may result in a revocation of privileges and other disciplinary or legal action, in accordance with the Student Code of Conduct, District policies, and applicable laws.

### **Student Accounts**

Students in grades 2-12 will be assigned an individual account and password. **Students will be held responsible for any unacceptable activity on the assigned account whether authorized by the student or not.** Therefore, students should not share the password for their account with others. Students in grades PK-1 will have access only through a campus class account. Students in grades 5-12 will have a monitored gagle.net school e-mail account.

Students will be held responsible at all times for the proper use of their account, and the District may suspend or revoke their access if they violate any rules.

## ***CONDUCT***

### **Applicability of School Rules**

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

### **Corporal Punishment**

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

### **Disruptions**

As identified by law, disruptions include the following:

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

### **Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing. **The instructional day is defined as between the hours of 7:40 am and 3:35pm.** The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

A student who uses a telecommunications device during the school day shall have the device confiscated. The parent may pick up the confiscated telecommunications from the principal's office for a fee of \$15.00.

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

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

### **Other Electronic Devices**

Students are not permitted such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will

determine whether to return items to students at the end of the day or to contact parent's to pick up the items.

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

## **Social Events**

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

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

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 5 through 11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

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

### **Personal Counseling**

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

## **Psychological Exams, Tests, or Treatment**

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. If a parent chooses to deny counseling activities, group or individual, the parent should submit written notice to the counselor.

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

### ***CREDIT BY EXAM—If a Student Has Taken the Course***

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

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

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

[For further information, see the counselor and policy EEJA(LOCAL).]

### ***CREDIT BY EXAM—If a Student Has Not Taken the Course***

A student will be permitted to take an exam to advance to a higher grade for which the student has had no prior instruction. The dates on which exams are scheduled during the 2010-2011 school year include:

July 29, 2010

September 30, 2010

November 19, 2010

January 28, 2011

March 31, 2011

June 30, 2011

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the

district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

## ***DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION***

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

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

### **Dating Violence**

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

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

### **Discrimination**

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

### **Harassment**

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

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

## **Sexual Harassment**

Sexual harassment of a student by an employee or volunteer is prohibited.

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

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

## **Retaliation**

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

## **Reporting Procedures**

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

## **Investigation of Report**

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

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

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

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

## ***DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS***

### **School Materials**

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

The school newspaper and the yearbook are available to students.

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

### **Nonschool Materials...from students**

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

The principal will designate the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### **Nonschool Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy at GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of

the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

### ***DRESS AND GROOMING K-5***

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. When choosing school clothes, you should remember the following dress code:

- a) The student and parents may determine the student's personal dressing and grooming standards, provided the student's dress and grooming shall not lead school officials to reasonably believe that such dress and grooming will disrupt, interfere with, disturb or distract from school activities and shall not create a health hazard to the student's safety or to the safety of others.
- b) Students may wear shorts but they must be loose fitting, and hemmed. (NO BIKER SHORTS OR SPANDEX MATERIAL). The LENGTH of shorts, dresses and skirts must NOT be shorter than the student's longest finger when the student's hand is held against the hem of the garment. When measuring the hem, the student's shoulders must be relaxed and lowered in a natural position. If wearing tight fitting leggings, the shirt or sweater must meet length requirement for dresses, skirts or shorts.
- c) Students may NOT wear halter-tops, see-through clothing, low cut tops, tank tops, muscle shirts, strapless garments or clothing with spaghetti straps. **These clothing items will not be permitted at all, not even if covered by a jacket or any other removable covering.** Student clothing may not be tight or revealing. (No cleavage or undergarments should be visible)
- d) All student shirts must cover the midriff COMPLETELY during all normal daily activities. Shirts should be long enough to be tucked in and remain tucked in when arms are raised in the air and no longer than fingertip length when arms are held at the side against the garment.
- e) When wearing a button-up or zippered shirt or blouse, students must button or zip the garment to where the second button is or would be located.

- f) Pants or shorts must be fitted at the waist and in the stride. The display of undergarments above the beltline is not permitted. Pants may not be touching the ground or covering the foot. Hip-hugger pants are not allowed. **SAGGY PANTS ARE NOT PERMITTED.**
- g) Pants that button, snap, or Velcro up the side may not be worn.
- h) Students may not wear extremely sloppy or badly torn clothing. Trenchcoats are prohibited. Fashion jeans with torn or ragged areas must have a machine-sewn patch underneath. Also, garments that bear the name or logo of alcohol, tobacco, firearms, drug products, obscene pictures, violent or death images, or inappropriate sayings may not be worn.
- i) Apparel determined to signify memberships or association with gangs of violence or subversive activities, including trench coats, colored bandanas, chains or the arrangement of clothing to signify memberships in gangs will not be allowed.
- j) Students may not wear headwear including hats, pics, combs, bandanas, wavecaps and sunglasses in campus buildings without prior administrative approval.
- k) Students may not wear body, facial or mouth ornaments.
- l) Students must wear shoes at all times. Students may not wear house shoes or skate shoes.
- m) Students should wear clean clothing and be well groomed.
- n) No visible tattoos or body art of any kind will be permitted. This includes the drawing or marking on hands and arms with pens, pencils, or any other device that leaves designs or marks, temporary or permanent. Tattoos which are not visible in normal clothing, but which are visible in athletic clothing shall not be permitted. Those existing tattoos shall be covered at all times during any school activity.
- o) Backpacks, satchels, shoe sacks and extracurricular equipment bags must be kept in assigned locker or designated areas.
- p) Make-up such as black lipstick, or hair styles/colors such as pink, green, orange, blue etc. are deemed to be a distraction and are prohibited. Make-up may only be worn by females.
- q) Chains, including wallet chains, are prohibited.
- r) Final determinations concerning dress code compliance shall rest with campus administration.

The administration, in connection with the teacher, coach or other persons in charge of a classroom or extracurricular activity, may regulate the dress and grooming of the students who attend. Students who do not meet the dress and grooming code may be removed from the classroom or event until appropriate attire is provided by the parent or guardian.

Classes missed while correcting dressing and grooming violations will be counted as absences or tardies due to non-extenuating circumstances. Every effort will be made to contact parent or guardian to bring proper clothing so that minimal academic time will be

missed. If parents cannot be reached, school clothing may be provided. If school clothing is not available, isolation may be required.

Repeated violation of the dress and grooming code by student will be considered insubordination and will subject the student to escalating disciplinary consequences, including suspension or placement in an alternative education program.

## ***FEES***

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

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

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

## ***FUND-RAISING***

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 14 days before the event. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned property or campus playground.

## **GRADING GUIDELINES**

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

### **Grades K-2:**

- a. Daily work, and test grades will carry the same weight. They will be averaged together at the end of each six weeks.
- b. Make-up work – The number of days for completion shall equal the number of days absent. Unexcused absentees may only receive a top grade of 70, and will receive the same time requirement.

### **Grades 3-5:**

- a. Daily work, homework and test grades will carry the same weight. They will be averaged together at the end of the six weeks.
- b. Make-Up Work: The number of days for completion shall equal the number of days absent. Unexcused absentees may only receive a top grade of 70, and will receive the same time requirement.
- c. To be promoted from one grade level to the next, students shall attain an average of 70 or above in three of the four core academic areas:
  - Language Arts/Reading
  - Mathematics
  - Social Studies
  - Science

## **HEALTH-RELATED MATTERS**

### **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a

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

- What should you do if you think you or a friend might have bacterial meningitis?  
You should seek prompt medical attention.
- Where can you get more information?

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

### **Physical Activity for Students in Elementary and Intermediate School**

In accordance with policies at EHAB, EHAC, and FFA, the district will ensure that students in elementary and intermediate school engage in at least 30 minutes of moderate or vigorous physical activity per day or 135 minutes per week.

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

### **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information is available from Tammy Moore at (936) 653-1150. Parents and community members are encouraged to attend the meetings in an effort to make sure our health programs reflect the values of our community. [See also policies at BDF and EHAA.]

### **Other Health-Related Matters**

#### **Physical Fitness Assessment**

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

#### **Vending Machines**

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

## **Tobacco Prohibited**

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

## **Asbestos Management Plan**

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the superintendent's office. If you have any questions, please contact the Maintenance Director at (936)653-1171. As required by the Asbestos Emergency Response Act (AHERA), this is our annual report on the status of asbestos in our school district.

The following building's interior contains asbestos in some area:

Jones High School, Main Building  
Jones High School, Gym/Music Building (Maintenance and Food Service)  
Jones High School, Old Home Economics Building  
Jones High School, South Hall  
Transportation Department

The form and condition of the asbestos in these buildings is not considered hazardous, however, special operations, surveillance and re-inspections by certified personnel has been used to verify that the material remains non-hazardous.

The methods used for dealing with this material are detailed in our Asbestos Management Plan which was prepared by the Texas Association of School Boards. This document is available for your inspection in the Library at the High School. If you have questions about the plan, you may contact the Maintenance Director for the school district.

Federal and state regulations are very stringent regarding asbestos. We are pleased to report to you that we are in compliance with all their regulations. We are continuing our surveillance and will report annually the status of asbestos in our school district

## **Pest Management Plan**

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

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Donna Thompson at (936) 653-1175.

## ***HOMework***

Coldspring-Oakhurst CISD believes that homework should enhance and extend the learning process. Contact your child's teacher or campus administrator for detailed homework guidelines. Students in grades 3-5 may be provided an assignment book or an assignment sheet by the campus. In the event the assignment book is lost, the parent may be required to purchase a replacement. All students grades 3-5 will be required to have a 3-ring binder to maintain all academic work.

## ***IMMUNIZATION***

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

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

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

## ***LAW ENFORCEMENT AGENCIES***

### **Questioning of Students**

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

- The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

- The principal or designee ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal or designee ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

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

[For further information, see polices FL(LEGAL) and GRA(LEGAL).]

## **MAKEUP WORK**

### **Makeup Work Because of Absence**

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

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

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

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

### **DAEP Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

### **In-school Suspension (ISS) Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
  - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.

- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
  - In accordance with the guidelines developed with the district’s medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district’s form.

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

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

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

## **Psychotropic Drugs**

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

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

## ***NONDISCRIMINATION STATEMENT***

In its efforts to promote nondiscrimination, COCISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with

Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender:  
LaTonya M. Goffney, Superintendent of Schools,  
14210 Hwy 150 W, Coldspring, TX 77331, (936)653-1114
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability:  
Donna Thompson, Director of Special Programs  
14210 Hwy 150 W, Coldspring, TX 77331, (936)653-1175
- All other concerns regarding discrimination: Contact the superintendent.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Coldspring-Oakhurst CISD maintains the following policy in reference to Head Lice:

Children with lice or close nits will be sent home. Prior to returning to school, the student must come to the school clinic, accompanied by an adult to be cleared with the nurse. The student will not be allowed to remain at school until the requirements are met.

### **Health Requirements and Services:**

PHYSICAL EXAMINATIONS :FFAA (LOCAL)

### **Additional Screening:**

The District may provide additional screening as District and community resources permit.

### **Referrals**

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

### **Vision and Hearing Screening at Enrollment**

When a student's initial enrollment in the District is also the student's initial enrollment in any Texas school, the student shall be screened for possible vision and hearing problems. This screening shall occur prior to completion of the first semester of enrollment or within 120 calendar days of enrollment, whichever is longer. Students may meet this requirement by providing evidence of screening conducted one year prior to enrollment.

*25 TAC 37.23(a)*

The student or minor student's parent, managing conservator, or guardian, may elect to substitute one or more professional examinations for the required screening tests. *Health and Safety Code 36.005(a)*

### **Routine Screening**

Students in kindergarten and grades 1, 3, 5, 7 shall be screened for vision and hearing problems annually at any time during the reporting year prior to May 31. *25 TAC 37.23(c),(d) Health and Safety Code 95.004(d)*

### **Spinal Screening**

Students in grades 6 and 9 shall be screened for abnormal spinal curvature before the end of the school year. This requirement may be met by a professional examination performed by a state-licensed practitioner with expertise in diagnosing spinal deformities. Students entering the sixth and ninth grades not previously screened shall be screened within 120 days of enrollment. The District may implement a program for conducting spinal screening in grades 5 and 8. *25 TAC 37.148(a),(c),(d)*

If the screening indicates the student may have an abnormal spinal curvature, the principal shall send the original of the screening report to the student's parent, managing conservator, or guardian along with a letter advising of the parent's responsibility to select an appropriate health practitioner for an examination. *25 TAC 37.148(e)*

### **Exemption**

A student is exempt from the screening requirements if the tests conflict with the tenets and practices of a recognized church or religious denomination of which the student is an adherent or a member. The student or minor student's parent, managing conservator, or guardian shall submit to the principal an affidavit stating the objections to screening. The affidavit must be submitted on or before the day of admission for vision and hearing screening and on or before the day of the screening procedure for spinal and acanthosis nigricans screening. *Health and Safety Code 36.005(b), 37.002(b), 95.003(b)*

### **Annual Report**

For vision and hearing screening and spinal screening, each school shall submit to the Texas Department of Health by June 30 of each year an annual report on the screening status of the individuals in attendance during the reporting year and shall include in the report any other information required by the Board of Health. The report shall be on a form prescribed by the health department and submitted according to Board of Health rules. *Health and Safety Code 36.006; 25 TAC 37.26(c)(3); 25 TAC 37.148(m)*

### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See Excusing a Student reciting the pledges to the US and Texas Flags.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as

the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

## ***PRAAYER***

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

## ***PROMOTION AND RETENTION***

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

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

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

Parents of a student in grade 3 or 5 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. Such students will have two additional opportunities to take the test. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student may be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

## **Grades K-2**

Promotion is based on student performance, attendance and teacher recommendation.

In the event your student is not meeting standards, summer school may be required. After completion of summer school, a grade placement committee (GPC) meeting will be held to determine your child's placement.

### **Grades 3-5**

Beginning with the 2000-01 school year, the standard for promotion from grade level to grade level shall be based on the successful completion of the appropriate grade level TAKS test.

If a student is unsuccessful on any campus benchmark test or common assessment, attendance and participation in the tutorial program will be mandatory until successful completion on the next assessment.

If a student is unsuccessful on any subject of the official TAKS test, the following steps shall be taken:

1. Attendance in the tutorial program shall be mandatory.
2. The campus RTI Committee shall prescribe the accelerated instruction the student shall receive in the extended year program. The purpose of the RTI Committee shall be to address the needs of students who are experiencing difficulties in school. The committee shall make decisions, offer recommendations, and/or access additional assistance in order to enhance the success of students. The RTI Committee shall be comprised of campus professionals including the principal, the counselor, and teachers, and if needed, representatives from special programs and health services.
3. Two additional opportunities to take/pass an equivalent alternative assessment shall be provided prior to the end of the summer school program. At the completion of the summer school program, a grade placement committee (GPC) meeting will be held to determine grade placement.
4. The District shall give the parent/guardian written notice of the opportunity to appeal retention. The parent/guardian may appeal the student's retention by submitting a request to the campus RTI Committee. Using data from all previous testing and local benchmarks, the committee may decide in favor of placement in the next grade level only if it concludes that if placed and given accelerated instruction the student is likely to perform on grade level. The decision of the committee is final and cannot be appealed.
5. If a student is placed in the next grade level, an educational development plan shall be designed and the student shall again attend the extended day program until benchmark testing shows current grade level performance. The District shall administer the assessment instruments for the grade level in which the student is placed at the time the District regularly administers the assessment instruments for that school year.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

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

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

### **Late Arrival to School**

A student in grades K-5 who reports to class after 8:00 a.m. will be reported tardy.

## **REPORT CARDS / PROGRESS REPORTS AND CONFERENCES**

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

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

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

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

### **Elementary**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the grade level. This is based on the Elementary Achievement Standards.

Written reports of your child's grades or performance in each class or subject are issued to you at least once every three weeks.

If your child received a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. Even though the six weeks average or the yearly average is below 50, no grade below a 50 will be placed on the report card.

Tutorials are for a student who receives a grade lower than 70 in a class or subject.

**Report cards and progress reports with a grade lower than a 70 must be signed by the parent or guardian and should be returned to the school within three (3) days.**

## **Intermediate**

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

Written reports of your child's grades or performance and absences in each class or subject are issued to you at least once every three weeks.

If your child receives a grade lower than 70 in any class or subject during a grading period, you will be requested to schedule a conference with the teacher of that class or subject. Incomplete grades are shown as "I". This work must be completed during the two weeks following the reporting period or it becomes a "50" with no credit for the course. Parents should contact the teacher for reason of an incomplete grade.

Tutorials are for a student who receives a grade lower than 70 in a class or subject.

**Report cards and progress reports with a grade lower than a 70 must be signed by the parent or guardian and should be returned to the school within three (3) days.**

## **SAFETY**

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

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

## **Accident Insurance**

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

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

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

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

Fire Drill Signals and procedures will be discussed and demonstrated with staff and students at the beginning of the year.

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## **Emergency School-Closing Information**

In the event that the District is forced to close school due to emergencies or severe weather, information will be made available to the following news media sources:

|            |                |            |
|------------|----------------|------------|
| KETX Radio | 1440 AM, 92 FM | Livingston |
| KSAM       | 101.7 FM       | Huntsville |
| KSTAR      | 99.7 FM        | Conroe     |
| KTHT       | 97.1 FM        | Cleveland  |
| KPRC TV    | Channel 2      | Houston    |
| KBTX TV    | Channel 3      | Bryan      |
| KHOU TV    | Channel 11     | Houston    |
| KTRX TV    | Channel 13     | Houston    |

In addition, parents may register online for email and/or text alerts concerning school closings at [www.school-alerts.com](http://www.school-alerts.com).

## **SCHOOL FACILITIES**

### **Use By Students Before and After School**

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

The following areas are open to students before school, beginning at **7:15** a.m.

- Elementary and Intermediate Cafetorium and Gymnasium

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

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

### **Conduct Before and After School**

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The District participates in the National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See the Director of Child Nutrition to apply. Student charges of meals are not permitted however; the district is committed to providing you with the information and convenience to manage your child's nutritional decisions and school meal account. You may visit [www.mealpayplus.com](http://www.mealpayplus.com) to make deposits or monitor your child's meal account. For additional information, please contact the Child Nutrition Director at (936)653-1108.

#### **MEAL PRICES: STUDENT**

|           |        |
|-----------|--------|
| BREAKFAST | \$1.00 |
|-----------|--------|

|       |        |
|-------|--------|
| LUNCH | \$1.75 |
|-------|--------|

#### **MEAL PRICES: STAFF**

|           |        |
|-----------|--------|
| BREAKFAST | \$1.40 |
| LUNCH     | \$2.50 |

All meals include ½ pint milk. Low-fat white, chocolate and strawberry flavored milk is available. Bread choices are offered daily. Breakfast includes choice of one juice or fruit. Lunch includes choice of two vegetables and choice of one fruit or juice. Main dishes may be prepared with ground beef, turkey, pork or chicken. Students may only purchase cafeteria items for themselves. For information or requests for children with food allergies or special needs, please call the Child Nutrition Director at (936)653-1108.

### **Texas Public School Nutrition Policy**

Schools are in a powerful position to influence children’s lifelong eating habits. To support this role and help combat the childhood obesity crisis, the Texas Department of Agriculture created new nutrition guidelines for public schools participating in the federally funded Child Nutrition Programs. These new guidelines became effective August 1, 2004 and restrict the consumption of certain foods of minimal nutritional value (FMNV) at school. Foods of minimal nutritional value include soda water, water ices, chewing gum and certain candies. **Before providing any food or treats for special occasions, please contact the campus principal for guidelines and prior approval.** *This policy does not restrict the types of food that parents provide for their own child’s consumption at school.*

### **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the school day or with a teacher permit.

### **Meetings of Noncurriculum-Related Groups**

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

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

### **SEARCHES**

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

### **Students’ Desks and Lockers**

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

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

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

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

### **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the driver.

### **Trained Dogs**

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

### **Metal Detectors**

The district may use metal detectors as determined appropriate by either campus administrators or District Police.

## ***SPECIAL PROGRAMS***

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

## ***STEROIDS***

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

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

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

## **SUMMER SCHOOL**

The requirement to attend summer school will be determined by the grade placement committee.

### **Elementary:**

Summer school will be provided for those students that have not mastered grade level academic standards or not met the attendance requirements as per the Compulsory Attendance Law. Dates, time and transportation information will be provided to parents in May.

### **Coldspring Intermediate:**

Coldspring Intermediate students may be required to attend summer school for one or more of the following reasons:

- Did not pass the four core subjects (Language Arts/Reading, Math, Science, Social Studies)
- Did not pass all TAKS assessments or the equivalent alternative assessments
- Did not comply with the Texas state law, which requires students to be in attendance a minimum of 90% of scheduled days.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments (such as TAKS: the Texas Assessment of Knowledge and Skills) in the following subjects:

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB(LEGAL).]

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

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

## **TARDINESS**

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

## **TEXTBOOKS**

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent; however, the student will be provided textbooks for use at school during the school day.

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Director of Transportation at (936) 653-1194.

See the *Student Code of Conduct* for provisions regarding transportation to the disciplinary alternative education program (DAEP).

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

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.

- Fasten their seat belts, if available.
- Wait for the driver’s signal upon leaving the bus or van and before crossing in front of the vehicle.

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

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

## **VANDALISM**

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

## **VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. The school may search any vehicle any time there is reasonable cause to do so, with or without the presence of the driver. The school assumes no responsibility for your car or items left in it. Reckless or careless operation of a motor vehicle may result in arrest and/or loss of vehicle privileges on campus. All highway rules and regulations will be enforced on campus. [See also the Student Code of Conduct]

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal’s office to obtain a pass. **In order to obtain a pass, a visitor must provide either a valid driver’s license or Texas ID to be scanned through the Sex Offender’s Registry.**

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

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

### **Visitors Participating in Special Programs for Students**

The district invites representatives from the community and various organizations to present educational programs to the students.

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

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

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

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

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion, 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 the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 3–11.

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

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

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

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the process that English language learners make in learning the English

language, and is administered for those who meet the participation requirements in kindergarten through grade twelve.

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

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

# DISCIPLINE MANAGEMENT CHART

## Elementary Pre-K - 2

A student who violates the District's Student Code of Conduct shall be subject to disciplinary action. In keeping with the District adopted Code of Conduct for safe and effective schools, on minor issues teachers will engage in proactive discipline methods prior to referral to office. When a discrepancy exists between the district code and the policy set by the Board, Board policy will control. The District's disciplinary options include, but are not limited to, using one or more discipline management techniques: removal to an alternative education program, suspension, in-school suspension, corporal punishment and/or expulsion. Disciplinary measures are applied depending on the nature of the offense. In some circumstances, disciplinary action may be preceded by a meeting of the Admission, Review, and Dismissal committee. In addition, when a student commits drug and/or alcohol-related, tobacco offenses or any other criminal act, he or she shall be referred to legal authorities. **The following charts are guidelines and may be modified, based on all the information available, at the administrator's discretion.**

| Level One  |  | Level Two Offenses  |              |
|--|--|---|--------------|
| Behaviors  | 1st Offense  | 2nd Offense   | 3rd Offense  |
| Class Disruption   | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days) |
| Failure to follow class/school rules (all minor infractions)   | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days) |
| Food, Gum, Drinks w/o authorization  | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days) |
| Tardy to class   | Excessive tardies will require a Parent/Teacher/Administrator conference |   |              |
| Bus Violation  | Warning  | See District Transportation Handbook plus discipline management chart |              |
| Cheating   | Grade of zero  | ISS (1 day)   | ISS (2 days) |
| In unauthorized area   | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days) |
| Dress Code Violation   | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days) |
| All dress code offenses require compliance – failure to comply immediately will result in suspension or removal to ISS |  |   |              |
| Inappropriate Computer Use   | Warning<br>Parent contact  | ISS (1 day)<br>and loss of access                                     | ISS (2days)  |
| Forgery<br><i>Notify Parent</i>  | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days) |

### Level Three Offenses

| Behaviors   | 1st Offense  | 2nd Offense  | 3rd Offense                 |
|---|--|--|-----------------------------|
| Persistent Level 1 & 2 offenses (4th referral)  | ISS (3 days)   | ISS (5 days)   | ISS (8 days)                |
| Profanity, Obscene Gesture or materials, Racial slurs   | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Lying/Name Calling  | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Disrespect/Rudeness to student  | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Insubordination   | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Truancy/off campus or on campus<br><b>Notify District Police</b>  | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Criminal Mischief<br>Damage to district property or property of others \$50.00 or less<br><b>Notify District Police</b> | ISS (2 days)<br>Restitution  | ISS (3 days)<br>Restitution  | ISS (5 days)<br>Restitution |
| Public Display of Affections  | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Use or possession of Paging Devices or Cellular Phones  | For cellular phones, \$15.00 administrative fee before it is released to owner.<br>For paging devices, the item will not be returned to the owner. |  |                             |
| Laser Devices, CD players or Radios   |  | Dispose of confiscated device according to law and/or charge \$15.00 administrative fee before it is released to owner |                             |
| Throwing objects that can cause harm  | ISS (1 day)<br>Notify Parent   | ISS (3 days)   | ISS (5 days)                |
| Inappropriate physical contact (Pushing, Shoving)   | Warning<br>Parent contact  | ISS (1 day)  | ISS (2 days)                |
| Possession of Tobacco<br>Notify District Police   | ISS (2 days)<br>Notify Parent  | ISS (5 days)   | ISS (8 days)                |
| Stealing (under \$10.00) pencils, supplies  | ISS (1 day)<br>Notify Parent   | ISS (3 days)   | ISS (5 days)                |

\*Referrals while assigned to ISS will result in 2 additional days in ISS. Continued disruptions can result in Suspension or Expulsion.

### Level Four Offenses

| Behaviors   | 1st Offense                                  | 2nd Offense                                  | 3rd Offense                                  |
|---|--|--|--|
| Repeated Level Three<br><i>Notify Parent</i>  | ISS (3 days)                                 | ISS (5 days)                                 | ISS (8 days)                                 |
| Blatant Insubordination or Disrespect toward School employee  | ISS (2 days)                                 | ISS (4 days)                                 | ISS (6 days)                                 |
| Threats to do harm to person or property<br><b>Notify District Police</b>   | ISS (3 days)                                 | ISS (5 days)                                 | ISS (8 days)                                 |
| Interfering, boycotts, sit-ins, or trespassing, or disruption of school district operations                       | Warning<br>Parent contact                    | ISS (1 day)                                  | ISS (2 days)                                 |
| Fighting or Instigating a Fight<br><b>Notify District Police</b>  | ISS (3 days)                                 | ISS (5 days)                                 | ISS (8 days)                                 |
| Harm to oneself, or others, causing injury  | ISS (3 days)                                 | ISS (5 days)                                 | ISS (8 days)                                 |
| Stealing, Extortion<br><b>Notify District Police</b>  | ISS (3 days)<br>Restitution                  | ISS (5 days)<br>Restitution                  | ISS (8 days)<br>Restitution                  |
| Gambling, or Gambling Paraphernalia   | Warning<br>Parent contact                    | ISS (1 day)                                  | ISS (2 days)                                 |
| Failure to serve assigned consequences  | Warning<br>Parent contact                    | ISS (1 day)                                  | ISS (2 days)                                 |
| Possessing a harmful device, substance, or object   | Warning<br>Parent contact                    | ISS (1 day)                                  | ISS (2 days)                                 |
| Failure to report knowledge of a harmful device, substance, event/ object   | Warning<br>Parent contact                    | ISS (1 day)                                  | ISS (2 days)                                 |
| Possession of knife, chain, etc.<br><b>Notify District Police</b>   | ISS (1 day)<br>Notify Parent<br>Confiscation | ISS (3 day)<br>Notify Parent<br>Confiscation | ISS (5 day)<br>Notify Parent<br>Confiscation |
| Representing a substance as drug or alcohol   | ISS (3 days)                                 | ISS (5 days)                                 | ISS (8 days)                                 |
| Sexual Harassment<br><b>Notify District Police</b>  | ISS (3 days)                                 | ISS (5 days)                                 | ISS (8 days)                                 |
| Sexual Misconduct<br><b>Notify District Police</b>  | ISS (5 days)                                 | ISS (8 days)                                 | ISS (15 days)                                |
| Gang behavior or membership, soliciting members in gangs, fraternity, sorority or secret societies                | ISS (5 days)                                 | ISS (8 days)                                 | ISS (15 days)                                |
| Possession of smoke bomb or incendiary device (Notify Parent)   | ISS (5 days)                                 | ISS (8 days)                                 | ISS (15 days)                                |
| Burglary or destruction of District Property (over \$50.00) <i>Notify Parent</i><br><b>Notify District Police</b> | ISS (5 days)<br>Restitution                  | ISS (8 days)<br>Restitution                  | ISS (15 days)<br>Restitution                 |

|  |                                 |                                  |                                   |
|--|---------------------------------|----------------------------------|-----------------------------------|
| Posting or distributing unauthorized communicative material <i>Notify Parent</i> | Removal of material, Counseling | Removal of material, ISS (1 day) | Removal of material, ISS (2 days) |
| Hazing/Bullying<br>Notify Parent   | ISS (5 days)                    | ISS (8 days)                     | ISS (15 days)                     |

### Level Five Offenses

|  |   |
|--|---|
| Serious or persistent misbehaviors while placed in ISS or AEP  | Expulsion   |
| Assault as defined by penal code 22.01(a)(1)<br><b>Notify District Police</b>  | Suspension 3 days, and mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer. Automatic Expulsion for 2nd assault. |
| Makes terroristic threat as defined by penal code 22.07 <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Sells, gives, delivers, uses, or possesses a controlled substance <i>Notify District Police</i>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Commits a serious offense under the influence of a controlled substance <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Engages in conduct punishable as a felony<br><b>Notify District Police</b>   | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Commits an offense relating to glue or aerosol paint <b>Notify District Police</b>   | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Engages in public lewdness under penal code 21.07 <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Engages indecent exposure under penal code 21.08 <b>Notify District Police</b>   | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Retaliation against a school employee under Penal code 36.06 <b>Notify District Police</b>   | Mandatory removal to AEP. If the student retaliates with a level five offense then it is mandatory Expulsion.   |
| Possession of a weapon as defined by Penal Code 46.01(6), 46.01 (1), 46.05<br>Sexual assault, arson, murder, attempted murder, indecency with a child, kidnapping, felony drug or volatile chemical offense. <b>Notify District Police</b> | Mandatory Expulsion (One year for weapons)<br>Referral to the District Police.  |

*\* The following substitutions may be made for any first offense resulting in an assignment to ISS for 3 days or less: a) no recess b) lunch/morning D-hall*

*\*\*Expulsion will occur where authorized by Chapter 37 of Texas Education Code*

*\*\*\*The following substitutions may be made at the discretion of campus administration for any first offense resulting in an assignment to ISS:*

- a) 5 days parental shadowing where the parent attends school with the student and models appropriate behavior during the entire school day*
- b) Corporal punishment administered by the parent under the supervision of the campus administrator in the administrator's office*

# DISCIPLINE MANAGEMENT CHART

## Intermediate 3 - 5

A student who violates the District's Student Code of Conduct shall be subject to disciplinary action. In keeping with the District adopted Code of Conduct for safe and effective schools, on minor issues teachers will engage in proactive discipline methods prior to referral to office. When a discrepancy exists between the district code and the policy set by the Board, Board policy will control. The District's disciplinary options include, but are not limited to, using one or more discipline management techniques: removal to an alternative education program, suspension, in-school suspension, corporal punishment and/or expulsion. Disciplinary measures are applied depending on the nature of the offense. In some circumstances, disciplinary action may be preceded by a meeting of the Admission, Review, and Dismissal committee. In addition, when a student commits drug and/or alcohol-related, tobacco offenses or any other criminal act, he or she shall be referred to legal authorities. **The following charts are guidelines and may be modified, based on all the information available, at the administrator's discretion.**

| Level One  |  | Level Two Offenses  |                                   |
|--|--|---|-----------------------------------|
| Behaviors  | 1st Offense  | 2nd Offense   | 3rd Offense                       |
| Class Disruption   | Warning<br>Parent contact  | ISS (2 days)  | ISS (3 days)                      |
| Failure to follow class/school rules (all minor infractions)   | Warning<br>Parent contact  | ISS (2 days)  | ISS (3 days)                      |
| Food, Gum, Drinks w/o authorization  | Warning<br>Parent contact  | ISS (2 days)  | ISS (3 days)                      |
| Tardy to class   | Excessive tardies will require a Parent/Teacher/Administrator conference |   |                                   |
| Bus Violation  | Warning  | See District Transportation Handbook plus discipline management chart |                                   |
| Cheating   | Grade of zero  | ISS (1 day)<br>and grade of zero                                      | ISS (3 days)<br>and grade of zero |
| In unauthorized area   | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days)                      |
| Dress Code Violation   | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days)                      |
| All dress code offenses require compliance – failure to comply immediately will result in suspension or removal to ISS |  |   |                                   |
| Inappropriate Computer Use   | Warning<br>Parent contact  | ISS (2 days)<br>and loss of access                                    | ISS (3 days)                      |
| Forgery<br><i>Notify Parent</i>  | Warning<br>Parent contact  | ISS (1 day)   | ISS (2 days)                      |

### Level Three Offenses

| Behaviors   | 1st Offense   | 2nd Offense                  | 3rd Offense                               |
|---|---|------------------------------|---|
| Persistent Level 1 & 2 offenses (4th referral)  | ISS (4 days)***   | ISS (6 days)***              | (ISS 8 days)***                           |
| Profanity, Obscene Gesture or materials, Racial slurs   | * ISS (2 days)  | ISS 4 days                   | ISS 6 days                                |
| Lying/Name Calling  | *ISS (1 day)  | ISS (2 days)                 | ISS (3 days)                              |
| Disrespect/Rudeness to student  | *ISS (1 day)  | ISS (2 days)                 | ISS (3 days)                              |
| Insubordination   | *ISS (1 day)  | ISS (2 days)                 | ISS (3 days)                              |
| Truancy/off campus or on campus<br><b>Notify District Police</b>  | * ISS (2 days)  | ISS (3 days)                 | ISS 5 days                                |
| Criminal Mischief<br>Damage to district property or property of others \$50.00 or less<br><b>Notify District Police</b> | ISS (5 days) ***<br>Restitution   | ISS (10 days)<br>Restitution | Up to 3 days<br>Suspension<br>Restitution |
| Public Display of Affections  | *ISS (1 day)  | ISS (2 days)                 | ISS (3 days)                              |
| Use or possession of Paging Devices or Cellular Phones  | For cellular phones, a charge \$15.00 administrative fee before it is released to owner.<br>For paging devices, the item will not be returned to the owner. |                              |   |
| Laser Devices, CD players or Radios   | Dispose of confiscated device according to law and/or charge \$15.00 administrative fee before it is released to owner                                      |                              |   |
| Throwing objects that can cause harm  | ISS (2 days)  | ISS (3 days)                 | ISS (5 days)                              |
| Inappropriate physical contact (Pushing, Shoving)   | ISS (2 days)  | ISS (3 days)                 | ISS (5 days)                              |
| Possession of Tobacco<br><b>Notify District Police</b>  | ISS (4 days)***   | ISS (6 days)***              | (ISS 8 days)***                           |
| Stealing (under \$10.00) pencils, supplies  | ISS (2 days)  | ISS (3 days)                 | ISS (5 days)                              |

\*Referrals while assigned to ISS will result in 2 additional days in ISS. Continued disruptions can result in Suspension or Expulsion.

### Level Four Offenses

| Behaviors   | 1st Offense                                    | 2nd Offense                                    | 3rd Offense                                    |
|---|--|--|--|
| Repeated Level Three<br><i>Notify Parent</i>  | ISS (4 days)***                                | ISS (6 days)***                                | ISS (8 days)                                   |
| Blatant Insubordination or Disrespect toward School employee  | ISS (4 days)***                                | ISS (6 days)***                                | ISS (9 days)                                   |
| Threats to do harm to person or property<br><b>Notify District Police</b>   | ISS (4 days)***                                | ISS (6 days)***                                | ISS (9 days)                                   |
| Interfering, boycotts, sit-ins, or trespassing, or disruption of school district operations                       | ISS (4 days)***                                | ISS (6 days)***                                | ISS (8 days)                                   |
| Fighting or Instigating a Fight<br><b>Notify District Police</b>  | ISS (4 days)***                                | ISS (6 days)***                                | ISS (9 days)                                   |
| Harm to oneself, or others, causing injury  | ISS (4 days)***                                | ISS (6 days)***                                | ISS (9 days)                                   |
| Stealing, Extortion<br><b>Notify District Police</b>  | ISS (6 days)***<br>Restitution                 | ISS (8 days)***<br>Restitution                 | ISS (9 days)<br>Restitution                    |
| Gambling, or Gambling Paraphernalia   | Warning<br>Parent Contact                      | ISS (2 days)***                                | ISS (4 days)                                   |
| Failure to serve assigned consequences  | Warning<br>Parent Contact                      | ISS (2 days)***                                | ISS (4 days)                                   |
| Possessing a harmful device, substance, or object   | ISS (6 days)***<br>Confiscation                | ISS (8 days)***<br>Confiscation                | ISS (9 days)<br>Confiscation                   |
| Failure to report knowledge of a harmful device, substance, event/ object   | Warning<br>Parent Contact                      | ISS (2 days)***                                | ISS (4 days)                                   |
| Possession of knife, chain, etc.<br><b>Notify District Police</b>   | ISS (4 days)***<br>Confiscation                | ISS (6 days)***<br>Confiscation                | ISS (9 days)<br>Confiscation                   |
| Representing a substance as drug or alcohol   | Warning<br>Parent Contact                      | ISS (2 days)***                                | ISS (4 days)                                   |
| Sexual Harassment<br><b>Notify District Police</b>  | ISS (4 days)***                                | ISS (6 days)***                                | ISS (8 days)                                   |
| Sexual Misconduct<br><b>Notify District Police</b>  | ISS (4 days)***                                | ISS (6 days)***                                | ISS (8 days)                                   |
| Gang behavior or membership, soliciting members in gangs, fraternity, sorority or secret societies                | ISS (4 days)***                                | ISS (6 days)***                                | ISS (8 days)                                   |
| Possession of smoke bomb or incendiary device (Notify Parent)   | ISS (4 days)***<br>Confiscate                  | ISS (6 days)***<br>Confiscate                  | ISS (8 days)<br>Confiscate                     |
| Burglary or destruction of District Property (over \$50.00) <i>Notify Parent</i><br><b>Notify District Police</b> | DAEP 15 Days<br>Prosecution and<br>restitution | DAEP 20 Days<br>Prosecution and<br>restitution | DAEP 30 Days<br>Prosecution and<br>restitution |
| Posting or distributing unauthorized communicative material <i>Notify Parent</i>                                  | Removal of material,<br>Counseling             | Removal of<br>material,<br>ISS (1 day)         | Removal of<br>material,<br>ISS (2 days)        |

|                                  |                 |                 |              |
|----------------------------------|-----------------|-----------------|--------------|
| Hazing/Bullying<br>Notify Parent | ISS (4 days)*** | ISS (6 days)*** | (ISS 8 days) |
|----------------------------------|-----------------|-----------------|--------------|

### Level Five Offenses

|  |   |
|--|---|
| Serious or persistent misbehaviors while placed in ISS or AEP  | Expulsion   |
| Assault as defined by penal code 22.01(a)(1)<br><b>Notify District Police</b>  | Suspension 3 days, and mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer. Automatic Expulsion for 2nd assault. |
| Makes terroristic threat as defined by penal code 22.07 <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Sells, gives, delivers, uses, or possesses a controlled substance <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Commits a serious offense under the influence of a controlled substance <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Engages in conduct punishable as a felony <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Commits an offense relating to glue or aerosol paint <b>Notify District Police</b>   | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Engages in public lewdness under penal code 21.07 <b>Notify District Police</b>  | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Engages indecent exposure under penal code 21.08 <b>Notify District Police</b>   | Mandatory removal to AEP for 120 days or the rest of the school year, which ever is longer  |
| Retaliation against a school employee under Penal code 36.06 <b>Notify District Police</b>   | Mandatory removal to AEP. If the student retaliates with a level five offense then it is mandatory Expulsion.   |
| Possession of a weapon as defined by Penal Code 46.01(6), 46.01 (1), 46.05<br>Sexual assault, arson, murder, attempted murder, indecency with a child, kidnapping, felony drug or volatile chemical offense. <b>Notify District Police</b> | Mandatory Expulsion (One year for weapons)<br>Referral to the District Police.  |

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\*\**Expulsion will occur where authorized by Chapter 37 of Texas Education Code*

\*\*\**The following substitutions may be made at the discretion of campus administration for these offenses which result in an assignment to ISS:*

- a) *Corporal punishment administered by the parent under the supervision of the campus administrator in the administrator's office or Parent Shadowing will result in reduction of ISS placement.*

**COLDSRING-OAKHURST C.I.S.D.  
BOARD OF TRUSTEES**

Fred Taylor, President  
Pat Johnson, Vice President  
Dale Richards, Secretary  
Berlin Bradford, Member  
Tony Sewell, Member  
David Swanson, Member  
Luke Sweeney, Member

**2010-2011 Regular School Board Meeting Dates**

August 24, 2010  
September 28, 2010  
October 26, 2010  
November 16, 2010  
December 14, 2010  
January 25, 2011  
February 22, 2011  
March 22, 2011  
April 26, 2011  
May 24, 2011  
June 28, 2011  
July 26, 2011

\*meetings are held in the Jones Auditorium/Professional Development Center, 125 FM 1514, Coldspring, TX at 6:30 p.m.