

CENTER POINT INDEPENDENT SCHOOL
DISTRICT
2011–2012
ELEMENTARY STUDENT HANDBOOK



CENTER POINT ELEMENTARY SCHOOL IS COMMITTED TO
PROVIDING ALL STUDENTS WITH AN EFFECTIVE, SAFE LEARNING
ENVIRONMENT WHERE THEY HAVE THE OPPORTUNITY TO BECOME
ACTIVE, SUCCESSFUL, LEARNERS AND RESPECTFUL, RESPONSIBLE
YOUNG ROLE MODELS.

ACKNOWLEDGEMENT

My child and I have received a copy of the Center Point Independent School District Student Handbook and the Student Code of Conduct for 2010-2011. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

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

NOTICE TO PARENTS: DIRECTORY INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Center Point ISD to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing within ten school days of my child's first day of instruction for this school year. Center Point ISD has designated the following information as directory information:

Directory information includes my child's:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth
5. Photograph,
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

PREFACE

To Students and Parents:

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

The Center Point I.S.D. 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.

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 Center Point I.S.D. 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 a separate document sent home to parents and posted at www.cpsid.net 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 (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact the principal at 634-2257.

[See **Obtaining Information and Protecting Student Rights** on page 58 and **Directory Information** on page 7 for more information.]

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

REQUIRED LEGAL NOTICES

Freedom from Discrimination:

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

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

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

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal or other district employee. The report may be made by the student's parent.

Investigation of Reported Harassment

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

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

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. 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.

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: See the Superintendent, whose office is located at 215 China St. and who can be reached by telephone by calling (830) 634-2171.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: See the Superintendent, whose office is located at 215 China St. and who can be reached by telephone by calling (830) 634-2171.
- All other concerns: See the Superintendent, whose office is located at 215 China St. and who can be reached by telephone by calling (830) 634-2171.

Parents of Students who speak a Primary Language Other than English

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

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirement, 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. Exceptions may be made at the principals or authorized designees' discretion.

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

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: See the Superintendent, whose office is located at 215 China St. and who can be reached by telephone by calling (830) 634-2171.
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Scott Turner, whose office is located at 215 China St. and who can be reached by telephone by calling (830) 634-6113.

Student Records

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

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

- The parents – whether married, separated, or divorced – unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she 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 custodian of all records for students who have withdrawn or graduated. Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for

explanation and interpretation of the records. The address of the Superintendent's and principals' offices is P.O. Box 377 Center Point, TX. 78010.

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), **Report Cards/Progress Reports** on page 41, and **Complaints and Concerns** on page 53 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.cpsid.net.

Copies of student records are available at a cost of twenty-five cents (.25) per page, payable in advance. If the student qualifies for free or reduced-priced lunches and the parents are unable to view their records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent. Request can be mailed to P.O. Box 377 Center Point, TX. 78010.

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

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

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 the child's first day of this school year. [See the "**Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information**" is on page 2 of this handbook.]

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, call Jeannie Zirkel at 634-6128.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed.

However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards -Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

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

Texas Project First, at <http://www.texasprojectfirst.org/>

Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Jeannie Zirkel

Phone Number: (830) 634-6128

Opciones Y Requisitos para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial

Si un niño experimenta dificultades de aprendizaje el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades.

El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un período razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, éste dará a los padres una notificación escrita explicando por qué no se evaluará al estudiante. Esta notificación por escrito incluirá una declaración informando a los padres de sus derechos si éstos no están de acuerdo con el distrito. Es requerido que el distrito da a los padres la ***Notificación de garantías de procedimiento—Derechos de los padres de estudiantes con discapacidades***.

Más información sobre el Acto de los individuos con discapacidades (IDEA) es disponible del distrito en un documento adicional, ***Una guía al proceso de admitir, revisar, y despedir***.

Los siguientes sitios del Web proveen información a las personas que buscan información y recursos específicos a estudiantes con discapacidades y sus familias:

Texas Project First, en <http://www.texasprojectfirst.org/>

Partners Resource Network, en <http://www.partnerstx.org/howPRNhelps.html>

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto: Jeannie Zirkel

Número de teléfono: (830) 634-6128

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This handbook is dedicated to:

- All the parents who give Center Point Elementary their very best---their children
- All teachers who teach the students
- All those at Central Office who give us all their support and knowledge.

THANK – YOU!

GENERAL INFORMATION

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as classroom rules; dress and grooming; student conduct and transportation. For additional information or questions you may have, please see the principal.

Quick Reference:

Where to look or whom to see when you need information about...

- Attendance Requirements page 16 See the principal
- Release During the Day page 21 See the principal
- Withdrawing from School page 21 See the principal
- Bus Rules page 22 See the principal
- Classroom Rules page 23 See the teacher
- Conduct page 24 See the principal
- Dress and Grooming page 29 See the principal
- Law Enforcement Agencies page 30 See the principal

Admission, Release, Withdrawal

A student who wants to enroll in the District should contact the Elementary Office for grades Pre-K through 5.

These are the basic requirements for admission to district schools:

1. The student must live in the district with a parent or legal guardian or one of the student's parents must live in the district, even if the student does not live with that parent.
 - To be eligible for admission based on just the parent's residence in the district, the court that issued a final order in a divorce proceeding must have designated that parent as a managing or possessory conservator for the child.
 - The parent enrolling a student based on only the parent's residence in the district must provide a copy of a current final order, signed by the judge and showing a file stamp from the court, designating the parent as a managing or possessory conservator.
2. The student is under age 18 and lives in the district with an adult resident of the district who has accepted a Power of Attorney from the child's parent or legal guardian. The school district has Power of Attorney forms to be completed by both the parent and the person the student lives with.

3. Students under the age of 18 must be enrolled by a parent, legal guardian, or adult resident who has a valid Power of Attorney for the student.
4. The adult enrolling the student must present current immunization records or make arrangements to begin immunizations as soon as possible.
5. No later than 30 days after a student has been enrolled, the adult enrolling the student must provide a copy of a birth certificate or other acceptable identification for the child and copies of the education records from the school the child last attended.
6. We do not admit underage students to school. We have a four year old program for those students who qualify. Your child must be 5 years old on or before September 1 of the current school year to be admitted to kindergarten. To be admitted to first grade, your child must be 6 years old on or before September 1 of the current year or must have completed kindergarten, or been enrolled in first grade, in the public schools of another state.

The application for admission and enrollment forms are official government records, and it is a crime to provide false information of any kind or false records for identification. School officials can ask parents or another adult enrolling a student to provide some evidence that they are bona fide residents of the school district.

If school officials have reason to question the legitimacy of a child's residency information, they can investigate to determine the student's actual place of residence. If the district finds that a student is not really a district resident, the student will be withdrawn, and school officials will take the necessary legal steps to recover the maximum tuition fee the school district can charge or the amount the board of trustees budgets as an expense per student.

Students in Protective Custody of the State

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

Please contact Scott Turner, who has been designated as the district's liaison for children in the conservatorship of the state, at (830) 634-6113 with any questions.

Attendance Requirements

Regular school attendance is essential for the 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.

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school as well as any applicable accelerated instruction programs, extended year programs, or tutorial sessions unless the student is otherwise legally exempted or excused.

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

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 the reading diagnosis test.

A student in grades 3-5 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

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 the grade placement committee; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

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

- For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.
- If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 or older, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law.

[See policy FEA(LEGAL).]

Attendance for Credit

To receive credit in class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee

to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate [See policies at FEC.]

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
- A District-approved mentorship designed to meet requirements of an advanced measure for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent, including personal illness; or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An approved college visitation.
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

Parent's Note after an Absence for Illness

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. Please note:

- A student absent from school for one or more periods, for any reason, other than for a documented health care appointment from a licensed health care provider or prior principal approval, will not be allowed to participate in school related activities on that day or evening.
- In those rare circumstances 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. **Notes will ONLY be accepted up to three days upon the students return to school.**
- A student who is absent for five consecutive days or more must bring a doctor's note stating when the student is allowed to return to school, or explaining the reason for the absence.
- A student absent for any reason should promptly make up specific assignments missed and/or complete additional in-depth study assigned by the teacher. 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 absent from school or from any class without permission will be considered truant and subject to disciplinary action.

A student under 18 who must leave school during the day may bring a note from his or her parent that morning. The office will contact parents to confirm parental permission. A student who becomes ill during the school day should, with permission from the office, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

Regular attendance is critical to your child's success in school. It is also critical to the school district's success because it is a factor in the district and campus rating under the state accountability system and is a determining factor in the amount of state financial aid the district is entitled to receive.

School officials aggressively enforce the state compulsory attendance laws. If you do not send your child to school, we will send you a written warning that you must comply with compulsory attendance laws. If your child continues to be absent after we send that warning letter, we will file charges with the appropriate local court. Every day that a child is out of school in violation of compulsory attendance laws is a separate offense. You may be assessed a fine for each offense

and may also be ordered to participate in a class designed to help you make sure your child attends school as required.

Of course, there are times that children are sick or have other legitimate reasons for being absent from school. Regardless of the age of your child, if s/he is sick and will not be at school that day, you should call the school office to let them know of the absence. **A note MUST be sent to the school explaining the student's absence from school. Notes must be on file within 3 days of the students' return to school.** The principal or someone acting for the principal will make the final decision whether an absence is classified as excused or unexcused.

If the child does not bring a signed note, the absence will be classified as unexcused. Students ordinarily will not be permitted to make up missed work for credit if the absence is unexcused. Also, a student who has unexcused absences for 10 or more days or partial days in six months or three or more days or partial days in four weeks must be referred to the juvenile court for violations of compulsory attendance laws.

Doctor and Dental Appointments

Absences for appointments with doctors, dentists, orthodontists, physical therapists, and other health care professionals will be classified as excused absences if the student returns to school on the same day as the appointment and presents a note from the health care provider stating the time of the appointment and the time the student left the doctor's office. If the appointment is at the end of the school day and the student has been at school all day up to that time, the absence will be excused if the student brings a note from the health care provider the following day.

Religious Holidays

Absences for religious holy days, including up to two days of travel time if necessary, will be classified as excused absences.

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.

Tardies

If a student arrives to school after 7:50 or leaves school prior to 3:15 is considered tardy. This falls under the compulsory attendance requirements and will be handled by the school attendance officer and principal. Consequences for 3 or more unexcused tardies per six weeks will result in the student losing perfect attendance status for that six week and for the year. Additional consequences for tardies is at the discretion of the principal or his/her designee.

Change of Address or Directory Information

Students who change their address or telephone number after registration must report that change to the principal's office immediately.

Release During the School Day

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

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

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

Withdrawing from School

Children who are under age 18 will not be permitted to withdraw from school unless a parent, legal guardian, or other adult with responsibility for the child comes to the school to complete the necessary forms. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to assure a clear library record; and finally to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record.

Buses or Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (830) 634-6111.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact (830) 634-2257.

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

Video Cameras

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

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

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

Bus Rules

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. The following are Center Point ISD School Rules:

- Follow the driver's direction at all times.
- Every student will be assigned a seat. They can be reassigned a new seat only by the driver.
- Enter and leave the bus or van in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Students will not deface the bus, van or its equipment.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.
- Once the students have been seated, they will remain seated until they arrive at their departure location.
- The student will "sit" in his/her seat, not stand or kneel.
- Students will 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.
- There will be no fighting, verbal or physical.
- Students will not use foul language.
- Eating and drinking will be allowed as long as the bus is clean.
- There will be no radios played on the bus.
- Students will not throw things on or from the bus.
- Students will keep their voices to an acceptable level. The driver will determine the level of noise he/she can stand and still drive the bus safely.
- The driver of the bus has the same authority as the classroom teacher.

Discipline Procedures Relating to School Bus

• First Violation

The student will be warned and a note will be sent to the principal's office and the parent will be notified that if one more incident occurs, the student will not be allowed to ride the bus for a period of three weeks.

• Second Violation

If the student violates the bus rules a second time, the student will be removed from the bus for a period of at least three weeks. The parents will be notified.

• **Third Violation**

When the student returns to ride the bus and violates the bus rules again, he/she will be removed from the bus for the remainder of the semester or for an entire six weeks. The parents will be notified.

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

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

Classroom Rules

Each classroom teacher will develop a set of rules with the class during the first week of school. Students are expected to obey all classroom rules. All classroom rules must be approved by the principal.

Bathroom Rules

1. Go
2. Flush
3. Wash
4. Leave

Behavior Plan

Campus Expectations

- Treat everyone with respect (including yourself)
- Be responsible
- ALWAYS do your best

Classroom expectations

- These will be collaboratively developed by the homeroom teacher and students on the first day of school – 3 expectations

Color System

- Green – starting point for every student
- Yellow – minor misbehavior – student will receive classroom consequences, parent contact made by homeroom teacher, classroom misconduct form sent home and filed
- Red – major misconduct, repeated minor misconduct, gross insubordination – student sent to office, parent contact made by principal or designee, consequence given by principal, office referral form filled out by teacher and sent home
- Black – Pirate Pride – student may earn this color change through “great” behavior – positive parental contact made via Pirate Pride Note and reward given to student

Pre-K – 1st grade

Students will return to green each day.

2nd – 5th grade

Students will remain on color throughout 6 weeks grading period. Students can earn green by displaying great behavior.

Restroom Expectations

- Go
- Flush
- Wash
- Leave

Classroom Misbehavior Consequences

- Missing recess – either part or whole
- Classroom time-out
- Losing classroom privileges
- Seating change
- Lunchroom seating assignment
- Losing class computer time
- Sitting out during fun activities
- Losing announcement privileges
- Re-doing or extra homework assignments
- Losing classroom group work privileges

Office Misbehavior Consequences

- Losing privileges
- Practice Academy/Think Tank
- Out of school suspension
- Corporal punishment

Parents will be notified when:

- A student is having difficulty academically, socially, or behaviorally
- A student is sent to the Principal's Office

The conduct grade will start over each six weeks. If homework and/or items sent home to be signed and returned the next day are not returned to the teacher, the student will miss recess until items are returned.

Clubs and Organizations

Student clubs and performing groups such as the choir, and honor society may establish codes of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct will apply in addition to any consequences specified by the organization.

Conduct

Applicability of School Rules

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior--both on and off

campus--and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

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

The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Social Events

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

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

Academic Dishonesty/Cheating/Plagiarism

Academic dishonesty—as in cheating or plagiarism—is not acceptable. Cheating can include copying another student’s work—such as homework, class work, or test answers, etc.—and claiming it as one’s own. Plagiarism is the use of another person’s original ideas or writing without giving credit to the author. A student found to have engaged in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

Corporal Punishment

See the Student Code of Conduct.

Prohibiting the Use of 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.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Violations of Law

Disruptive Activities—State law prohibits a student from participation in disruptive activities. That includes acting alone or with others to:

- Interfere with the movement of people in an exit, an entrance, or a hallway of the District without authorization from an administrator.

- Interfere with an authorized activity by seizing control of all or part of a building.
- Use force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use force, violence, or threats to cause disruption during an assembly.
- Interfere with the movement of people at an exit or an entrance to District property.
- Use force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupt classes 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; entering a classroom without authorization and disrupting the activity with profane language or any misconduct.
- Interfere with the transportation of students in District vehicles.

Gangs and Other Prohibited Organizations—Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society, or gang.

Hazing Activities—State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits action; has knowledge of planned action or action that has occurred without reporting that knowledge in writing to a school official.

Alcohol, Drugs, Tobacco, and Weapons—Under state and federal law, a student is not allowed to possess, sell, give away, or use alcohol, illegal drugs, tobacco products, guns, or other weapons on school property or at a school-related or school-sanctioned activity, on or off school property. Having any of these items in a privately owned vehicle that the student has driven to school and parked on District property is also prohibited.

No student shall possess, use, transmit, or attempt to possess, use or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law.
- Alcohol or any alcoholic beverage.
- Any abuseable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

Use means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech. Under the influence means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this policy.

Students who violate this policy shall be subject to disciplinary action and may be required to complete an appropriate rehabilitation.

Backpacks, desk or containers may be searched in accordance with Board policy.

[See the Student Code of Conduct for information regarding disciplinary consequences.]

Discipline

This Handbook and current statutes will govern student discipline and will supersede outdated policies adopted by the Board within the context of previous law. The principal or other appropriate administrator will continue to be authorized to consider the circumstances of each disciplinary situation, including the following factors:

- The seriousness of the offense.
- The student's age.
- The frequency of misconduct
- The student's attitude
- The potential effect of the misconduct on the school environment.

State law requires certain disciplinary actions for certain offenses. Offenses that require placement in an alternative education program are:

- Conduct that contains elements of simple assault or terroristic threat.
- Selling, giving, delivering to another or possessing, using, or being under the influence of:
 - Marijuana or controlled substance in an amount not constituting a felony.
 - Dangerous drug in an amount not constituting a felony.
- Selling, giving, delivering to another or possessing, using, or being under the influence of alcohol.
- Conduct containing elements of offense related to abuseable glue or aerosol paint or relating to volatile chemicals.
- Conduct containing elements of public lewdness or indecent exposure.
- Conduct that is a felony that occurs on or off school property.
- Retaliation against a school employee, either on or off school property and when not combined with another offense.

Offenses that require expulsion are:

- Using, exhibiting, or possessing a firearm, prohibited knife, club, or prohibited weapon.

- Conduct containing elements of aggravated assault; sexual assault; aggravated sexual assault; arson; murder; capital murder; or criminal attempt to commit murder of capital murder; indecency with a child; aggravated kidnapping; conduct related to alcohol or drugs that are punishable as a felony.
- The District will expel a student for retaliation against an employee involving any of the offenses listed above.

The District may expel a student for:

- Continued serious or persistent misbehavior following placement in an alternative education program for disciplinary purposes.
- Criminal mischief, if punishable as a felony.

In addition, the principal may remove a student immediately on an emergency basis if the principal reasonably believes the action is necessary for the protection of persons or property. [Also see **Classroom Rules** on page 23.]

Discipline Management Techniques [See FO (Local)]

Discipline management techniques are always available when assessing penalties for violations of code of conduct, regardless of the offense. Discipline management techniques shall include:

1. Counseling by teachers, special services, or administrative personnel.
2. Parent-teacher conferences.
3. Cooling-off or time out.
4. Behavioral contracts.
5. Assigned school duties other than class tasks.
6. Verbal correction.
7. Withdrawal of privileges, including participation in extracurricular activities and honorary positions.
8. Sending the student to the office or other assigned areas.
9. Detention
10. Corporal punishment.
11. School-defined and –imposed probation.
12. Rewards and incentives.
13. Demerits.
14. Temporary confiscation of things that disrupt the educational process.

15. In-School Suspension (ISS)

16. Removal to an alternative education program.

Each handicapped student's individual education plan (IEP) shall address the student's specialized needs on discipline, including which of the discipline management techniques can appropriately be used with the student.

Disruptions

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

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

Dress and Grooming Code

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. While we respect students' desire to express themselves in their clothing and grooming styles, we do not permit students to wear clothing with pictures, emblems, or writing that is lewd, offensive, vulgar, or obscene or that advertises or depicts tobacco products, alcoholic beverages, drugs, or any other substance that students are prohibited from having or using at school. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

The principal may make decisions about the appropriateness of any attire as fashions change during the school year.

1. Hair must be of natural color and cut. Hair that distracts from the learning environment is prohibited.
2. No holes, rips, or tears are permitted in clothing.

3. No excessively tight pants, shorts, or skirts.
4. Shorts and skirts must be of moderate length.
5. No baggy pants, shorts, etc. If the pants' seam lines touch when pulled to the front the pants/shorts are too baggy. No gang-related dress or symbols will be allowed.
6. All shirt tails longer than a hands length from the waist MUST be tucked in. No spaghetti straps or halter tops. Sleeveless shirts must be tailored (sewn). No cut out shirts.
7. No bare midriffs. If stomach shows when arms are lifted, the shirt is too short.
8. Footwear MUST be worn. **No** flip-flops, thongs, shower shoes, or water (swim) shoes. No excessive heels on girl's shoes.
9. Students MUST wear appropriate footwear for running in order to participate in P.E..
10. Caps and hats may not be worn in the buildings during the school day. Caps will be worn properly.
11. No pierced jewelry will be allowed except earrings for girls. Only two holes in the ear lobes.

The Principal, in connection with the sponsor or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Consequences

If your child comes to school wearing clothes that violate the dress code or in any other way violate our dress and grooming standards, s/he will be referred to the office. The first time a student is referred, the student will be given an opportunity to correct the problem at school. If not corrected, the student's parent will be called. The student may be assigned to ISS until the student corrects the problem. A student who repeatedly breaks the dress code will be subject to more serious disciplinary action.

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

Before the student is delivered 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 officer'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 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 also required by state law to notify:

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

Food

NO food or drinks will be allowed in the classroom during classes unless authorized by the principal. No food or drinks are allowed in the Gym.

Prayer and Meditation

Each student has a right to individually, voluntarily, and silently pray or meditate in school or at any school activity in a manner that does not disrupt or interfere with the delivery of instruction or other activities in the school. No school employee can or will require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

Public Display of Affection

Public displays of affection is prohibited in elementary school and will result in disciplinary action in accordance with the Student Code of Conduct.

Searches of Students on School Property

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.

The principal or other school administrator can search a student's outer clothing, pockets, or property if s/he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule. The scope of the search will be related to the suspected violation.

Students' Desks and Lockers

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

Students are fully responsible for the security and contents of their assigned desks and lockers.

Students must be certain that their lockers are locked, and that the combinations are not available to others.

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

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

Electronic Devices

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

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

Trained Dogs

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

Bullying

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

- results in harm to the student or the student's property,
- places a student in fear of 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.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

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

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

[Also see **School Safety Transfers** on page 63, **Hazing** on page 26, and policy FFI(LOCAL).]

Child Sexual Abuse

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at following link to the CPISD District Improvement Plan: http://www.cpisd.net/pages/uploaded_files/DIP%202009.2010.pdf As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child’s mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

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

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

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>
<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

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 at www.cpisd.net.

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

Sexual Harassment

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

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

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

Retaliation

Retaliation 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.

This text describes retaliation against a student by an employee or another student.

Reporting Procedures

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

Investigation of Report

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

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

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

Smoking/Tobacco Products

Students may not possess, smoke, or use tobacco products on school-sanctioned activity, on or off school property. See the Student Code of Conduct for information regarding disciplinary sanctions.

The student or parent may appeal the decision regarding the outcome of the investigation in accordance with policy FNCJ (LOCAL)

Student Code of Conduct

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

- Attending all classes daily and on time.
- Being prepared for each class with appropriate materials and assignments.
- Being properly dressed and groomed.
- Showing courtesy and respect toward others.
- Behaving in a responsible manner.
- Paying required fees and fines, unless they are waived.
- Avoiding violations of the Student Code of Conduct.
- Obeying all school rules, including safety rules.
- Seeking change in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Cooperating with District staff in investigations of disciplinary cases and volunteering known information relating to serious offenses.

The District has authority and control over a student during the regular school day and while going to and from school on District transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct, regardless of time or location. A violation of law and the Student Code of Conduct involving retaliation against an employee, even though it occurs off school grounds and not at any school-related activity, is also subject to District jurisdiction and described in Discipline on page 24 of the Student Handbook.

Students at school or school-related activities are prohibited from:

- Cheating or copying the work of another.
- Throwing objects, outside supervised school activities, that may cause bodily injury or damage property.
- Leaving school grounds or school-sponsored events without permission.
- Using profanity, vulgar language, or obscene gestures.
- Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.

- Being disrespectful.
- Playing with matches or fire, or committing arson.
- Stealing.
- Damaging or vandalizing property.
- Disobeying school rules about conduct on school buses.
- Fighting, committing physical abuse, or threatening physical abuse.
- Committing extortion, coercion, or blackmail; that is, obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Name-calling, ethnic or racial slurs, or derogatory statements that school officials have reasonable cause to believe will substantially disrupt the school program or incite violence.
- Engaging in inappropriate physical or sexual conduct disruptive to others.
- Assaulting a teacher or other individual.
- Selling, giving, or delivering to another person, possessing, using, or being under the influence of: marijuana or a controlled substance, a dangerous drug; abusable glue, aerosol paint, or other volatile chemical; or an alcoholic beverage. Such conduct is wrong and harmful.
- Bringing a firearm to school. Federal and state law requires expulsion for this conduct.
- Smoking, using, possessing, or distributing tobacco products.
- Hazing.
- Possession of a pocket knife, paging device, phone or laser pointers.
- Behaving in any way that disrupts the school environment or educational process.
- Engaging in any conduct constituting felony criminal mischief as defined by law.
- Membership or participation in any secret society, fraternity, sorority, or gang.
- Engaging in unruly, disruptive, or abusive behaviors that seriously interfere with the teacher's communication with students or with the ability of students to learn.
- Also see Discipline Management Plan/Student Code of Conduct attached to this Handbook.

CURRICULUM AND PROGRAMS

General Curriculum Information

This section of the handbook contains pertinent requirements for academics and activities. Center Point ISD operates a Pre-K—12 program that meets all state curriculum requirements. Schools are organized by grade level, with separate campuses for elementary (pre-K—grade 5), middle school (grades 6-8), and high school (grades 9-12). For information related to **Physical Activity for Students** refer to page 57.

Quick Reference:

Where to look or whom to see when you need information about...

- | | | |
|---|---------|---------------------------|
| • Awards and Honors | page 39 | See the teacher |
| • Counseling: academic | page 40 | See the counselor |
| • Counseling: personal | page 40 | See the counselor |
| • Credit by Exam | page 40 | See the counselor |
| • Grading/Report Cards/Progress Reports | page 41 | See the teacher |
| • Promotion and Retention | page 44 | See the teacher |
| • Special Programs | page 46 | See the principal |
| • Testing and Assessment Programs | page 46 | See the teacher/counselor |

Alternative Education Programs

The District shall provide for the continuing education of a student placed in an alternative education program, which shall include:

Practice Academy/Think Tank

Center Point Elementary has incorporated the use of a Practice Academy/Think Tank program for students who experience difficulty behaving at school. This program is designed to help students understand why they chose to misbehave and give them strategies to make better choices in the future. This program will give students opportunities to reflect on the circumstances and effective strategies to deal with situations in a more positive manner.

Practice Academy

This program will be conducted on an as needed basis for students. The Practice Academy is designed so students can replay the situation surrounding the misbehavior and practice a more positive approach. For example a student who exhibits consistent misbehavior on the bus will practice how to ride the bus and review the bus rules.

- Teachers can request students go to the practice academy on a weekly basis

- Practice academy will not be held during instructional time
- Students who attend Practice Academy must exhibit continual difficulty with specific behaviors
- Documentation is essential in utilizing this program. Teachers must provide very specific information to better target specific misbehavior.
- The Practice Academy is not a “catch-all” solution to misbehavior. The discipline plan as set in campus and district policy must be followed. Students should not be sent to Practice Academy for first time offenses.

Think Tank

The Think Tank is a program designed to give students a quiet place to cool-off, reflect, and find solutions. Students will be assigned to this program based on the severity and frequency of the infraction. This program is based on the individual needs of the student.

- Think Tank time will only be assigned by the principal
- Documentation will be kept on file by the office the instructor
- Every attempt will be made to contact parents prior to the student going to the Think Tank
- Think Tank will not be used for make-up or missing work
- Think Tank is not a place for Special Education students unless assigned by the principal
- Think Tank is not computer or play time

Awards and Honors

Honor Roll

An honor roll of outstanding students is kept by the elementary school for 1st through 5th grades and appears in the local papers at the end of each six-week period. There will be an “A” Honor Roll and an “AB” Honor Roll. Students must have all “A’s” or “A’s” and “B’s” to be on the honor roll. Only solid subjects will be counted (i.e. Language Arts, Math, Science, and Social Studies). Language Arts will consist of a combination of English, Reading, and Spelling.

Conduct will be a given a number grade. Points can be lost as follows:

- One office referral equals 2 conduct points

The conduct grade will start over each six weeks.

Perfect Attendance

Those students who have been prompt and regular in attendance, who have not missed any days (except for school-sponsored trips) will receive a certificate of award for Perfect Attendance.

Unless a student is excused for a temporary absence (See **Attendance** on page 16), he/she is considered absent if he/she:

- arrives at school after 10:00 a.m.
- leaves school before 10:00 a.m.

A student is not eligible for a *perfect attendance award* if he/she:

- has been homebound due to a lengthy illness or other extenuating circumstances
- has withdrawn from school and is not re-enrolled in any school for a period of days or weeks otherwise authorized by the Principal.

A.R. Points

The students who have earned the top points in each grade level will be recognized at the Award Ceremony.

Counseling Programs and Services

Academic Counseling

If a student is having problems passing teachers will recommend that the student attends counseling in order to obtain skills to help him/her learn.

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. If you wish to meet with the counselor, you should contact the school office.

Please note: The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports. [For more information, refer to policy FFE and FFG (EXHIBIT).]

Psychological Exams, Tests, or Treatment

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

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

Credit by Examination

If a Student Has Taken the Course

A student who has previously taken in 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 examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may allow a student with excessive absences to receive credit for a course by passing an examination. A student may not use this exam, however, regain eligibility to participate in extracurricular activities. In this case the student is required to pay for the examination. [For further information, see the counselor and policy EEJA.]

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** on page 41 for additional information.

Grading Policy

For grades 1 through 5 all grades taken that six weeks will be averaged for a six weeks grade. A minimum of twelve grades must be recorded each six weeks. No checkmarks will be entered in the grade book. Pre K and Kindergarten will continue to use E, S, N, and U and report readiness skills.

Music and P.E. and technology will be given number grades.

A student will be placed on the semester "A" honor roll if all A's were made for the six weeks on the report card. If A's and B's were made, the child will be on the "AB" honor roll.

A conduct grade will be given on report cards. Each student starts out with 100 points each six weeks. Points will be taken off for misbehavior and for assignments not returned. (See **Classroom Rules** on page 23.)

Report Cards and Progress Reports

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 standards.

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 you will be given a progress report. 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. [For information on scheduling a conference see **Conferences** on page 53.] Report cards and progress reports for elementary students must be signed by the parent and returned to the school by the next day after being issued.

Teachers follow grading guidelines that have been approved by the principal/superintendent 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).]

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school within 10 school days.

Pre-kindergarten and Kindergarten

Achievement or progress in Pre-Kindergarten and kindergarten shall be reported to parents as Excellent, Satisfactory, Needs Improvement, and Unsatisfactory. Readiness Skills will be reported on Progress Report.

Internet Policy

Center Point ISD offers students Internet access on the district computer network. This service may be used by students for academic-related tasks. No electronic mail, chat lines, or games will be available. Students may be expected to take an Internet training session before being given access to the Internet. Students will be monitored by the staff and will be expected to follow the school's code of conduct. Students and parents will be asked to sign a student agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. The following kinds of use of the school's equipment or network are classified as unacceptable under our policy and the User Agreement:

1. Unauthorized use of copyrighted material, including installing any software or downloading from the internet on to district equipment without approval of the Technology Coordinator.
2. Posting or distributing threatening, racist, harassing, excessively violent, or obscene material.
3. Personal political use to advocate for or against a position or a candidate, except when the activity is to fulfill an assignment for class credit.
4. Tampering with anyone else's computer, files, or e-mail.
5. Forgery of messages or sending unsolicited junk e-mail.
6. Using the computer to violate the student code of conduct.
7. Using the computer for commercial activities or commercial gain.
8. Advertising for the purchase or sale of any product.

Students who violate the terms of the User Agreement may lose their computer privileges at school, as well as incur consequences under the school's Student Code of Conduct.

Disciplinary Actions Relating to Computer Usage

Disciplinary actions for misuse of access privileges on the Internet:

- First Offense: Warning

- Second Offense: Loss of computer privileges for 3 weeks
- Third Offense: Loss of computer privileges for 18 weeks

Violations of rules on the Internet could also result in the following sanctions:

- a. Counseling on proper procedures to be followed before access to computers is permitted.
- b. Confiscation of inappropriate items.
- c. Restitution/restoration.
- d. Other actions as deemed appropriate by administrator.

Library Facilities, Hours, and Access

Each school has a library available for student research and study, with resources appropriate for needs of the grades served by the campus. The library is supervised by a certified librarian/library aide. Students have access to the library during the school day and during posted hours before and after school.

If you have a concern about library materials available to your child, please contact the librarian, teacher, or the principal. We have a policy and process that will allow you to explain your concerns and reach an understanding about your child's access to the questioned materials. Students must bring a pass signed by the classroom teacher. **NO** backpacks, eating, or drinking will be allowed in the library.

Students may check out up to three (3) books for a two-week period. The book must be brought in for rechecking. Overnight loans can be made on certain encyclopedias and reference books. When major research is going on, some materials will be placed on reserve and circulation will be restricted.

Overdue books are assessed 5 cents a day fine. Fines must be paid in full in order to check out additional books. Books that are lost will be assessed a fine for the overdue days, as well as the current replacement cost of the book. Any lost book(s) that is found and returned within one week of paying the fine and/or cost of the book will receive a partial refund, minus the fine and processing fee (\$5.00 per book). This will also limit the student to one book check-out for the remainder of the year. There will be a damage charge for any material that is returned damaged.

ALL fines that are not paid in full at the end of the school year will carry over to the next school year.

Library Dress Code

The dress code and student conduct code will be enforced during evening hours when the library is open.

Makeup Work

Makeup Work Because of Absence

A student will be permitted to makeup tests and to turn in projects due in any class missed because of absence. Students will be given the number of days equivalent to the number of days missed to complete missed assignments.

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

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

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, another distance learning option, 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

The district will provide opportunities for a student to complete the necessary course work for each day of ISS. Those methods are at the discretion of the district.

Meeting of Non-curriculum-Related Groups

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

Promotion and Retention

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

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

- 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.

*** Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to perform satisfactorily on the grade 5 STAARs for this one year only in order to be promoted to the next grade level.**

If a student in grade 5 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See **State-Mandated Test** on page 46.]

Parents of a student in grades 3–5 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. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011–2012 school year, a student in grade 5 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous 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.

Limited English Proficient Students

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

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

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

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

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 Superintendent at (830) 634-2171.

Testing and Assessment Programs

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

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

State - Mandated Tests

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–5

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

- Mathematics, annually in grades 3–5
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5

Successful performance on the reading and math assessments in grade 5 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived. See **Promotion and Retention** on page 44 for additional information.

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

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

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **State-Mandated Tests** on page 46.

OF SPECIAL INTEREST TO STUDENTS

Quick Reference:

Where to look or whom to see when you need information about...

- | | | |
|--|---------|-------------------|
| • Extracurricular Activities | page 48 | See the principal |
| • Homework | page 49 | See the teacher |
| • Student Publications/Distribution of Materials | page 49 | See the principal |
| • Student Schedules | page 50 | See the principal |

Extracurricular Activities, Clubs, and Organizations

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

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

The following requirements apply to all extracurricular activities:

- A student who receives at the end of any grading period a grade below 70 in any class may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three weeks.
- A student is allowed in a school year up to ten absences not related to district competition during training, and a maximum of five absences for district competition prior to competition. No more than 15 absences. All extra curricular activities and public performances, whether UIL activities or other activities approved b the Board, are subject to these restrictions.
- A student who misses classes because of participation in a non-approved activity will receive an unexcused absence.
- Any restrictions related to discipline are set out in the Student Code of Conduct.
- A student absent from school for any reason other than a documented medical provider excuse, will not be allowed to participate in school-related activities on that day or evening. The principal or designee will determine whether a student may participate.
- An ineligible student may practice or rehearse.

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

Fund Raising

Student clubs or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 15 days before the events.

EXCEPT as approved by the principal, fund raising shall not take place on school property.

Class funds are to be used for school or class-related purposes and must be approved by the principal.

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 or leased property or campus playground.

Homework

The primary purpose for homework assignments is to increase the student's time on a given academic task beyond that offered during the allotted classroom segment. The assignment should (1) be directly related to the curricular content, and (2) be either guided practice or serve as an overview prior to the introduction of new material.

Students are expected to turn in completed assignments at class time on the date the assignment is due. A teacher may choose not to accept late work, in which case the student will receive a grade of zero. If the teacher accepts the late work, the student will receive a maximum grade of 70.

When a student is absent, it is his/her responsibility to contact the teachers for missed assignments at the earliest opportunity. All work missed will be given no less than the same number of days to make up the work as the student missed because of an excused absence.

Students who fail a major test may be given the opportunity to retest. Students may be required to schedule a retest outside of the regular class time.

Student Publications/Distribution of Materials

School Materials

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

The school newspaper and the yearbook, are available to students.

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

Nonschool Materials from Students

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, poster, or other visual or auditory materials that were not developed under the oversight of the school may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days.

The principal has designated the campus office as the location for approved nonschool materials to be placed for voluntary viewing by students. See policies FNAA.

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

Non-school Materials from Others

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

Prior review will not be required for:

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

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

Student Schedules

All schedule changes **MUST** have principal approval.

Telephones

The office telephones are for business use in the administration of the school. Only in emergency cases will students be permitted to use the office telephones. During school hours, students should ask permission from the office to use any school phone.

- dues for voluntary student organizations and clubs and admission fees to voluntary extracurricular activities.
- security deposits for materials or supplies that must be returned to the district.
- voluntarily purchased student accident insurance.
- fees for personal apparel used in extracurricular activities that become the student's personal property.
- a fee for student identification cards.
- fees for lost, damaged, or overdue library books.
- a reasonable fee for providing transportation to a student who lives within two miles of the school. [See section on **Buses and Other School Vehicles** on page 21.]
- a fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

All fees, fines, debts, and dues are expected to be kept currently paid. Report cards will **not** be issued to students who have delinquent debts. Students will not be allowed to register for classes until all debts are cleared.

Communication Between Home and School

Good communication between home and school regarding a child's education is more than a "plus"; it is essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this Handbook, progress reports, report cards, and student work for parents to review and sign. It continues into interaction, messages, phone calls from teachers, and school open houses or back-to-school nights.

Communication might also include requests for conferences—initiated by the school or the parent—to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or principal should call the school office at (830) 634-2257 for the elementary for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times might be arranged as well.

[See section on **Parental Involvement, Responsibilities, and Rights** on page 61].

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed simply by a phone call or conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG(LOCAL) in the District's policy manual. A copy of the policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.tasb.org/policy/pol/private/133901/.

In general, a parent or student should first raise the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

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 U.I.L., club meetings and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct extracurricular participants established by the teacher/sponsor in accordance with Board policy.

Use of Hallways During Class Time

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

Conferences

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

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

Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance [see **Report Cards** on page 53], (2) if the student presents any other problem to the teacher, or (3) if the teacher considers it necessary.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in 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.

Drug –Free Schools

The Center Point Independent School District believes that student use of tobacco, alcohol, and illicit drugs are both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, sale, possession, and distribution of tobacco, alcohol, and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for substance-related offenses. Students may be suspended for up to three school days or expelled for a period of time ranging from seven school days to the end of the school year; in addition, they may be referred to appropriate law enforcement officials for criminal prosecution. Procedural requirements for the imposition of suspension and expulsion are set out in the district's policies at FOA, FOA (L), FOD, and FOD (L). The principal of your school will be glad to provide you access to a copy of these policies.

Depending on the nature and severity of a substance-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The principal or counselor of your school can provide you with information about rehabilitation and reentry programs that are available in our community or within reasonable access of our community.

Electronic Devices and Technology Resources

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

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

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 32 and policy FNF.]

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

Possession and Use of Other Personal Electronic Devices

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other

electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 32 and policy FNF.]

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Acceptable Use of District Technology Resources

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

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Inappropriate Use of Technology

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

Emergency School Closing Media Information

In the event that it becomes necessary to close or not open school, information will be given to the following media:

Radio Station KRNH 92.3 FM

Radio Station KRVL 94.3 FM

TV Station WOAI channel 4

TV Station KENS channel 5

TV Station KSAT channel 12

Emergency School-Closing Contact Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

Cafeteria Services

Our school participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. We maintain strict confidentiality as to whether students participate in the program.

The District follows the federal and state guide lines regarding foods of minimal nutritional value being served or sold on school premises during the school day. (For more information, see policy CO.)

Students will not be allowed to charge meals. If you would like more information about the program or an application, please contact the Director of Food Services, Holli Trejo at 634-6114.

Conduct in the Cafeteria:

- Due to the close time schedule and the number of students using the cafeteria facility, all students should pass quickly to and from the cafeteria. The cafeteria, besides being a lunchroom, is also a place where good human relationships can be developed. Here each student is expected to practice general rules of good manners.
- Do not take food or drink from the cafeteria.
- Those who wish to bring lunches from home may use the cafeteria tables and may also purchase drinks in the cafeteria. NO Food or drinks will be allowed in the classroom during lunch/tutorial unless authorized by the principal.
- There will be no consumption of food or drink in the classroom during instruction time.

Parents may bring refreshments to the office for the class for birthdays. Teachers may distribute the refreshments at the end of the instructional day. Birthday parties are not allowed to maximize instructional time for all students.

Health-Related Matters

Insurance

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

Physical Activity for Students

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

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

Physical Fitness Assessment

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

School Health Advisory Council

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

Other Health-Related Matters

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

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, measles (rubeola), mumps, rubella, Haemophilus influenza type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamped validation.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a statement signed by the student (or by the parent, if the student is a minor) stating that immunization conflicts with the beliefs and practices of a recognized church

or religious denomination of which the student is an adherent or member. This statement must be renewed yearly.

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 would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB and the Department of State Health Services Web site:

http://www.dshs.state.tx.us/immunize/school/school_info.shtm]

Lost, Damaged, or Stolen Personal Items

We ask that you discourage your child from wearing or bringing to school expensive or irreplaceable jewelry, watches, sunglasses, or personal clothing that may be removed during the days, such as winter coats. Students are responsible for all their personal possessions while at school or any school-sponsored or school-related event. It is important that you understand the school district is not responsible for any personal items that are lost, damaged, or stolen at school or a school-related activity.

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

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

“Opting Out” of Surveys and Activities

As a parent, you 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 collected 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.]

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

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

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. However, the district will seek parental consent before 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

To review your child’s student records when needed. These records include:

- Attendance records,
- Test scores,
- Grades,

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

[See Student Records on page 6.]

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.

Parent Organizations/Volunteer Opportunities

Every campus in the district has an active Parent-Teacher Association/Parent-Teacher-Student-Organization, and we encourage you to actively participate in the group at your child's or children's campus(es). At the elementary, parents will reorganize to form a PTO to support the parent school connection..

We encourage parents to volunteer in our schools. All volunteers must complete an application form, and the district will obtain a Criminal History Report on all applicants for volunteer programs.

Parental Involvement, Responsibilities, and Rights

Both experience and research tell us that a child's education succeeds best when there is 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. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Reviewing the information in the Student Handbook (including the attached Student Code of Conduct) with your child and signing and returning the acknowledgment form(s). A parent with questions is encouraged to contact the principal.
- Becoming familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor the child's academic progress and contact teachers as needed. [See section on **Communication between Home and School** on page 52.]
- 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. A teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports** on page 41].
- Exercising the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child. [See section on **Obtaining Information and Protecting Student Rights** on page 58.]
- Exercising the right to inspect any teaching materials used in connection with a survey, analysis or evaluation.
- Reviewing the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) teacher and counselor evaluations, (10) reports of behavioral patterns, and (11) state assessment instruments that have been administered to his or her child. [Also see **Student Records** on page 6.]
- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion, See policy, FO(LEGAL) and the Student Code of Conduct.
- To request the transfer of your child to another classroom or campus if your child has been determined by the superintendent to have been a victim of bullying as the term is

defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB]

- Display of your child’s artwork, projects, and other special work products:
As a parent, if you choose that a student’s artwork, special projects, photographs, and the like not be displayed on the district’s Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.
- Granting or denying any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording is to be used for school safety; relates to classroom instruction or a co-curricular or extracurricular activity; or relates to media coverage of the school as permitted by law.
- Temporarily removing the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent’s religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- Becoming a school volunteer. For further information, contact the campus principal.
- Participating in campus parent organizations. The activities are varied—ranging from booster groups to District and campus planning committees formulating District and campus plans to improve student achievement. For further information, contact the principal.
- Offering to serve as a parent representative on the District-level or campus-level planning committees assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the Superintendent, at (830) 634-2171.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction [See policies BDF and EHAA and **School Health Advisory Council** on page 57].
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. The CPISD Board meets on the third Wednesday of each month at 6:00 pm in the Training Center located at Central Office.

Pledges of Allegiance and a Minute of Silence

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

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

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 62 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).]

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 principal/superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the principal/superintendent for information. [See policy FDB.]

[See **Bullying** on page 32, 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 a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Parents of Students with Disabilities

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).]

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in

separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

Scholastic Penalties

Scholastic penalties will not be imposed for disciplinary infractions.

School Facilities

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

Pest Control Information

The District periodically applies pesticides inside buildings. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their children's school assignment area may contact the Superintendent's Office.

Asbestos

Center Point Independent School District has an Asbestos Management Plan in effect. This plan is available for inspection in the superintendent's office and may be viewed during business hours.

As required by the federal government, this will serve as notification to the Parents, Teachers, and school Support Personnel of current and pending asbestos-related activities for Center Point ISD.

Our independent inspectors have located and identified asbestos in your schools, and they have made recommendations for proper control should potential hazards exist. This inspection process is followed by the management planning process, which enables our district to determine the hazard if one exists, and take corrective actions to insure the health and safety of our students and faculty.

A copy of the management plan, as well as the re-inspection documentation will be kept in the office of the superintendent, and may be examined by you upon request.

Should you need additional information, you may call the Center Point ISD asbestos coordinator, the Superintendent's office, at 634-2171.

Student Illness, Injury at School and Medicines

Communicable Diseases and Illness

Students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school

nurse/principal so that other students who may have been exposed to the disease can be alerted. These diseases include:

Amebiasis Hepatitis, Viral (Type A) Rubella (German Measles),

Campylobacteriosis Impetigo including congenital

Chickenpox Infectious mononucleosis Salmonellosis, including

Common Cold with fever Influenza typhoid fever

Diphtheria Measles (Rubeola) Scabies

Fifth disease Meningitis, Bacterial & Viral Shigellosis

(Erythema Infectiosum) Mumps Streptococcal disease,

Fever (100.4 or greater) Pink Eye (Conjunctivitis) invasive

Gastroenteritis, Viral Poliomyelitis (Polio) Scarlet Fever

Giardiasis Ringworm of the scalp Tuberculosis (Pulmonary)

Head Lice (Pediculosis) Whooping Cough (Pertussis).

Although we want your child to attend school every day, we do not want your child at school if s/he has a communicable disease or is running a fever of 100.2° or more. Students may return after they are fever free for 24 hours. Under State and local Health Department regulations, if your child has certain medical conditions, s/he must be excluded from school for a period of time. The principal can provide you a complete list of those conditions and periods of exclusion.

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

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.

Food Allergies

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

Injury at School

We will promptly attempt to notify you or a person you have authorized us to notify if we have knowledge that your child has been injured at school or has become ill at school. We have a school nurse available on campus and a secluded area where your child can stay if s/he is injured or becomes ill.

- One of the forms we ask you to complete at the beginning of each year is a form authorizing designated school employees to consent to medical treatment in case your child is injured at school or a school-related activity and requires emergency treatment. We, of course, will call you in such a situation and will also call for emergency medical assistance. Parents should keep emergency care information up-to-date (name of a doctor, emergency phone numbers, allergies to medication, etc.). Having current information will be of critical importance should an accident or injury occur that requires medical attention. Please contact the school nurse to update any information. Field trip permission forms contain a parental consent clause. It is important, however, that you understand that the school district is not responsible for any cost of medical treatment or services provided after an injury at school or a school-related activity. We cannot and will not use public funds to pay individual student medical expenses.

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

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

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

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

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.

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.]

Safety

Student safety on campus or at school-related events is of the highest priority in the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

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

Suicide Awareness

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

www.texassuicideprevention.org

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

Textbooks, Electronic Textbooks, and Technological Equipment

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

Transportation Program

We provide transportation on school buses to and from school for those children who live more than two miles away from the school they attend. Students are required to comply with rules for conduct on school buses and to comply with the Student Code of Conduct while at authorized school bus stops waiting for the bus. Students who misbehave or violate the Code of Conduct while on the bus will be disciplined according to the Code of Conduct and may be suspended from the bus for a period of time.

Travel-School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or sponsor, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent, and the parent presents a written request that the student be permitted to do so.

Field Trips

Center Point ISD transportation is provided to current students, employees, and approved volunteers only. If you wish to utilize school transportation for field trips you must first complete a volunteer packet including a criminal background check. Volunteers will be selected on a first come first serve basis.

Tutorials

A student must attend tutorial sessions as required by the District unless he or she is exempt under the compulsory attendance law.

Vandalism

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they

cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

Vending Machines

The district has adopted policies and implemented procedures to comply State and Federal food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see the campus administrator. [See policies CO and FFA]

Visiting School

Parents and visitors are welcome to visit District schools. For the safety of the school and those within it, all visitors must first report to the principal's office. Parents may visit individual classrooms during instructional time only with the approval of the principal and teacher if their duration or frequency does **not** interfere with the delivery of instruction or disrupt the normal school environment.

Other than parents, Center Point Independent School District does **NOT** permit visitors to attend class. Any other visitation will be at the discretion of the Principal. The Principal may request identification from any person on school property and may direct any person not having legitimate business to leave.

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