

CENTER POINT INDEPENDENT SCHOOL DISTRICT
2009-10
SECONDARY STUDENT HANDBOOK



THE MISSION OF THE CENTER POINT INDEPENDENT SCHOOL DISTRICT IS TO PROVIDE EXCELLENCE IN EDUCATION FOR EVERY STUDENT. WITH A DEDICATED, CARING STAFF, WE SEEK TO FOSTER A POSITIVE, CREATIVE ATMOSPHERE. IN THIS ENVIRONMENT STUDENTS WILL BE EMPOWERED WITH THE CRITICAL-THINKING, PROBLEM- SOLVING, AND DECISION-MAKING SKILLS NECESSARY TO SUCCEED IN A COMPLEX, GLOBAL, MULTI-CULTURAL SOCIETY.

PURPOSE AND ORGANIZATION

To Students and Parents:

Welcome to school year 2009-10! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members. This student handbook is designed to help us do this.

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.

The handbook is divided into five sections:

- Required legal notices and information
- General Information about admission, attendance, and conduct
- Curriculum and Program Information
- Of Special Interest to Students
- Of Special Interest to Parents

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents MUST be familiar with the Center Point I.S.D. Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or as a separate document sent home to parents and 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 that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy or the Student Code of Conduct and any provisions of student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgement and consent/opt-out forms so that we have a record of your choices. [See Obtaining Information and Protecting Student Rights on page 67.]

Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's policy manual is available in the school office [or on line at www.tasb.org/policy/pol/private/133901].

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 2009-10. 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.*
14. *Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records.*

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: _____

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, 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 gender: 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.

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 in Central Office 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 or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school.

The Superintendent is 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 or otherwise in violation of the student’s privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process defined by policy FNG. [See Report Cards/Progress Reports and Conferences on page 43, and Complaints by Students/Parents on page 62 for an overview of the process.]

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.

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.

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

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

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.center-point.k12.tx.us/].

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" attached to 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.

APPENDIX II

PARENT'S RESPONSE REGARDING RELEASE OF INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent.

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

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

Parent Signature _____ Date _____

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

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

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

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

The 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

General Information.....	16
▪ Admission, Release, Withdrawal	16
▪ Attendance Requirements	17
▪ Change of Address or Directory Information.....	21
▪ Release During the School Day.....	21
▪ Withdrawing from School.....	21
▪ Buses or Other School Vehicles.....	22
▪ Bus Rules	22
▪ Discipline Procedures	23
▪ Classroom Rules.....	23
▪ Secondary	23
▪ Clubs and Organizations.....	24
▪ Conduct	24
▪ Academic Dishonesty/Cheating/Plagiarism	24
▪ Corporal Punishment.....	25
▪ Parties and Social Events	25
▪ Violations of Law	25
▪ Detention	26
▪ Discipline.....	27
▪ Discipline Management Techniques [See FO (Local)]	28
▪ Disruptions	28
▪ Dress and Grooming Code.....	29
▪ Dress - Middle/High School	29
▪ Grooming	30
▪ Consequences.....	30
▪ Law Enforcement Agencies	30
▪ Questioning of Students.....	30
▪ Students Taken into Custody	31
▪ Notification of Law Violations.....	31
▪ Food	32
▪ Prayer and Meditation	32
▪ Searches of Students, Lockers, and Vehicles on School Property	32
▪ Sexual Harassment	33

▪ Smoking/Tobacco Products.....	33
▪ Student Code of Conduct.....	33
▪ Tardy Policy – High School	35
Curriculum and Programs	36
▪ General Curriculum Information.....	36
▪ Alternative Education Programs	36
▪ In-School Suspension (ISS)	36
▪ Temporary Student Placement (TSP)	36
▪ In-School Suspension (ISS) Rules.....	37
▪ DAEP or In-school Suspension Makeup Work.....	38
▪ Awards and Honors.....	38
▪ Secondary Awards.....	38
▪ Career and Technology Programs	39
▪ Correspondence Courses.....	40
▪ Counseling Programs and Services	40
▪ Academic Counseling.....	40
▪ Personal Counseling.....	40
▪ Credit by Examination.....	40
▪ If a Student Has Taken the Course	40
▪ If a Student Has Not Taken the Course	41
▪ Dates for Credit by Examination.....	41
▪ Final Examination Exemptions.....	41
▪ Grade Classification	42
▪ Grading, Report Cards, and Progress Reports.....	42
▪ High School Grading Policy	42
▪ Late Work.....	43
▪ Middle School Grading Policy	43
▪ Report Cards and Progress Reports	43
▪ Internet Policy	44
▪ Disciplinary Actions	44
▪ Library Facilities, Hours, and Access	45
▪ Makeup Work.....	46

▪ Meetings of Noncurriculum-Related Groups	46
▪ Promotion and Retention.....	46
▪ Special Programs	47
▪ Testing and Assessment Programs.....	47
▪ State -Mandated Tests.....	47
▪ Other Standardized Testing.....	48
▪ College Requirements.....	48
Of Special Interest to Students	49
▪ Class Ranking.....	49
▪ State Scholarships and Grants.....	50
▪ Distance Learning	50
▪ Driver License Attendance Verification	50
▪ Dual Credit Courses/College Course Work.....	50
▪ Extracurricular Activities, Clubs, and Organizations.....	51
▪ Fund Raising	52
▪ Graduation.....	53
Requirements for a Diploma.....	53
▪ Certificates of Coursework Completion	53
▪ Students with Disabilities	53
▪ Graduation Exercises.....	53
▪ Graduation Expenses.....	54
▪ Graduation Plans.....	54
▪ Graduation Program.....	56
▪ Hall Passes for Secondary Students	56
▪ Homework	56
▪ Student Office and Elections	57
▪ Student Council.....	57
▪ Student Offices	57
▪ Student Publications/Distribution of Materials.....	58
▪ School Materials.....	58
▪ Nonschool Materials from Students.....	58
▪ Nonschool Materials from Others	58
▪ Student Schedules.....	59

▪ Telephones	59
▪ Vehicles on Campus	59
Of Special Interest to Parents	60
▪ Authorized Fees	60
▪ Closed Campus	62
▪ Communication Between Home and School.....	62
▪ Complaints and Concerns	62
▪ Computer Resources.....	62
▪ Conduct Before and After School	63
▪ Conferences.....	63
▪ Drills: Fire, Tornado, and Other Emergencies.....	63
▪ Drug –Free Schools	64
▪ Radios, CD Players, Cell Phones, and Other Electronic Devices and Games.....	64
▪ Emergency School Closing Information	65
▪ Free and Reduced-Price Food Program	65
▪ Conduct in the Cafeteria:	65
▪ Health-Related Matters.....	66
▪ School Health Advisory Council.....	66
▪ Other Health-Related Matters.....	66
▪ Immunization.....	66
▪ Lost, Damaged, or Stolen Personal Items	67
▪ Obtaining Information and Protecting Student Rights	67
▪ Parent Organizations/Volunteer Opportunities.....	69
▪ Parental Involvement, Responsibilities, and Rights	70
▪ Pledges of Allegiance and a Minute of Silence	71
▪ Scholastic Penalties.....	71
▪ School Facilities	71
▪ Pest Control Information	72
▪ Asbestos	72
▪ Student Illness, Injury at School and Medicines	72
▪ Communicable Diseases and Illness	72
▪ Bacterial Meningitis.....	73

- Injury at School 74
 - Insurance..... 74
 - Medicine at School 75
 - Psychotropic Drugs..... 75
 - Safety 76
 - Steroids 76
- Textbooks..... 76
- Transportation Program..... 76
- Travel -- School Sponsored..... 77
- Middle and High School Field Trips/School Activities/Dances.....77
- Tutorials..... 77
- Vandalism 77
- Visiting School 77

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 17 | 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 Secondary School Office for grades 6 through 12.

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. Students

who are 18 or older, who are legally married, or who have ever been legally married and who have not graduated from high school can enroll themselves.

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. 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.

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 eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however the District may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespass.

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.

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 and basic skills for ninth graders; or from required tutorials will be considered in violation of the law and subject to disciplinary action.

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

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.
 - 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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will be considered days of attendance for this purpose. [See policy FEB.]
- 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.

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; a note signed by the student will not be accepted unless the student is 18 or older. At Center Point High School, documentation justifying absences must be submitted within three school days following the student's 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.

The District provides these alternatives for a student to make up work or regain credit lost because of absences:

- Saturday sessions
- Extended day sessions
- Credit by examination
- Independent study

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. If a student's parent or guardian calls the school office on the day of the absence so that it can be documented by a school official, they still need to send a note the following day. If you do not call the school on the day of your child's absence s/he should bring a note signed by you explaining the reason for the child's absence when s/he returns to 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.

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.

Students who are age 18 or older, who are legally married, or who have ever been legally married are adults and can withdraw themselves from school.

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) 634-2171.

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

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.

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:

▪ Bus 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.
- 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**

- **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. [See the section on **Travel** on page 77.]

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

Classroom Rules

▪ **Secondary**

Rules

1. Students must be in the classroom before the tardy bell rings. At the end of class, students will be dismissed by the teacher.
2. Students will bring all necessary materials to class and follow teacher instructions.
3. Students will show respect for the teachers and classmates. Any verbal or physical behavior which distracts from learning is not acceptable.
4. Food or drink is not allowed in the classrooms during classes unless authorized by the principal.
5. Students will not abuse or deface school or private property.

Serious Offenses

Serious infractions that cause substantial disruption to the school environment may override the classroom management procedure and result in the student being sent to the office with a disciplinary referral.

Minor Offenses

Minor infractions (which could include all other violations), should result in the teacher following classroom management procedures.

▪ **Clubs and Organizations**

Student clubs and performing groups such as the band, choir, drill and athletic teams 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**

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct. Corporal punishment will be governed by the following conditions:

- The student will be told the reason for the corporal punishment.
- The student’s parent will be notified prior to administration of the punishment.
- The punishment may be administered only by the principal or his designee.
- The instrument to be used will be approved by the principal.
- The punishment will be administered in the presence of one other District professional employee and out of view of other students.
- A record must be maintained of each instance of corporal punishment.

▪ **Parties and Social Events**

Acceptable conduct and grooming will be observed at school social events held outside the regular school day. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility of the conduct of the guest. A student attending a party or social event may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party will not be readmitted.

▪ **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, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable 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.

Cars, lockers, backpacks, or any containers may be searched in accordance with Board policy.

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

▪ **Detention**

A student may be assigned detention outside of school hours on one or more days if a student violates the Student Code of Conduct. The detention shall not begin, however,

until the day following notification of detention so transportation arrangements can be made.

▪ **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 abusable 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.
- Uses force, violence, or threats to cause disruption during an assembly.
- Interferes with the movement of people at an exit or an entrance to District property.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disrupts classes or other school activities while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; 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:

▪ **Dress – Middle/High School**

1. Shorts, skirts, and skorts **MUST** be hemmed and should not be shorter than 3 inches above the knee
2. No holes, rips, cuts, or tears are permitted in clothing.
3. No excessively tight pants, shorts, or skirts.
4. All girls' shirt tails longer than a hands length from the waist **MUST** be tucked in. All boys' shirt tails **MUST** be tucked in.

5. Shirts must be buttoned to within 3 inches of the collarbone.
6. No shirts or tops that show bare back or midriff are permitted. No string tops. Shoulder straps must be at least 3 inches wide. Sleeveless shirts must be tailored (sewn). No cut out shirts. No bare midriffs.
7. Tank tops are not allowed as primary shirt.
8. If stomach shows when arms are lifted straight above the head, shirt is too short.
9. No pictures, emblems, or writings that are lewd, offensive, vulgar, obscene; promote violence, advertise or depict tobacco products, alcoholic beverages, drugs, or sex.
10. Footwear **MUST** be worn. Shoes or sandals that are not safe when walking or running are prohibited.
11. Girls should wear appropriate foundation garments that do not show.
12. Sunglasses may not be worn in the building unless the student has a doctor's prescription for their use.
13. Caps, hats, and headbands may not be worn in the buildings during the school day. Caps will be worn properly.
14. No pierced jewelry will be allowed except earrings for girls.
15. 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.

▪ **Grooming – HS/MS**

1. Hair should be clean, well-kept, and out of the face. Boys' hair (including sideburns) can be no longer than the ear lobes on the side. It cannot touch the eyebrows or the base of the neck and cannot be worn in a tail. Extreme hair cuts or hair colors are prohibited. This is determined by administration.
2. Students should be clean-shaven, without facial hair.
3. Make-up should not be extreme, and should not be applied in the classroom or the halls. Boys may not wear finger nail polish.

The Principal, in connection with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. The principal may make decisions about the appropriateness of any attire as fashions change during the school year.

▪ **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. All sales and consumption of food during the school day must follow the National School Lunch Program guidelines.

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 are to be limited to hand holding. Anything else will result in disciplinary action in accordance with the Student Code of Conduct.

Searches of Students, Lockers, and Vehicles 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.

Lockers are school property and remain under the school's control at all times. Lockers can be searched at any time. Because students are responsible for any contraband that is found in their lockers and will be disciplined accordingly, they should not give any other student the combination to their locker or otherwise let anyone else have access to their lockers.

Vehicles parked on school property are also subject to search by the principal or other school administrators if the administrator has a reasonable basis to suspect that there may be contraband of any kind, such as weapons, alcohol, drugs, or any other prohibited substance, in the car.

We periodically bring in trained dogs to sniff around vehicles parked on school property or within 300 feet of school property. If the trained dog alerts to a vehicle, that alert provides a reasonable basis to search the car. We will always ask the student for permission to search when a dog alerts or we have any other reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, we will ordinarily contact a parent and local law enforcement and turn the matter over to the police. Because students are responsible for any contraband that is found in a vehicle they have parked on school property and will be disciplined accordingly, they should be very careful about what goes on in any vehicle they drive to school.

The parent will be notified if any prohibited items are found in the student's desk or locker. Please note: Any items found in violation of school policy will be confiscated and may be released at the discretion of administration.

Sexual Harassment

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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 these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator, whose name appears at the beginning of this Handbook.

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

Smoking/Tobacco Products

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

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 27 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, 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.

Tardy Policy – High School/Middle School

Tardies accrue every 6 weeks.

1st Tardy – Teacher warning.

2nd Tardy – Parent will be contacted, student will receive a Lunch Detention in ISS.

3rd Tardy – Parent will be contacted, student will receive a full day of ISS and an unexcused absence.

4th Tardy – Parent Contacted, student receives 2 full days of ISS.

5th Tardy – Parent Contacted, student receives 3 days of ISS.

6th Tardy – Six tardies in a six week period will require a parent conference to discuss placement, as DAEP will be a consideration for continued insubordination of the tardy policy. A second unexcused absence will also be recorded.

CURRICULUM AND PROGRAMS

General Curriculum Information

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them – especially if you are entering 9th grade or are a transfer student. 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).

Quick Reference:

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

▪ Awards and Honors	page 38	See the teacher
▪ Career/Technology Programs	page 39	See the counselor
▪ Counseling: academic; graduation programs; courses	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 42	See the teacher
▪ Promotion and Retention	page 46	See the teacher
▪ Special Programs	page 47	See the principal
▪ Testing and Assessment Programs	page 47	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:

- **In-School Suspension (ISS)**
 - The ISS room is the site for the in-school suspension program.
 - The program is designed for students who are removed from the classroom to complete their academic assignments.
 - Minimum time is one period.
 - ISS will be staffed with professional and/or paraprofessional personnel.
- **Temporary Student Placement (TSP)**

When a student goes to ISS because of his or her classroom behavior, the following procedures must be followed before the student comes back to class:

- The teacher must have a conference with the student. The conference will be held with the student before the student can return to the teacher's class. In that conference the teacher and student will specifically identify the behavior that is not appropriate and that will not be tolerated in the class. The student will be encouraged in the conference to help find a solution to his/her behavior problem. The teacher will document the conference with the student.
 - For any further ISS assignments, the principal will take more serious disciplinary actions or alternatives.
- **In-School Suspension (ISS) Rules:**
1. Students may not speak to anyone except the ISS monitor.
 2. No candy, gum, or soft drinks are allowed in ISS including at lunch.
 3. Students must be alert at all times and busy working. **NO** sleeping, daydreaming, or "shutting down" will be allowed.
 4. Students will not be allowed to leave ISS before school is out. Leaving for a doctor appointment will require an appointment card that must be presented to the Principal's office before 8:00 a.m. the day of the appointment. Parents or Guardians must either pick the student up or give written permission for student to leave on her/his own.
 5. Students assigned to ISS may not participate in school activities such as UIL meets, sports, pep rallies, dances, etc. Your time in ISS ends at 3:30 or whenever school is released on the last day of your assignment to ISS.
 6. **NO** objects may be thrown in ISS. This includes items being thrown into the trashcans; they must be placed there, not thrown.
 7. Face the wall of the room, keep your feet on the floor, do not leave your seat without permission, or change seats from the one assigned to you.
 8. The school dress code is fully enforced and is modified with respect to what is and is not an "overshirt". After being assigned to ISS, any and all violations, of the dress code will result in another day in ISS. If you are sent for dress code violations, it will not apply for that day.
 9. You must do as directed by the monitor. Defiance will result in further discipline.
 10. Written homework will take priority over reading. You must finish and turn in assigned homework in order to complete your ISS assignment.
 11. You are not allowed on the main campus either before or after school and will be assigned another day in ISS for violating this rule.

Five points accumulated will give you another day. Rules 1,8 = 1pt., rules 3,11 = 2pts. 1st offense, 3pts. On the 2nd, all other rules are 5 points. After your 2nd ISS assignment in any school year, all rules are 5 points.

Your first assignment in ISS is to copy these rules. If you fail to do so, see rule #10.

▪ **DAEP or In-school Suspension Makeup Work**

A student removed to the Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA(LOCAL).]

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

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

Awards and Honors

▪ **Secondary Awards**

Honor Roll

An honor roll of outstanding students is kept by each school and appears in the local papers at the end of each six-week period.

In grades 6 through 12, there will be an "A" and an "AB" honor roll. All subjects will be counted. A grade below 80 for a particular reporting period will eliminate the student from consideration.

Perfect Attendance

Those students who have been prompt and regular in attendance, who have not been counted absent for any days (or class periods) during the school year, will receive a certificate of award for Perfect Attendance.

National Honor Society

Selection Procedures:

- All sophomore, junior, and senior students who qualify academically are placed on the consideration list and receive invitations to apply for membership.
- A list of candidates is submitted to each member of the faculty with instructions to rate the students on leadership, service, and character. The completed rating forms are given to the advisor so that numerical scores can be computed.
- The numerical scores for each candidate are averaged by category (leadership, character, etc.) first, then an overall average is determined for each student.

- The advisor gives the scores to the faculty council members who become the selection committee. The committee meets and determines what scores shall be required for selection.
- The faculty council and National Honor Society (NHS) advisor will then determine how to notify those students selected.
- Letters will be sent to the parents of each student who is selected, notifying them of the time and place for the induction ceremony.
- The Faculty Council will make decisions of NHS members being placed on a probationary status or dismissed from the Society based on a drop in grade average and/or discipline matters.

District Honor Students

Honor students shall attain a 90 or above on the District's cumulative unweighted numerical average system. They will be allowed to wear the District Honor Cords during graduation ceremonies.

Valedictorian and Salutatorian

The valedictorian and salutatorian shall be the first and second ranked students of the top ten percent honor students. The valedictorian and salutatorian must graduate on the Recommended or Distinguished Achievement Program. The last four consecutive semesters of high school study must be at Center Point High School. A reasonable standard of behavior must be maintained by candidates for valedictorian/salutatorian. Ties will be resolved according to policy. (See counselor for details.) Final cumulative weighted GPA computed at the end of the 5th 6 weeks of the senior year will be used to determine valedictorian and salutatorian.

Top 10%

Students will be considered to be in the top 10% designation if their cumulative weighted grade-point average computed at the end of the 5th 6 weeks of the senior year places them in the top 10% of students on that scale. There can be no rounding. For example, in a class of 38 students, only the top three students are considered top 10%.

Eighth grade ranking

The manner of ranking eighth graders will be by computing the average of all courses through the end of the fifth six weeks of the eighth grade year.

Career and Technology Programs

The District offers career and technology programs. Admission to these programs is based on student requests, grade of student, and fulfilling prerequisite for upper level courses.

Center Point ISD will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Correspondence Courses

The District permits high school students to take correspondence courses—courses by mail—for credit toward high school graduation. Students are responsible for all costs of correspondence courses.

A maximum of 5 credits may be earned through correspondence courses. A waiver would be needed to receive credit for more than 5 courses.

Correspondence courses for high school graduation must have prior principal approval.

Counseling Programs and Services

▪ Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn about course offerings, graduation requirements of and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

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

▪ Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. 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).]

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.]

▪ **If a Student Has Not Taken the Course**

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. Exams may be scheduled with the counselor on an as-needed basis. A student must make a 90 or above to get credit by exam in this manner. In this case the school District pays for the examination.

▪ **Dates for Credit by Examination**

November 5, 2009

July 19, 2010

Other dates can also be arranged on an individual basis. See the High School Counselor for more information. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District will honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for purchasing the test from a university approved by the State Board of Education. [For further information, see EEJB.]

Final Examination Exemptions

Exemptions for Senior students from taking final examinations will be allowed on the following basis only.

1. Students must apply for the exemption in each class. The application must contain the approval of the parent, instructor, and principal, and must be filed in the principal's office no later than two days before the final examination is scheduled.
2. Students may not exempt a class that is a college dual credit course.
3. Students must take at least one final examination in the first semester, but may earn exemptions from all final examinations during the second semester. The one examination may not be in an elective course.
4. Exemptions from a particular final examination may be earned if the student has one of the following combinations of grades and attendance in that class:

Semester Grade	Semester Absences
(90-100)	3 or less
(82-89)	2 or less
(78-81)	1 or less

5. Any absence in any class due to truancy shall cause a student to lose all exemptions.
6. An unexcused absence will result in loss of exemption for that class.
7. Students will not be penalized for extra-curricular absences or college visits.
8. Three tardies to a class in the semester shall equal one unexcused absence in that class.
9. A student must have a clear record in the office (no In - School Suspensions, Off - Campus Suspensions, no fines, all books turned in, library cleared, etc.) before an exemption will be granted.
10. Student must be classified as a Senior with enough credits at the beginning of the semester to be eligible for possible exemptions that semester.

Grade Classification

After the ninth grade, students are classified according to the number of units earned toward graduation.

<u>Units of Credit Earned</u>	<u>Grade Placement</u>
6.5	10 (sophomore)
13	11 (junior)
19.5	12 (senior)

Grading, Report Cards, and Progress Reports

To earn credit in a course, a student must receive a grade of 70 based upon course-level or grade-level standards.

▪ High School Grading Policy

Six weeks grades will be averaged in the following manner:

- Students will have a minimum of 3 major grades in a six weeks. Examples: Tests, projects, and folders.
This average will count between 50% to 70% of the grade.
- Students will have a minimum of 6 minor grades in a six weeks. Examples: Pop quizzes, sponge activities, and homework.
This average will count between 30% to 50% of the grade.

The combination of major and minor averages will makeup the six weeks average. Semester grades will be averaged in the following manner:

- The average of the 3 six weeks will count 80%.
- The semester test will count 20%.

The semester average will be the combination of three six weeks averages (80%) and the semester test (20%). The yearly average will be the combination of the two semester averages.

Incomplete work accrued first semester must be made up within ten working days after the second semester begins. Incomplete work accrued second semester must be made up within ten working days following the last day of class.

▪ **Late work**

The teachers have the discretion to choose whatever policy they deem fit for their class. If the teacher chooses to accept late work, a 30-point penalty may be assessed on the assignment.

Students have two school days to make up a test that was missed by an excused absence.

▪ **Middle School Grading Policy**

6TH AND 7TH GRADE

Six weeks grades will be averaged in the following manner:

- Students will have a minimum of 3 major grades in a six weeks. Examples: Tests, projects, folders. This average will be counted between 50-70% of the six weeks grade.
- Students will have a minimum of 6 daily grades in a six weeks. Examples: Pop quizzes, homework, class work. This average will count between 30-50% of the grade.
- A cumulative test may be given each 6 weeks. If given it will be in addition to the 3 major grades currently required and may count up to 10% of the 6 weeks grade. A waiver may be given to a student who is content with his average and who has not missed any classes during the 6 weeks. Retakes are not required for this test.

The combination of major and daily averages will makeup the six weeks average. Semester grades will be the average of the 3 six weeks grades. The yearly average will be an average of the two semester grades.

* 8th Grade will follow the same grading policy as High School.

▪ **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 68.]

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).

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

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 10 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.

* Grades K-5 are charged 5 cents a day.

▪ Library Dress Code

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

Makeup Work

Routine and In-depth Makeup Work Assignments

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

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.

Meeting of Noncurriculum-Related Groups

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

Promotion and Retention

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards. In addition, at certain grade levels a student – with limited exceptions - will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English - TAKS.

In addition, students in grade 8 must meet promotion standards established by the District in order to be promoted. **These standards are also used for participation in the end of the year 8th grade promotion ceremony.**

Parents of students in grade 8th grade who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting

of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

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

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

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

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

- Mathematics, annually in grades 3—7
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social Studies in grades 8, 10, and 11

- Science in grades 5, 8, 10 and 11 [See note below]
 - Any other subject and grade required by federal law.
- Note: The science assessment test in grade 8 will be administered beginning in the 2006-2007 school year. [See policy EKB.]

To receive a high school diploma, students must successfully pass exit-level tests. [See Graduation on page 53 for more information regarding the new exit-level tests required by state law.]

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

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.

Other Standardized Testing

▪ College Requirements

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

OF SPECIAL INTEREST TO STUDENTS

Quick Reference:

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

- | | | |
|---|---------|-------------------|
| ▪ Scholarships and Grants | page 50 | See the counselor |
| ▪ Drivers License Attendance Verification | page 50 | See the secretary |
| ▪ Extracurricular Activities | page 51 | See the principal |
| ▪ Graduation | page 53 | See the counselor |
| ▪ Student Office and Elections | page 57 | See the principal |
| ▪ Student Schedules | page 59 | See the counselor |
| ▪ Vehicles on Campus | page 59 | See the principal |

Class Ranking

Grading System Used for Class Ranking Only

	ADVANCED	REGULAR	BASIC
100	6.0	5.0	4.0
90-99	5.0-5.9	4.0-4.9	3.0-3.9
80-89	4.0-4.9	3.0-3.9	2.0-2.9
70-79	3.0-3.9	2.0-2.9	1.0-1.9
60-69	2.0-2.9	1.0-1.9	0.1-0.9
Below 60	0.1	0.1	0.1

[See Awards and Honors]

Final cumulative weighted GPA computed at the end of the 5th 6 weeks of the senior year will be used to determine class rank. Students in the senior class who do not meet graduation requirements by graduation night will be dropped to the bottom of the list in GPA order.

For the school year following their graduation, students who are ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or high school principal for further information about how to apply and the deadline for application.

▪ **State Scholarships and Grants**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced (Distinguished Achievement) High School Program may earn financial credits in varying amounts, to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private Texas higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program or Distinguished Achievement Program may be eligible under the Texas Grant Program for financial aid for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy.]

Distance Learning

Credit toward state graduation requirements may be granted for distance learning courses only as follows:

- a. Students may earn course credit through distance learning technologies, such as, but not limited to, satellite, Internet, two-way videoconferencing, and instructional television.
- b. The distance learning courses must include the state-required essential knowledge and skills for such a course.

Driver License Attendance Verification

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

Dual Credit Courses/College Course Work

A dual credit course is offered at Center Point High School for senior English and College Freshman English. In this program, successful students obtain credit for both their required English 4 course and their Composition I and II college courses. Students taking any CPHS dual credit course must have satisfied college THEA or Accuplacer exam requirements before the dual credit course begins. Students may also take dual credit distance education courses by correspondence or over the internet.

Extracurricular Activities, Clubs, and Organizations

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

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

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

▪ Center Point ISD Extracurricular Activities Policy

High school extracurricular activities furnish an educational outlet for the nervous energy and competitive spirit, which is so much a part of the red-blooded youth of our country. If conducted properly, these activities can do a great deal in the educational and physical development of the individual participant—leadership, ruggedness, stamina, self-discipline, clear thinking, and other desirable traits too numerous to mention.

The different forms of events are highly developed and require much energy, strength, skill, and mental ability; only the highest type individual can hope to achieve success. They must work hard at the job. They must be clean in their living, diligent in their work, and clear in their thinking. In order to do these things, it is understood from the very beginning that they will have to deny themselves some of the activities in which others may participate. The benefits derived, however, from participation in extracurricular activities more than compensate for this, and the very fact that a student is involved in these activities is an indication that they have made this choice.

Rules and Regulations for those who wish to represent Center Point in extracurricular activities.

The Center Point Independent School District will not allow any of the following from their extracurricular participants:

- The use or possession of any illegal drugs or substances.
- Criminal behavior deemed a felony.

Any participant found guilty of the violations mentioned above will be dismissed from all extracurricular activities for at least the remainder of the school year.

**Behavior deemed by the coaching staff/sponsor, and administrator as detrimental to the image of the Center Point Independent School District will be punished according to the judgment of that coach/sponsor and administrator. Examples of such undesirable behavior include consumption of alcohol, stealing, criminal mischief, and any other behavior deemed inappropriate.

It should also be noted that each coach or sponsor may have additional guidelines for the participants in their particular activity which would uniquely fall in line with specific attributes needed for that activity.

The Pirates that have preceded you have given a great deal of class and pride to our program. Do not do anything to take away from this. We are noted for our clean, tough, competitive play. We do not shoot off our mouths on or off the field of competition. We praise the opponents and play beyond our ability. We expect you to conduct yourselves properly at all times. It is assumed that you will adhere to the rules and regulations set up by the school district. You are expected to act properly in class, giving your teachers and administrator's courtesy and respect. We know that each of you do not have the same abilities, but we expect each of you to perform to the best of your ability. Remember, it takes a *special* person to be a Pirate.

We are happy for the opportunity of working with all students. We sincerely hope and pray that we can better educate them to become responsible citizens.

Our deepest desire is that we do not have to eliminate anyone from extracurricular activities for failure to follow the rules and regulations set forth above.

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.

Graduation

▪ Requirements for a Diploma

To receive a high school diploma from the District, you must successfully complete the required number of credits and pass a statewide exit-level examination.

The grade 11 exit-level test, required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and early American and United States History, World History and World Geography. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

Certificates of Coursework Completion

A certificate of course work completion will not be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level or end-of-course examinations.

Students with Disabilities

Upon the recommendation of the admission, review and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individual education plan (IEP).

Graduation Exercises

Graduation exercises are held at the end of the school year. Only those students who have completed all state and local requirements, for receiving a diploma including passing the TAKS Exit-Level examination, are eligible to participate in graduation exercises. All students who have completed all graduation requirements, whether in three, four, or five years, are eligible to participate in graduation exercises. Official diplomas are not distributed at the graduation ceremony, but must be picked up from the high school administrative office during office hours following the graduation ceremony or they will be mailed.

Participation in graduation exercises is a privilege, not a right, and students who do not comply with dress, grooming, and conduct standards for the ceremony will be removed from the ceremony. Graduating students who were assigned to the district's Alternative Education Program through the end of school year and successfully completed their

term of assignment in the DAEP without further disciplinary action will be allowed to take part in graduation ceremonies.

The graduation ceremony is a solemn event commemorating a milestone achievement in the lives of our graduates. The planning and execution of the ceremony is under the joint control of the graduating class, which will decide on the basic organization and components of the ceremony, and the administration, which will exercise editorial review and approval of the speeches and other comments to be delivered by the Valedictorian and Salutatorian and any other students.

Graduation Expenses

Because students and parents will incur expenses in order to participate in the traditions of graduation, such as the purchase of invitations, senior ring, cap and gown, and senior picture, both student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See authorized fees on page 60]

Graduation Plans

Under State Board of Education rules, students have a variety of graduation plans to choose from, depending on when they first began high school. If your child began the ninth grade before 1997-98, check with the high school counselor for full information on graduation requirements.

Students who began ninth grade in 1997-98 or after can receive a diploma by passing the Exit-Level TAKS Examination and completing the Minimum Program, the Recommended Program, or the Advanced (Distinguished Achievement) Program. These three programs and a basic description of their requirements are described in the following chart.

Minimum High School Program		Recommended High School Program	
English Language Arts or approved substitute	4	English Language Arts or approved substitute	4
Mathematics-including Algebra I (and including Geometry for those entering 9 th grade in 01-02 or later)	4	Mathematics-Algebra I & II, Geometry	4
Science-including at least one from Biology, Chemistry, or Physics (Biology required for those entering 9 th grade in 01-02) (IPC required or both chemistry <u>and</u> Physics for 9 th grade 01-02 or later)	4	Science-chosen from three of these separate areas: IPC, Biology, Chemistry, Physics. (9 th grade 01-02 or later, must take Biology)	4

Social Studies-including .5 unit Gov't. and 1 credit US History	2.5	Social Studies-including .5 unit Gov't	3.5
Academic Elective-World History, World Geography, or a Science class (If 01-02 or later 9 th grader substituted Chemistry or Physics for IPC, then the 2 nd of these must be used here).	1	Language other than English (in the same language)	2
Economics-Free Enterprise	0.5	Economics-Free Enterprise	0.5
Physical Education (2 maximum for state credit)	1.5	Physical Education (2 maximum for state credit)	1.5
Health Education	0.5	Health Education	0.5
Speech	0.5	Speech	0.5
Technology Applications	1	Technology Applications	1
Electives	7.5	Fine Arts	1
		Electives	3.5
Total Units Required	26	Total Units Required	26

The Advanced (Distinguished Achievement) Program is similar to the Recommended Program with the following differences and additional requirements:

Recommended Program		Advanced (Distinguished) Program	
Language other than English (in the same language)	2	Language other than English (all in the same language)	3
Electives	3.5	Electives	2.5

For the Advanced (Distinguished Achievement) Program, students must also receive any combination of four of these advanced measures that are assessed through an external review process:

1. Score of 3 or higher on College Board Advanced Placement examination(s).
2. Score of 4 or higher on International Baccalaureate examination(s).
3. Score on PSAT that qualifies student for Commended Scholar or higher.
4. Grade point of 3.0 or higher on courses that count for college credit, including tech prep programs.
5. Products of professional quality as judged by a panel of professionals in the field that is the focus of an original research project.
6. Original research conducted under direction of mentor(s) and reported to an appropriate audience.

▪ **Course Requirements for Students**

All 9th, 10th, and 11th grade students **MUST** be enrolled in a math and science class.

Graduation Programs

The District offers the following graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Distinguished Achievement (Advanced) Program. Permission to enroll in the Minimum Graduation Program will be granted only if an agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. The counselor can help you decide which program is best for you. [See policy EIF(LEGAL)].

	<u>Number of Credits</u>
• Minimum	24
• Recommended	24
• Distinguished Achievement	24

Beginning with the 2007-2008 school year, a student entering the ninth grade will be affected by new state graduation requirements for the Recommended Program and the Distinguished Achievement (Advanced) Program. To graduate under either of these programs, an incoming ninth grader student will have to earn an additional credit in math and an additional credit in science. The credit requirements for the various programs for students entering the ninth grade during this school year are provided below:

	<u>Number of Credits</u>
• Minimum	26
• Recommended	26
• Distinguished Achievement	26

Hall Passes for Secondary Students

Students are expected to have a hall pass if it is necessary for them to leave the room during class time. Hall passes will be issued at the start of each semester. The passes will allow for students to leave class with permission a total of 10 times. If students do not have their pass, or the limit of 10 lines is used, they will not be allowed to leave the classroom.

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 Office and Elections

High School

▪ **Student Council**

- All candidates for Student Council office must have a cumulative grade of 80 in their academic subjects for the preceding semesters prior to the annual election and must have attended Center Point School for at least one semester. Application will be reviewed by the sponsor.
- Approved candidates will be elected by the student body in the spring.
- Any student who has been subject to major disciplinary action, assigned to ISS, or suspended from school will not be allowed to run for office.
- Spring voting is reserved for next year's high school students.

Middle School

▪ **Student Offices**

Middle school student government will consist of the following offices:

- President
- Vice President
- Secretary
- Student Council

The student council will consist of two representatives elected from each grade plus each class president.

Election for student offices will be held on Wednesday of the 2nd full week of school. Elections will be done during second period. Those wishing to run must inform the office to be put on the ballot on or before the Friday of the first full week of school. Students will be allowed to put up campaign posters beginning Monday of the 2nd full week of school. All posters must be approved by the office and removed by the Thursday after the election. Winners will be announced the day after the election.

Students who are elected to office will be expected to show leadership and set a good example for other students. Persistent or serious discipline infractions as well as poor attendance and poor grades will result in their being removed from office and another election held to replace them.

Class officers are to be a good example to other students. They should demonstrate leadership skills and show responsibility. Among other responsibilities that can be defined during the year, student council will be responsible for running the concession stand during volleyball and basketball seasons.

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.

▪ Nonschool Materials from Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the District or by a District-affiliated school-support organization will not be sold, circulated, distributed, or posted on any District premises by any District employee or by persons or groups not associated with the District, except as permitted by 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.

Vehicles on Campus

Student vehicles that are parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists that weapons are on school property. A student has full responsibility for the security of his or her vehicle, and will make certain it is locked at all times, and that the keys are not given to others. A student may be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons that are found in his or her vehicle. If it is determined that these illegal items are brought onto school property by the student responsible for said vehicle, student will be subject to disciplinary action by the School District. A student may also face criminal prosecution. Searches of vehicles may be conducted at any time there is probable cause to do so, either by first-hand information of a witness, or if a trained K-9 is alerted to said vehicle. A student will either voluntarily allow vehicle to be searched, or if a student refuses, Sheriff Dept. will be notified and a warrant may be obtained which may lead to more severe penalties. Parents will be notified immediately of these infractions prior to or at time of searches conducted by Sheriff Dept. on School Property. Prior to parking on campus, students will be required to place copies of current liability insurance and personal driver's license on file in the principal's office.

The school parking lot/student's personal vehicle is off limits to all students during the school day. The school day means from the time a student arrives on campus until he or she is scheduled to leave for the day.

Motor vehicles may not be moved during the school day without daily approval from the principal.

OF SPECIAL INTEREST TO PARENTS

Important Information for Parents

This section of the Center Point I.S.D. Student Handbook includes information on topics of particular interest to you as a parent, such as:

- Procedures to follow if you have a concern that isn't resolved by a conference.
- Conferences with your child's teacher.
- Emergency information.
- Cafeteria Conduct.
- School events and school-related groups that would welcome your attendance or participation.
- Student health and immunization information.
- Field trip information; and
- School visitation information.

Quick Reference:

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

▪ Complaints by Students/Parents	page 66	See the principal
▪ Conferences	page 67	See the teacher
▪ Emergency information	page 69	See the principal
▪ Immunization	page 71	See the school nurse
▪ Parent Organizations/Volunteer Opportunities	page 74	See the principal
▪ Medicine at school	page 80	See the school nurse
▪ Field Trips	page 82	See the teacher
▪ Visiting School	page 83	See the principal

Authorized Fees

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

- a fee to cover the cost of materials when the student makes, builds, or prepares some product that becomes the student's personal property.
- 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.
- fees for personal PE equipment and clothing, unless the student provides his or her own clothing and equipment that meets school health and safety standards.
- fees for items of personal use or products a student chooses to purchase, such as student pictures, publications, class rings, annuals, and graduation announcements.
- voluntarily purchased student accident insurance.
- a reasonable fee, not more than the annual cost of maintenance, for school-owned musical instruments and uniforms.
- fees for personal apparel used in extracurricular activities that become the student's personal property, such as cheerleader, pep squad, or drill team uniforms.
- a fee for vehicle identification for cars regularly parked on school property.
- a fee for student identification cards.
- fees for lost, damaged, or overdue library books.
- a fee for school-provided driver training courses, if provided.
- a fee for an elective course taken for credit if it requires using facilities not available on school premises or employment of an educator who is not part of the regular staff.
- fees for attendance at summer school. If the course is one required for graduation, summer school fees will be assessed if the course is also offered during the regular school year.
- 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 22.]
- 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.

Closed Campus

The Center Point Secondary campus is a closed campus. A student will not be allowed to leave campus without parent permission. Students are not allowed to leave campus during lunch to eat off campus. Violation of this policy will result in disciplinary action.

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) 634-2244 for the high school, (830) 634-2533 for the middle school, and (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 67].

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.

Computer Resources

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user

agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that using District computers for email is not private and may be monitored by District staff. [For additional information, see policy CQ.]

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before-or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct extracurricular participants established by the sponsor in accordance with Board policy.

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

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 43], (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.

Fire Drill Bells

3 bells	leave the building
1 bell	halt; stand at attention

2 bells return to the room

Tornado Drill Bells

1 continuous bell students will move quietly but quickly to the designated locations

2 bells return to classroom

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.

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

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

Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return items at the end of the day or to contact parents to pick up the items.

For safety purposes, the District permits students to possess cell phones; however, all cell phones must remain turned off during the instructional day, including during testing.

Any disciplinary action will be in accordance with the Student Code of Conduct and may include confiscation of the device. The school may charge the owner a fine up to \$15 for return of the phone. The use of cell phones in locker rooms or restrooms at anytime while at school is strictly prohibited.

Emergency School Closing 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

Free and Reduced-Price Food Program

Our schools participate in the federal Child Nutrition Programs, which provide free and reduced-price breakfast and lunch programs to students based on family income levels. 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.]

The cafeteria will no longer serve breakfast after 7:55a.m. Students will not be allowed to charge meals. If you would like more information about the program or an application for free and reduced-price meals, please contact the Director of Food Services, Holli Trejo at 634-6114.

Rates for 2008-09 are as follows:

Breakfast: Middle School \$1.25 High School \$1.50

Lunch: Middle School and High School \$2.25

▪ 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.

Health-Related Matters

▪ Physical Activity for Students in Elementary Grades

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

▪ School Health Advisory Council

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines 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.

Requesting Professional Qualifications;

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.

[See Student Records on page 6.]

- To grant or deny any written request from the District to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:
 - When it is to be used for school safety;

- When it relates to classroom instruction or a co curricular or extracurricular activity; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
 - To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See Pledges of Allegiance and a Minute of Silence on page 76 and policy EC.]
 - To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]
 - To request in writing, if you are a 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 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. 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.

Parent Organizations/Volunteer Opportunities

We encourage you to actively participate in the parent support groups at your child's or children's campus (es). At the secondary schools, parents have formed booster clubs and organizations to support several types of student activities.

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

Working Together

Both experience and research tell us that a child's education succeeds best when there is a strong partnership between home and school. 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. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor the child's academic progress and contact teachers as needed. [See section on Communication between Home and School on page 62.]
- 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. [Conferences on page 63].
- 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 67.]
- 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.]
- 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 66].
- Attending Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate. The CPISD Board meets on the fourth Wednesday of each month at 6:00 pm in the Pirates Cove located at Center Point High School.

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.]

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° or more. 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>.

▪ 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 school 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.

▪ **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.

▪ **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 at 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.

▪ **Steroids**

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

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

Textbooks

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

▪ Middle and High School Field Trips/School Sponsored

Activities/Dances

A student may lose the privilege of going on a field trip, a school sponsored activity, or a dance if they receive a discipline referral within 10 school days of the dated trip/activity/dance. A student may also lose the privilege of attending a school dance, if he/she owes a library fine.

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.

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.

Visitors Participating in Special Programs for Students:

On High School Career Day the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.