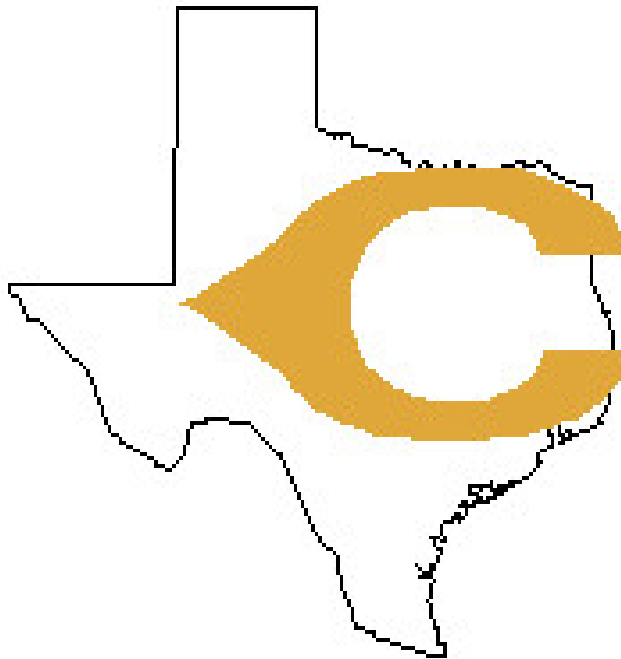


# CRANDALL

Independent School District



2009-2010

Student Handbook

And

Student Code of Conduct

## **CRANDALL ISD BOARD OF TRUSTEES**

Tex York, President                      Robby Simons, Vice President                      Jimbo Newton, Secretary  
Members:    Robyn Foster    Jim Gray                      Omega Hawkins                      Rick Harrell

### **CRANDALL ISD BOARD MEETINGS**

School Board meetings are held the third Monday of the month in the Raynes Education Center cafeteria, 300 W. Lewis Street. Posting of all school board meetings and agendas is at the C.I.S.D. Administration Building.

### **CRANDALL ISD ADMINISTRATION**

#### **CENTRAL OFFICE**

Superintendent	Dr. Larry Watson
Assistant Superintendent, Personnel	Dr. Sharon Long
Assistant Superintendent, Curriculum and Instruction	Pamela Crites
Chief Financial Officer	John Chase
Community Education and Public Information Director	Kristin Reznicek
Athletic Director	Brian Barnett
Director of Media and Technology	Janice Dowlearn

#### **BUILDING ADMINISTRATORS**

W.A. Martin Elementary	972-427-6020
Principal	Dennis Eastep
Assistant Principal	Debi Anthony
Barbara Walker Elementary	972-427-6030
Principal	Jeannia Dykman
Assistant Principal	Susan Elzner
Nola Kathryn Wilson Elementary	972-427-6040
Principal	Ginger Sikes
Assistant Principal	Debi Anthony
Middle School	972-427-6080
Principal	Gail Barnes
Assistant Principal	Philip Black
Assistant Principal	
High School	972-427-8030
Principal	David Greer
Assistant Principal	Amy Barber
Assistant Principal	Tom Close
Alternative Center	972-427-6100
Principal	Diane King

## **CISD MISSION STATEMENT**

The Crandall Independent School District in cooperation with parents, business leaders and community members will provide a quality education for all students in a way that:

Provides a diversified curriculum involving problem solving and technological advances to maximize learning opportunities;

Develops students' self-esteem, individual motivation, and personal responsibility; and encourages a positive environment.

So that:

Every student will be equipped for life-long learning, responsible citizenship, and productive employment in an ever-changing society.

*Adopted by the Board of Trustees February 23, 1998*

### **DISTRICT GOALS OF THE CRANDALL INDEPENDENT SCHOOL DISTRICT**

#### **STUDENT ACHIEVEMENT**

The Crandall Independent School District will emphasize individual achievement by providing varied learning opportunities to facilitate student success.

#### **CURRICULUM**

A well-balanced curriculum involving collaboration, problem-solving, and technological integration will be provided for all students.

#### **TECHNOLOGY**

Students will be empowered to maximize learning, productivity, and performance through increased access to information and the use of emerging technologies.

#### **COMMUNICATION**

Teachers, administrators, parents, business leaders, and community members will work together to develop and maintain communication to optimize student success.

#### **TEAMWORK**

All Crandall Independent School District employees will work as a team to coordinate programs to promote student success and effective learning opportunities that encourage students to meet their full potential.

#### **CLIMATE**

The Crandall Independent School District will provide a safe, positive learning environment for all students.

#### **PARENT AND COMMUNITY INVOLVEMENT**

A partnership of Crandall Independent School District staff, parents, business leaders, and community members will create opportunities to improve education in the Crandall Independent School District.

#### **FACILITIES**

The Crandall Independent School District will develop a comprehensive facilities plan to address both immediate and long range planning.

Adopted by the Board of Trustees February 23, 1998

## **NOTICES TO PARENTS**

### **Statement of Nondiscrimination**

In its efforts to promote nondiscrimination, the Crandall Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Sharon Long, Assistant Superintendent, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6002.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Pamela Crites, Assistant Superintendent, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6026.
- All other concerns regarding discrimination: See the superintendent, Dr. Larry Watson, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6004.

[See FB(LOCAL) and FFH(LOCAL)]

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the principal's office. If you have any questions, please contact Alan Lovell, Director of Maintenance, Crandall ISD, P.O. Box 128, Crandall, TX., 75114 at 972-427-6023.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Alan Lovell, Director of Maintenance, Crandall ISD, P.O. Box 128, Crandall, TX., 75114 at 972-427-6023.

### **Additional Notices**

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

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

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

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Required Forms

- Acknowledgement form
- Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information
- Parent’s Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education
- Student Agreement for Acceptable Use of the Electronic Communications System

# PREFACE

To Students and Parents:

Welcome to school year 2009-2010! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

**Section I**—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook; and

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

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

Both students and parents should become familiar with the Crandall ISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and available in the principal’s office.

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

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

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

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

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

[See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.]

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

## **SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS**

This section of the Crandall ISD Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

### ***STATEMENT OF NONDISCRIMINATION***

In its efforts to promote nondiscrimination, the Crandall Independent School District does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Dr. Sharon Long, Assistant Superintendent, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6002.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Pamela Crites, Assistant Superintendent, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6026.
- All other concerns regarding discrimination: See the superintendent Dr. Larry Watson, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6004.

### ***PARENTAL INVOLVEMENT***

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** and **Academic Programs**.]

- 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 respective school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences.**]
- Becoming a school volunteer. [For further information, see policies at GKG and contact your child's campus.]
- Participating in campus parent organizations.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact your child's campus.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council.**]
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## ***PARENTAL RIGHTS***

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

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

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

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

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

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

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

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

### **Limiting the Display of a Student’s Artwork and Projects**

The district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and the like on the district’s Web site, in printed material, by video, or by any other method of mass communication.

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

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

### **Reviewing Instructional Materials**

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

### **Inspecting Surveys**

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

### **Accessing Student Records**

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

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

[See **Student Records.**]

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

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

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

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

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

## **Removing a Student from Human Sexuality Instruction**

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

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

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

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

In middle school, students learn about health behaviors that will safeguard their health as well as information related to understanding puberty and the reproductive process. Students are taught about factors in their environment that impact, not only their health and the health of their families, but the health of their communities as well. Middle school students learn to refine their critical-thinking skills to avoid unsafe situations, analyze health information and products, and maintain healthy relationships. Students begin to investigate health in the broader context of community.

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

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

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

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

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

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

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

## **Requesting Transfers for Your Child**

As a parent, you have a right:

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

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

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

## **OTHER IMPORTANT INFORMATION FOR PARENTS**

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

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** or contact Laura Marsh, Special Education Coordinator, Crandall ISD, P.O. Box 128, Crandall, TX. 75114, (972)-427-6022.

### **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 including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If 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 his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the school counselor at your child's campus.

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

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

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

## Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Pamela Crites, Assistant Superintendent, Crandall ISD, P.O. Box 128, Crandall, TX 75114, (972)427-6026.

## Student Records

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

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

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

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

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

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

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

requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is P.O. Box 128 (mailing), 300 West Lewis (physical), Crandall, Texas 75114.

The address(es) of the principals' offices are:

Crandall High School  
P.O. Box 520 (mailing)  
13385 FM 3039 (physical)  
Crandall, Texas 75114

Crandall Middle School  
P.O. Box 490 (mailing)  
500 West Lewis (physical)  
Crandall 75114

Nola Kathryn Wilson Elementary  
P.O. Box 430 (mailing)  
300 S. Meadowcreek (physical)  
Crandall, Texas 75114

W.A. Martin Elementary  
P.O. Box 460 (mailing)  
11601 West US HWY 175 (physical)  
Crandall, Texas 75114

Barbara Walker Elementary  
P.O. Box 888 (mailing)  
4060 Abbey Rd. (physical)  
Heartland, Texas 75126

Crandall Alternative Center  
P.O. Box 400 (mailing)  
300 W. Lewis (physical)  
Crandall, Texas 75114

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. A request to correct a student's record should be submitted to the principal. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG (LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See **FINALITY OF GRADES at FNG(LEGAL), Report Cards/Progress Reports and Conferences and Student or Parent Complaints and Concerns** for an overview of the process.]

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

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

**Please note:**

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

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

## **Directory Information**

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

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

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

The district often needs to use student information for the following school-sponsored purposes: student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media, and all other district publications and announcements.

For these specific school-sponsored purposes, the district would like to use your child’s name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at Directory Information.

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

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

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

## **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

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

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

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

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

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

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

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

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

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

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

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

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

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

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

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

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

## **Attendance for Credit**

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

If a student attends less than 75 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policies at FEC]

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

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

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

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

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

### **Parent's Note After an Absence**

When a student must be absent from school for either a full or partial day, 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. Upon student's return to school, parent notes will not be accepted after the third school day.

### **Steps to follow when absent:**

1. Have parent or guardian **PHONE THE SCHOOL** and inform the office of your absence before 10:00 A.M. of the day of the absence.
2. **Absences for doctor/dental appointments or court proceedings must be verified by an appointment card, citation notice, or written documentation. Students who attend school for part of that day (either before or after the appointment) and return to school with the appropriate documentation shall be counted as in attendance for the full day. Every effort should be made to schedule doctor/dental appointments outside of class time.**
3. Have parent or guardian write an excuse giving student's name, date, days of absence, reason for absence, and his/her signature. This may be verified by phone. Notes signed by the student even with the parent's permission will be considered a forgery and the student will be disciplined.
4. Upon returning: Present your written excuse signed by parent or guardian to the office before going to any class.
5. Ask all teachers for make-up work assignments. Assignments that are not made up will be reflected in your grade as zeroes. (Each student is responsible for seeing that make-up work is completed.)
6. For a perfect attendance certificate, students must be present each time roll is checked every school day.
7. Parents or students may request assignments. Please call by 9:00 a.m. the day you would like to pick up the assignments.

### **Doctor's Note After an Absence for Illness**

Upon return to school, a student absent for more than three consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (LOCAL).]

## **Driver License Attendance Verification**

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

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents' information regarding academic programs to prepare for higher education and career choices. [For more information, see policies at EIF.] [See **Academic Counseling**].

## **AWARDS AND HONORS**

Various achievement awards will be given at each CISD campus during the course of a regular school year. Typical awards given might include A Honor Roll, A/B Honor Roll, Perfect Attendance, Citizenship, Student Council, National Honor Society, Band, and many others.

## **BULLYING**

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

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

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Agricultural Science and Technology, Business, Family and Consumer Science, Trade and Industrial Technology, and Career Preparation. Admission to these programs is based on the student's career goals, interest, and educational needs.

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

## **CHILD SEXUAL ABUSE**

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

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

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

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

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

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

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

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

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

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

Reports may be made to:

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

### ***CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT***

Class rank will be calculated at the end of the sixth six weeks for seniors. However, all grades received by the student will be reflected on their permanent transcript. The final ranking will be made after finals.

The first and second ranked students of the graduating class shall be known as the valedictorian and salutatorian, respectively.

Students must be enrolled in regular academic classes to be eligible for academic honors.

The system is the one used by most major colleges and universities, the 4.0 grade point scale. Under this system, numerical grades are given grade points for class ranking purposes.

Because of the implementation of the honors program, this system has been adopted to encourage able students to accept the challenge of honors course work. Students making a passing grade in an honors designated course will automatically receive an extra grade point for the grade earned. The following differentiation will be made in terms of grade points awarded based on level of course work taken:

HONORS COURSE	REGULAR COURSE	BASIC COURSE
(above grade level)	(on grade level)	(below grade level)
A=5pts	A=4pts.	A=3pts.
B=4pts.	B=3pts. ,	B=2pts.
C=3pts.	C=2pts.	C=1 pt.

Class rank is determined by the student's cumulative grade point average (GPA) in courses eligible for state credit taken during the freshman, sophomore, junior and senior years. The grade point average is determined by dividing the total grade points in all state credit courses for each semester enrolled by the total number of eligible semester. Grade point calculations will be carried out to four decimal places. The final ranking to determine the place in the graduating class and to name valedictorian and salutatorian will be done at the end of the second semester of the senior year.

In the case of a tie for valedictorian or salutatorian, using grade point average as the measure, the numerical grades earned in each eligible class shall be averaged, and the highest overall numeric grade average in eligible courses shall break the tie.

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

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

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

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

[For further information, see policies at EIC.]

## **COMPLAINTS AND CONCERNS**

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

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

## **COMPUTER RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Only students who have been authorized by the District and who are under direct supervision of designated District employees are permitted to use a District computer or to access any local network or outside telecommunications resources such as the Internet. Prior to such authorization, the student and the student's parent must sign and return the District Student Agreement Form acknowledging their responsibilities and the consequences of violation. (See policy CQ)

Students are expected to observe network etiquette by being polite and using appropriate language. Students are prohibited from pretending to be someone else; transmitting obscene messages or

pictures; revealing personal addresses or telephone numbers—either their own or another person's; or using the network in a way that would disrupt use by others.

Students and their parents should be aware using district computers is not private and will be monitored by district staff.

## **CONDUCT**

### **Applicability of School Rules**

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

### **Corporal Punishment**

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

### **Disruptions**

As identified by law, disruptions include the following:

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

### **Field Trips**

The school will furnish transportation to and from all school-sponsored field trips. Students participating in these activities are required to ride the bus to these activities. Students must be in good standing to participate in all field trips. The following requirements apply to all students prior to participation in a school sponsored field trip:

- 1.) No major discipline referrals in the semester the field trip occurs
- 2.) No excessive absences in any classes in the semester the field trip occurs
- 3.) Principal approval

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

For safety purposes, the district permits students to possess telecommunications devices, including mobile telephones; however, these devices must not be on, audible, or visible during the instructional day, including during all testing. The use of mobile telephones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited. Students are not allowed to use any of these devices riding the buses to and from school.

A student who is in violation of the telecommunications device policy during the school day shall have the device confiscated. The student or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

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

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

## **Other Electronic Devices**

Students are not permitted to possess such items as radios, CD players, MP3 players, video or audio recorders, DVD players, cameras, games, or other electronic devices at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. For a first offense, items will be returned the student at the end of the day to take home. A second offense may result in confiscation of the item for the remainder of the semester and/or year.

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

## **Inappropriate Use of Technology**

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

## **Social Events**

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

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

## **CONTAGIOUS DISEASES / CONDITIONS**

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

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

## **CORRESPONDENCE COURSES**

Two correspondence courses (two credits) may be accepted as part of high school graduation requirements for accredited schools in Texas, providing the courses are taken from one of two centers that offer secondary level correspondence courses that have been approved by the Texas Education Agency. The two sources of acceptable correspondence courses are (1) the Extension Division of the University of Texas, and (2) the Extension Division of Texas Tech University.

The student must have the principal's prior approval before enrolling in a correspondence course.

Correspondence courses are used only for emergency or enrichment and do not become a substitute for the residence core. Only those students who have completed ten credits will be approved for correspondence course work. Contact the high school counselor for more details.

[For further information, see policies at EEJC.]

## **COUNSELING**

### **Academic Counseling**

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

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

### **Personal Counseling**

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

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

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

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

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

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

failed course or excessive absences, home schooling, correspondence courses, or independent study supervised by a teacher.

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

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

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

[For further information, see the counselor and policies EEJA.]

### ***CREDIT BY EXAM—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 had no prior instruction. The dates on which exams are scheduled during the 2009-2010 school year include:

#### **Test Date**

#### **Deadlines for Registration**

Monday, November 2, 2009

Wednesday, September 30, 2009 by 4:00 p.m.

Tuesday, November 3, 2009

Wednesday, September 30, 2009 by 4:00 p.m.

Wednesday, November 4, 2009

Wednesday, September 30, 2009 by 4:00 p.m.

Monday, June 7, 2010

Friday, April 30, 2010 by 4:00 p.m.

Tuesday, June 8, 2010

Friday, April 30, 2010 by 4:00 p.m.

Wednesday, June 9, 2010

Friday, April 30, 2010 by 4:00 p.m.

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB (LOCAL).]

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

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

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

## **Dating Violence**

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

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

## **Discrimination**

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

## **Harassment**

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

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

## **Sexual Harassment**

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

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

## **Retaliation**

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

Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. Retaliation of a student occurs when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### **Reporting Procedures**

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

### **Investigation of Report**

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

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

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

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

### ***DISCRIMINATION***

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

### ***DISTANCE LEARNING***

Refer to "High School Course Guide" for information.

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

#### **School Materials**

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

The school newspaper and the yearbook are available to students.

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

[See **Directory Information for School-Sponsored Purposes**]

## **Non-school Materials...from students**

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

The principal has designated a location within the building for approved non-school materials to be placed for voluntary viewing by students. See the building principal for information. [See policies at FNAA.]

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

## **Non-school Materials...from others**

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

Prior review will not be required for:

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

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

## ***DRESS AND GROOMING***

Effective the 2001-2002 school year, the Crandall Independent School District will require all students in all schools to adhere to the following standardized student dress code:

### **Shirts, Blouses, Turtlenecks**

*Style:* Collared, knit, buttoned polo or dress style buttoned shirts/blouses (long or short sleeved), turtlenecks.

*Color:* Limited to White, Yellow, Red, Navy Blue, Black (solid single colors with no contrasting trim).

- All shirts, blouses, and turtlenecks must be tucked in at all times.
- Crandall school logos only (no larger than 3 x 3 inches) - optional.
- All shirts and blouses must be buttoned from the first button past the collar.
- Shirts/blouses with cap sleeves are not allowed.

### **Slacks, Pants, Shorts, Skirts, and Skorts**

*Style:* Pleated or flat front docker-style slacks or pants; walking-style shorts. All pockets must be inset.

*Color:* Limited to Khaki, Navy Blue, Black (solid, single colors)

- Slacks and pants must be worn at the waist, and be properly hemmed or cuffed.
- Belts (black or brown) must be worn at all times - optional for grades PK - 5.
- Logos or labels must be no larger than 1 inch x 1 inch.
- Baggy style legged slacks or pants are not allowed.
- Shorts, skirts, and skorts length must be no more than 3 inches above the top of the knee cap (in both front and back).
- No cargo or carpenter style pants.
- Skirts may have a kick-pleat (no more than 3 inches above the top of the knee), but not a slit.

### **Jumpers**

*Style:* V-neck, square neck, or round neck.

*Color:* Limited to Khaki, Navy Blue, Black (solid, single colors).

- Jumpers must be no more than 3 inches above the top of the knee-cap (in both front and back).
- Shirt, blouse, or turtleneck that adheres to standardized dress code must be worn under the jumper at all times.
- Kick pleats are allowed (no more than 3 inches above the top of the knee); slits are not allowed.
- Dresses are not considered jumpers.

### **Shoes, Socks, Hose/Tights, Belts**

*Color (socks):* White, **Yellow, Red**, Navy Blue, Black, or Khaki (solid, single colors).

*Color (hose/tights):* White, Navy Blue, Black or Khaki, or Flesh-tone (solid, single colors).

*Color (shoes):* Brown or Black leather-like shoes (tie or loafer-type), or brown or black boots (no para-military type boots), tennis shoes, or sandals with heel straps.

*Color (belts):* Brown or Black dress type.

### **Outerwear: Sweatshirts, Vests, Sweaters, Light Jackets, and Wind Breakers**

*Color:* Limited to White, Yellow, Red, Navy Blue, Black, Gray (solid single colors).

- Sweatshirts, vests, sweaters, *light jackets, and windbreakers* must be appropriately sized in the shoulders, sleeves, and length; and must be worn over shirt, blouse, or turtleneck that adheres to standardized dress code.
- Crandall school logos only - optional.

### **Other Guidelines**

- Leather, suede, vinyl, corduroy, and denim materials are not allowed except for coats **which must be left in lockers.**
- Coats may be worn in accordance with appropriate weather conditions.
- Spandex, nylon, or stretch-type materials are not allowed.
- Clothing can be no more than one size larger than the student's measurements; nor may the garment be too tight.
- Caps, hats, and head coverings inside the building are not allowed.
- Overall pants, overall shorts, and overall jumpers are not allowed.
- Wind shorts/pants, athletic shorts/pants, sweat shorts/pants are not allowed except in P.E./Athletics.
- Students must comply with district standards for grooming and accessories as outlined in the student handbook.
- Clothing items cannot be worn in any way that reflects gang affiliation, conceals contraband, or creates a distraction.
- All clothing must be properly hemmed. Clothing that is torn, tattered, or with holes is not permitted.
- Dress code problems that arise will be addressed at the discretion of the campus principal.

### **Grooming**

Hair (male/female): Hair style, length, cut, or color that is extreme or distracting may be unacceptable. Excessive hairstyles not allowed: tails, designs, spikes, mohawks, puffs, color that is not considered natural, etc.

Hair (male): Not to extend below the eyebrows in front.  
 Not to extend below mid-ear on sides.  
 Not to extend below the top of the collar in back.  
 No ponytails (regardless of its placement on the head).  
 No sideburns below the ear and not wider than the cheek.

No mustaches, beards or goatees. (High School male students may wear mustaches, which are short and neatly trimmed. Mustaches that extend beyond the upper lip will not be accepted.)

Body Piercing - No visible body piercing is allowed that displays jewelry, etc. except for female ear piercing and earrings. Male ear piercing may not display any jewelry or other objects at any time. Tongue rings/studs are not allowed. Any tattoos must be covered at all times. The policy for body piercing will be enforced at any and all school activities.

## Compliance

If a non-exempt student attends school in violation of the standardized dress requirements, possible consequences are as follows:

- the student will be placed immediately in isolation on the campus, either until the parent can bring appropriate clothing or for the entire day, whichever comes first;
- the student will be assigned an office detention;
- the student will be placed in in-school suspension (ISS) for one day;
- for more than one infraction, repeated infractions, or for blatant infractions, the student will be sent to in-school suspension (ISS) for a minimum of 3 days;
- the student will be assigned one or more days of Saturday school;
- if the student has multiple infractions of the dress code, the principal may pursue due process for AEP placement.

## Special Dress Days

Administrator(s) shall have authority to waive the wearing of the standardized dress clothing for certain days, parts of days, special events, or special activities as outlined in CISD Board Policy FNCA (Local). Students who choose not to participate in the special days are expected to comply with the standardized dress code.

## Special Assistance

In case of severe financial hardship, parents may contact their child's school by phone, mail, or in person to request assistance when financially unable to purchase the standardized dress clothing. Special note--having a child on the free-reduced lunch program does not automatically qualify for assistance.

## Funding

Economically disadvantaged students whose parents cannot afford standardized dress clothing without financial assistance will be aided through the CISD Clothing Closet, private donations or gifts by individuals or businesses, or through contributions from activity funds or parent organizations.

## Final Authority

Administrators will have complete and final judgment on all matters concerning interpretation of the dress code. Matters concerning appearance and dress not specifically covered above shall be within the discretion of the administration.

## Extra Curricular Dress Code

With respect to any extracurricular activities, the principal, in conjunction with the sponsor, coach, or other person in charge of such activity, may regulate the dress and grooming of participating students if the Principal, sponsor, or coach reasonably believes that the student's dress or grooming:

- 1 .Creates a hazard to the student's own safety or to the safety of others; or
2. Will prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

Such regulation may include denying the student permission to participate in the extracurricular activity or to go on extracurricular trips.

## **Alternative/Interim Student Dress Code**

The alternative/interim student dress code applies only to new students and to students with Crandall ISD Board approved opt-out requests. New students moving into the District have 10 calendar days to comply with the standardized dress code. New students requesting an exemption must comply with the Alternative/Interim Student Dress Code Guidelines. All other students must be in compliance with the standardized dress code.

This policy does not apply to clothing permitted or required to be worn during participation in school sponsored activities such as physical education.

**It is the responsibility of all staff to monitor the dress code. It is the primary responsibility of the 1<sup>st</sup> period teacher to verify that students in his/her classroom are in compliance with district dress and grooming policies.**

The principal or designee will be the final authority concerning the dress code in the building.

## **Dress Code for Extra-curricular Activities**

Students attending any school function must be dressed modestly and appropriately. Students inappropriately dressed may be asked to leave school sponsored activities by school district employees. Examples of inappropriate dress include halter tops and bared midriffs for females, earrings for males, etc....

Dress and appearance has a tendency to influence the behavior and attitude of the individual and has a direct influence on the atmosphere in the classroom and the entire school program.

Therefore, it is the responsibility of the student and parent to see that each student dresses in such a way that his/her personal appearance on campus is in harmony with or is conducive to providing an environment for learning.

## ***EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS***

Participation in 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 and the 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 a 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 individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

**Please note:** Sponsors and coaches have the right to establish entrance and exit guidelines, with the approval of the Principal, regarding the organizations for which they are responsible. Students will be notified in advance of these guidelines and will be held accountable for them.

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the *Student Code of Conduct* or by local policy will apply in addition to any consequences specified by the organization's standards of behavior. Students placed in disciplinary alternate placement, suspension, or home based alternative education may not participate in co- or extra-curricular activities for the period of time assigned.

[For further information, see policies at FM and FO.]

### **Mandatory Parent Meeting for Extracurricular Participants**

Any student who participates in extracurricular activities in grades 7-12 must have a parent attend a mandatory parent meeting before the student will be allowed to participate in the activity. Topics discussed at this meeting include, but are not limited to: drug and alcohol use, steroid use and abuse, eating disorders, and expectations of sportsmanship.

Organizations for which this meeting is required include, but are not limited to, the following groups: Athletics, Band, Drill Team, Cheerleading, U.I.L. Academics, One Act Play, Destination Imagination, and Agriculture students representing Crandall I.S.D. at competition. Any other organizations requiring attendance at this meeting will notify parents of the requirement.

Any parent who can not attend the live meeting, will be provided access to a recording of the meeting to check out and view. After viewing the recording, the parent or guardian will be required to take an online test over its content and must have a passing rate of 80% in order to ensure that the recording was viewed. Parents who attend public meetings or public viewings where attendance is documented by district personnel will not be required to take the test.

A parent will be required to attend once every four years as long as they have children participating in extracurricular activities.

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.

- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles.**]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

Any required fee or deposit may be waived if the student and parent are unable to pay.

Application for such a waiver may be made to the principal. [For further information, see policies at FP.]

## **FUND-RAISING**

Except as approved in writing by the principal, fund raising is not permitted on school property. Forms for approval are available in the principal's office. Only school sponsored and pre-approved fund raisers may take place at school. ALL FUND RAISING ORGANIZATIONAL ACTIVITIES REQUIRE A GROUP TO PARTICIPATE IN AN APPROVED COMMUNITY SERVICE PROJECT. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

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

## **GRADE CLASSIFICATION**

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

Students in grades 9 - 12 have the opportunity to earn 8 credits per year for a total of 32 possible credits during the regular four-year high school career.

High school students will be classified according to credits earned as follows:

- 0- 6 credits earned will be classified as a Freshman
- 6.5-12 credits earned will be classified as a Sophomore
- 12.5-18 credits earned will be classified as a Junior
- 18.5-up credits earned will be classified as a Senior.

Classification is determined at the beginning of the school year and at the beginning of the second semester, or upon verification of credits at enrollment for new students. The exception to this rule will be students declaring Early Graduation.

Classification may be changed for students declaring Early Graduation upon verification of enrollment in the number of credits which will assure graduation with the current year's Senior Class.

## **GRADING GUIDELINES**

Achievement or progress in pre-kindergarten shall be reported through anecdotal records for each six-week period.

Achievement or progress in kindergarten, first grade, and second grade shall be reported through a checklist format each six-week period. The checklists shall reflect Texas Essential Knowledge and Skills each six weeks.

Achievement or progress in the areas of physical education, art, and music shall be reported as E (excellent), S (satisfactory), N (needs improvement), and U (unsatisfactory).

At the campuses serving grades 3-5, a student's six-week grade shall consist of two-thirds daily and homework grades and one-third test grades. The six-week test, if given, shall count with other tests to total the one-third of tests.

In grades 3-5, numeric grades shall be given for all core subjects. Letter grades shall be given in physical education, art, music, handwriting, and citizenship as outlined below:

90-100	E	Excellent
80- 89	S	Satisfactory
70- 79	N	Needs Improvement
69 & Below	U	Unsatisfactory

At the middle school and high school campuses, a student's six-week grade shall consist of two-thirds daily and homework grades, and one-third test grades. The six-week test, if given, shall count with other tests to total the one-third of tests.

A minimum of seven daily grades and three test grades in each subject shall be required for the six-week reporting period.

In grades 9-12, the actual grade earned shall be recorded and averaged on the six-week report card for semester credit.

[See policy EIA Local]

## **Cheating/Plagiarism**

Cheating and plagiarism are serious offenses. Every student is expected to do his/her own work. Cheating is a means by which to take advantage by underhanded tactics to gain information that is not honest. Plagiarism is using others' ideas and words without clearly acknowledging the source of that information. This would include using the following without giving credit:

- another person's idea, opinion, or theory;
- using any facts, statistics, graphs, drawings—any pieces of information—that are not common knowledge
- quotations of another person's actual spoken or written words; or
- paraphrase of another person's spoken or written words.

This will not be tolerated. Anyone caught using/copying another student's papers (this will include homework, tests, daily work and projects) will receive a zero for that assignment. The student allowing such an occurrence will also receive a zero unless in the judgment of the teacher the student was a victim of circumstance beyond his/her control. Students that fraudulently use someone else's assignments will receive a zero for those assignments. Plagiarism may also result in a zero for the assignment. Repeated infractions could result in failure of the course. The student is also subject to disciplinary procedures.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully complete the required number of credits and pass a statewide exit-level exam.

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

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended High School Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Graduation Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Students who entered the ninth grade during the 2006–2007 school year must meet the following credit requirements for graduation:

- Minimum Program 24 credits
- Recommended Program 24 credits
- Advanced/Distinguished Achievement Program 24 credits

Beginning with the 2007–2008 school year, a student entering the ninth grade must meet the following credit requirements for graduation:

- Minimum Program 24 credits
- Recommended Program 26 credits
- Advanced/Distinguished Achievement Program 26 credits

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or career and technology, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### **Certificates of Coursework Completion**

A certificate of coursework 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 tests.

### **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 individualized education program (IEP).

### **Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are senior class officers or the top five ranked graduates based on grade point average will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation.

Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the valedictorian and salutatorian may also have speaking roles at the graduation ceremony. [See FNA(LOCAL).]

[For student speakers at other school events, see **STUDENT SPEAKERS** ]

### **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 **Student Fees**]

### **Early Graduation**

In order to participate in graduation ceremonies and be included in the class ranking of the current Senior Class, a student must declare his/her intentions for Early Graduation within the first six-weeks grading period of the school year in which graduation is intended. An early graduation conference must be held during first semester with the counselor where an agreed upon graduation plan will be determined. Both parent and student must attend.

Students new to the District must declare their intentions for Early Graduation at the time of enrollment.

## **State Scholarships and Grants**

Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) 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 higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program 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 EJ(LEGAL).]

## ***HARASSMENT***

[See **Dating Violence, Discrimination, Harassment, and Retaliation**]

## ***HEALTH-RELATED MATTERS***

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

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

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

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

### **Physical Education Excuses**

Physical Education is important for proper health and should be utilized by each student. This is a required course of study and all students will participate. Students bringing a note from parents will be exempt from participation that day. They will, however, need to dress out just as if they were participating. Notes from parents should be sent each day for a maximum of 3 days. After 3 days a doctor's excuse is required.

### **School Health Advisory Council**

During the preceding school year, the district's School Health Advisory Council held two meetings. Additional information regarding the district's School Health Advisory Council is available from Diane King at 972-427-6100. [See also policies at BDF and EHAA.]

### **Physical Fitness Assessment**

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

## **Vending Machines**

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

## **Other Health-Related Matters**

### **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. State law 48.01 prohibits the use of tobacco products in public facilities. Violators will be prosecuted. [See the *Student Code of Conduct* and policies at FNCD and GKA.]

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the principal's office. If you have any questions, please contact Alan Lovell, Director of Maintenance, Crandall ISD, P.O. Box 128, Crandall, TX., 75114 at 972-427-6023.

### **Pest Management Plan**

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Alan Lovell, Director of Maintenance, Crandall ISD, P.O. Box 128, Crandall, TX., 75114 at 972-427-6023.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Sharon Long, Crandall ISD, P.O. Box 128, Crandall, TX., 75114 at (972)427-6002.

## **HOMEWORK**

Campus homework policies will be established at each grade level or department under the direction of the building principal and subject to the approval of the superintendent. (see EIE local)

## **IMMUNIZATION**

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

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

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

<http://www.dshs.state.tx.us/immunize/school/default.shtm.>]

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

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

### **Students Taken Into Custody**

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

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

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

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

## **Notification of Law Violations**

The district is required by state law to notify:

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

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

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments Because of Absence**

Students shall be permitted to make up assignments or tests after absences. Students shall have the time allotted for completing make-up work equal to the length of the absence; however, the **student** shall be responsible for finding out about the assignments and making up the work within the allotted time. (See EIAB Local)

A student is expected to make-up all work missed. This is the responsibility of the student. Arrangements with the teacher should be made promptly and a deadline set for the work. Failure to meet the deadline set by the teacher will result in a zero for the work. If the student knows in advance of a school related activity, the student is responsible for making the arrangements with the teacher for make-up work prior to the trip. The teacher will set a deadline for the work to be turned in and failure to meet the deadline will result in a zero for the work. Students are expected to go to the teacher and ask for the assignment and the deadline.

Any assignment made while the student was in school and due during his/her absence is due upon their return to class. This includes any long range assignments and homework.

### **Incomplete Grades**

A student who receives an Incomplete on his/her report card should make arrangements to remove the Incomplete in seven calendar days. Arrangements are to be made by the student with the teacher who will set a deadline. Failure to meet this deadline will result in zeroes for the work missed which will be averaged in to remove the Incomplete.

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

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

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

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

## **MEDICINE AT SCHOOL**

Medication should be given at home whenever possible. However, Crandall ISD School Board Policy FFAC (LOCAL) dictates that when dosage instructions require medication to be given during the school day, the following policy requirements must be met:

- All medications require written parental permission and written physician orders.
- Only authorized employees, in accordance with policies at FFAC, may administer
- Prescription medication may be given at school if a note of permission is sent by the parent. The note must include specific instructions on how and when the medication is to be given. The medication must be in the original prescription bottle, recently and properly labeled with the name of the patient, doctor, drug and dosage. The prescription label suffices for the doctor order.
- Non-prescription (OTC) Over-the-Counter Medication must appear in the original container and be provided by the parent. A note of permission to administer is required of the parent along with a physician order.
- Herbal substances or dietary supplements must be provided by the parent and may only be administered if required by the Individualized Education Program or Section 504 plan of a student with disabilities. Documented parental permission and physician order is required.

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

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

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

*The emergency information card on file in the office should be kept current regarding telephone numbers and people to be notified in case of accident or illness if parents cannot be reached. The office should be informed of any special health conditions. (example: seizures, asthma, etc.).*

## **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.]

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

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

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

## ***PRAYER***

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

## ***PROMOTION AND RETENTION***

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

In kindergarten, first grade, and second grade, promotion to the next grade level shall be based on the following:

1. Seventy percent proficiency of the Texas Essential Knowledge and Skills for all core subject areas.
2. Meeting benchmark end-of-year reading levels.

In grades 3-5, promotion to the next grade level shall be based on the following:

1. An overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.
2. Summer school remediation shall be required for a student in grades 3-6 to be promoted to the next grade level, if the student fails a state-mandated assessment.

In grades 6-8, promotion to the next grade level shall be based on the following:

1. An overall average of 70 on a scale of 100 based upon course-level, grade-level standards for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.
2. Summer school remediation shall be required for a student to be promoted to the next grade level, if the student fails a state-mandated assessment.

Grade-level advancement for students in grades 9-12 shall be earned by course credits.

[See policy EI]

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 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- 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 in English.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student’s parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

## ***RELEASE OF STUDENTS FROM SCHOOL***

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

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

Students are not to leave any CISD campus and go to another campus without special permission from the principal and approval from the other campus.

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

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

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 75, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent should request to schedule a conference with the teacher of that class or subject. [See **Working Together** for how to schedule a conference.]

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

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 3 days.

## ***RETALIATION***

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

## **SAFETY**

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

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

### **Accident Insurance**

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

### **Bicycles/Skateboards**

Students may ride bicycles to and from school. Bicycles are to be parked in the bicycle rack provided and chained for security.

For the safety of the rider, students should check with the school office for access routes to and from school and the student must walk the bicycle on and off school property.

Skateboards are not permitted on school property **at any time**.

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

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

#### **Fire Drill**

Signal: 3 bells or announcement “Building Evacuation” via messenger or public address system. Students evacuate building by pre-determined routes and follow instructions of staff.

#### **Duck and Cover Drill**

Signal: Series of short bells or announcement “Duck and Cover” via messenger or public address system. Students move to pre-determined areas in building and follow instructions of staff.

#### **Building Confinement**

Signal: Announcement “Building Confinement: via messenger or public address system. Students will be confined to building but may be allowed to move within building.

#### **Lock Down**

Signal: 1 minute bell or announcement “Lock Down” via messenger or public address system. Students will remain in classroom with doors locked.

## **Reverse Evacuation**

Signal: 2 bells or announcement “Reverse Evacuation” via messenger or public address system. Students outside building will return to classrooms or pre-determined safe area.

## **Emergency Medical Treatment and Information**

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

## **Emergency School-Closing Information**

On days when the weather will not permit having school, the following radio and television stations will be called:

WBAP - Radio station AM 820

KXAS - Channel 5 television

WFAA - Channel 8 television

These stations will be called before 6:30 A.M.

In addition, an emergency notification system allows the District to communicate its emergencies, like weather closures, to its parents, employees and other interested subscribers **DIRECTLY** to their home computers and personal cell phones. It also allows for announcement of non-closure emergency or information like electricity outages. To register with the system, please register at [www.flashalert.net](http://www.flashalert.net). Additional information is available on the CISD website.

## **Identification Badges**

Students in grades K-12 will be required to wear school identification badges. Grades 6-12 must have their school identification badges in their possession at all school activities. Picture identification badges must be worn in full view at all times. A \$5 fee will be charged for replacement badges. ID cards that are defaced in any way must be replaced at the student's expense. These identification badges are the property of the Crandall ISD and are to be surrendered to district personnel/staff on request. Students shall receive a Level II conduct violation for failure to wear school identification badges or identify them to any Crandall ISD employee.

## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; 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]).

## **SCHOOL FACILITIES**

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

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Check with campus administration of the specific building for the areas designated for this purpose and the times these areas will be accessible.

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

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

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

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

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

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

### **Cafeteria Services**

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

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

Food is not to be taken out of the cafeteria. Your behavior in the cafeteria is a reflection on you and the school. Please conduct yourself in a proper manner. Place cups, cans, etc. in trash cans. Trays and forks should be placed in the designated area. No food or drinks will be allowed in the classrooms. Students may bring lunches but will be expected to eat in the lunchroom. During lunch students **MUST** remain in the cafeteria. If a student must come into the main building they must obtain a permission slip from the person on duty in the cafeteria.

### **Library**

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

The library is for student use. However, there are certain regulations that must be observed. All students are expected to move about orderly, speak softly, and refrain from disturbing others. The library is a classroom and the *Student Code of Conduct* will be followed.

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

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

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

## **School Telephones**

School phones are for school business. **Phone calls are not to be made during a class period.** School personnel will determine if students can use the school phone.

Students receiving calls at school will not be called to the telephone during a class period unless an emergency exists.

**Parents should arrange for transportation before school. Students should know where they are going after school or who is to pick them up without a telephone call during the day to give them instructions.**

## **SEARCHES**

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

## **Students' Desks and Lockers**

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

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

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

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

## **Vehicles on Campus**

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

## **Trained Dogs**

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

## **Metal Detectors**

[For further information, see policy FNF (LOCAL).]

## **Drug-Testing**

[For further information, see policy FNF (LOCAL).]

## **SPECIAL PROGRAMS**

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

## **STEROIDS**

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

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

Students participating in UIL athletic competition may be subject to random steroid testing.

More information on the UIL testing program may be found on the UIL Web site at

[http://www.uil.utexas.edu/athletics/health/steroid\\_information.html](http://www.uil.utexas.edu/athletics/health/steroid_information.html).

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events:

1. Student awards assemblies where students speak;
2. Senior breakfast;
3. Candidate elections where candidates speak to the entire student body;
4. Pep rallies; and
5. Other events as designated by the campus principal.

The forum shall be limited in the manner provided by this section on nongraduation events.

Students are eligible to introduce these events if they are in the highest two grade levels of the school at which the student is publicly speaking and who hold one of the following positions of honor based on neutral criteria:

1. student council officers,
2. class officers of the highest grade level in the school, and
3. high school students who have a grade point average of 3.0 or higher or middle school students on the A/B honor roll.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See FNA(LOCAL)]

## **SUMMER SCHOOL**

A student who is retained may attend an approved summer school. Parents of students eligible for summer school will be notified as soon as possible after end of the year grades are received.

**Standardized dress is a requirement for all summer school students.**

**Summer school attendance does not guarantee promotion.** Students receiving passing grades will be individually evaluated to determine whether promotion shall take place. Tuition will be charged for students attending summer school for the purpose of credit recovery and credit acceleration.

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

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

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

[See policy EKB(LEGAL).]

## **Crandall ISD Testing Requirements for Promotion**

To ensure successful transition of CISD graduates in the 21<sup>st</sup> century workplace, all students are expected to pass state mandated assessments. According to local policy EIE, any student in grades 3-8 failing any section of the Texas Assessment of Knowledge and Skills is required to attend summer school as a requirement of promotion to the next grade level. Parents/Guardians have the right to appeal the summer school requirement to the appropriate campus principal. Students will be assessed during the first week of summer school and the campus assessment team will determine if the student no longer needs summer school remediation. On this assessment, the student must score a 70 or the state standard whichever is higher.

If a high school student fails a state-mandated assessment in grades 9-11, the student will be required to attend remedial instruction provided by the District.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT**

State-approved textbooks are provided to students free of charge. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Items lost or damaged beyond use will be paid for in full by the student. Fines may be charged for minor book damage.

Any student failing to return an item issued by the school loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

No refunds will be allowed for damaged books. Lockers should be locked at all times to protect your textbooks from theft.

Classroom sets of calculators are used in some CISD classes. Students who lose or damage these calculators must pay the replacement cost.

## **TRANSFERS**

[See **Other Parental Rights and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education** for other transfer options.]

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling 972-427-8192.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Transportation Department at 972-427-6024.

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

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

- Follow the driver's directions at all times.

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

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

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

### **Bus Referrals**

Discipline will be designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of school officials and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the bus and school environment, and statutory requirements.

### **Administrative Options for bus referrals:**

#### 1<sup>ST</sup> Notice

1. Warning
2. Loss of Privilege
3. Student Conference
4. Parent Contact
5. Office Detention
6. Other Strategies and Consequences as Determined by School Officials

#### 2<sup>nd</sup> Notice

1. Warning
2. Loss of Privilege
3. Student Conference
4. Parent Contact
5. Office Detention
6. Saturday School
7. 2-5 days Loss of Bus transportation
8. Other Strategies and Consequences as Determined by School Officials

### 3<sup>rd</sup> Notice

1. Automatic Loss of Bus Privilege for 15 Days

### 4<sup>th</sup> Notice

1. Automatic Loss of Bus Privilege for Remainder of School Year

### Other Interventions

1. Seating Change on Bus
2. If damage occurs, reimbursement of expenses will be required. (p. 53)
3. Loss of Bus Privilege at Any Time as Determined Necessary by School Officials
4. Other Strategies and Consequences as determined by School Officials

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

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

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

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

Relatives or friends out of school from another community will not be allowed to attend class with CISD students.

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

On High School College 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.

### **Deliveries to Students**

The school will not accept delivery of flowers, floral arrangements, balloons, candy, etc. for students. Students will not be permitted to wear corsages to classes during regular school hours.

## ***WITHDRAWING FROM SCHOOL***

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

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

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

## GLOSSARY

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **Required Forms (on following pages)**

- Acknowledgement form
- Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information
- Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education
- Student Agreement for Acceptable Use of the Electronic Communications System