

## CENTRAL HIGH SCHOOL

To parents and students:

**WELCOME** to Central High School! I am Randy Baker, principal of Central High School. The dictionary defines central as 1. At, in, near or being in the center. 2. Of great importance. 3. Easily reached from various points. I think each of these definitions describes our goals for Central High School. I know how important the high school years will be for each of our students and I assure you that our teachers, coaches and staff will do everything possible to help them get the most out of their experience at Central High.

In just our 2<sup>nd</sup> year we are bringing together students from all over Keller ISD to form the Central community and to shape what will be the center of our students' lives for the next few years.

Our students will have an almost unbelievable number of opportunities to participate and excel in academic, athletic, fine arts, extracurricular and social activities at Central High School. I encourage each of you to get involved and make the most of your Central experience.

A key part of making Central High School the pride of our community will be parental involvement. We will be continuing our Campus Educational Improvement Committee (CEIC) and PTSA, which will give you opportunities to become part of our Central community. Just as I encourage students to get involved, I urge you as parents to help provide the leadership to make their high school as enjoyable and memorable as they deserve. It'll be fun for you, too! Keep your eyes on our website for updates on how you can get involved.

One of our top priorities is to partner with our parents and neighbors to make Central High School one that prepares children for the future and establishes the school as an example of excellence for all of Texas. I look forward to working with you to accomplish this goal, and I encourage you to call me at 817-744-2003 or e-mail me at [rbaker@kellerisd.net](mailto:rbaker@kellerisd.net) with your suggestions or questions.

### **Alma Mater – Charger Loyalty**

When representing Central High School in any way, you shall conduct yourself in such a way as to bring credit to your school and community. You will behave toward others as you would expect them to behave toward you. Good sportsmanship and good manners show a willingness of the student body to unite its efforts to promote an outstanding image of Central High School.

### **CHS Fight Song**

We are the best, we're CHS  
We'll shock your team to a defeat  
We sing out loud, stand strong and proud  
We cheer the team to victory.

Fight, Fight, CHS, Win, Win, CHS

O we will fight with all our might  
Charge up the wins for CHS  
The Crimson Red and Gold the Chargers big and bold  
Central Chargers, take home the gold.

### **Mission Statement- TBA**

In partnership with families and community, the mission of Central High School is to inspire in all students the desire to learn, the courage to lead, the value of proven character and the commitment to serve.

**School Colors** — *Crimson* and Gold

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## ASSISTANT PRINCIPALS

<b>Students' Last Name</b>	<b>Assistant Principal</b>	<b>Phone Number</b>
<i>A-G</i>	Leon Lovelace	817-744-2004
<i>H-P</i>	Kathy Lemmons	817-744-2005
<i>Q-Z</i>	<i>TBA</i>	<i>817-744-2006</i>

## ATTENDANCE

If a student is absent, he/she should have a parent call the school on the day of the absence or bring a note with a phone number where the parent may be contacted when the student returns to school. If a student is absent due to medical reasons, the student should bring a doctor's note upon returning to school. Doctors' notes are to be turned in to the attendance office before the semester's completion.

When a student, who has a note on file from a doctor excusing absences due to a chronic illness is absent, the parent still must call the attendance office and explain that the absence is related to the illness referred to in the note.

Students who have not complied with a note or phone call within 48 hours of their returning to school will be considered unexcused and truant and subject to disciplinary action. If a student uses a forged note from home to excuse an absence, he/she will be given double the punishment for truancy. If a student is absent for any medical reason, he/she should bring a doctor's note upon his/her return to school. Forged doctor's notes could result in criminal charges being filed against the individual.

### **Absences/Make Up Work**

Students who are absent from class are allowed two days for each day absent to make up missed assignments. It is the student's responsibility to find out the assignments and make up the work within this period unless another date is agreed upon by the teacher. On the morning of the third day of absence, you may call our receptionist at 817-744-2000 to request your child's makeup work.

### **Compulsory Attendance Policy**

Good attendance is necessary to obtain a quality education. Basic policy, therefore, is that all students should punctually attend school every day unless ill or involved in a family matter. Students are required by Texas law to attend school until their 18th birthday. **This attendance is expected and accounted for every day in which school is in session.** (There are **NO** school-recognized **SKIP DAYS**.) By Texas law, students must attend every class a minimum of 90% of the days each semester. Failure to do so may result in no credit being received in each class with less than 90% attendance. Failure to comply with the compulsory attendance policy will also result in **NO TEA FORM** being issued for driver's education classes or driver's license renewal.

Students falling below the 90% requirement have the right to submit documentation (physician's statements or court records). Should a student exceed the 10% limit on absences in a class which he/she passes, therefore not allowing us to give credit according to the state compulsory attendance law, we offer the opportunity to regain the credit by making up the hours in our Saturday School during the following semester.

### **Early Dismissals**

Students leaving school during the school day are required to bring a parental note to the attendance office prior to the student's first class period on the morning the student needs to leave early. This note should include:

- Student's name and grade level
- Reason for leaving and time of departure
- Parent signature and number where he/she can be reached.

The parent will be contacted for verification of the early dismissal. If a parent cannot be reached, the student will not be granted an early dismissal.

The attendance office will issue to the student a pass for leaving campus. Students leaving campus without clearing their departure through the attendance office will have their absence recorded as truant and will be subject to disciplinary action.

**Limit on Activity Related Absences**

Students shall be limited to five school activity-related absences in any one term.

**BELL SCHEDULE**

<b>Regular Schedule</b>		<b>Lunch Schedule</b>	
Period 1	7:30-9:00	A Lunch	10:55-11:20
Central Time	9:00-9:10	B Lunch	11:20-11:45
Period 2	9:10-10:55	C Lunch	12:33-12:58
Period 3	11:02-12:58		
Period 4	1:05-2:30		

*Advisory: Will take place in 2nd period on Wednesday.*

**ASSEMBLY BELL SCHEDULE**

<b>Regular Schedule</b>		<b>Lunch Schedule</b>	
Period 1	7:30-9:00	A Lunch	10:40-11:05
Central Time	9:00-9:10	B Lunch	11:05-11:50
Period 2	9:10-10:40	C Lunch	12:18-12:40
Period 3	10:47-12:43		
Period 4	12:47-1:55		
<b>Assembly</b>	<b>1:55-2:30</b>		

**Pep Rallies** *will be held following 4<sup>th</sup> period on an assembly schedule.*

<b><u>CHARACTER CONCEPTS</u></b>			
August	Fairness/Sportsmanship	January	Determination/Perseverance
September	Responsibility	February	Courage
October	Integrity/Trustworthiness	March	Citizenship
November	Compassion	April	Character Kaleidoscope
December	Respect	May	Character Kaleidoscope

**BLOCK SCHEDULE**

Central High School operates on the accelerated block schedule. This means that the school day consists of four, 90-minute blocks. Classes meet daily. Students earn what has been traditionally a year’s credit in 18 weeks and what has been a semester’s credit in nine weeks. The student has the opportunity under the block schedule to earn eight credits a year. Freshmen, sophomores, and juniors must take all four blocks each term. Seniors must take at least three blocks each term. However, we strongly advise upperclassmen to take advantage of the educational opportunities and take four blocks. If not taking all four blocks, then seniors must leave campus during their free block. The free block must be either the first or last block of the day.

**BUS TRANSPORTATION**

All students who are eligible will be permitted to ride the bus, provided they conduct themselves properly. Students who do not follow bus regulations may lose transportation privileges.

### **Conduct on the bus**

1. Remain seated while the bus is moving.
2. Do not change seats. The driver is authorized to assign seats.
3. A student shall not refuse to sit in an assigned seat or deny another a place to sit.
4. Each student will be expected to remain seated for the duration of the trip, and remain seated until the bus door opens.
5. Normal conversation is permitted; any loud noises may distract the driver and create an unsafe condition.
6. Scuffling, fighting, and the use of obscene, vulgar or profane language and gestures are forbidden.
7. Do not throw objects inside or out of the bus.
8. Do not mark, cut or scratch any part of the bus. Vandalism costs will be paid by the person who is responsible.
9. The emergency door and exit controls should be used by students only during supervised drills or actual emergencies.
10. Students shall never attempt to operate the passenger door or other driver controls except in cases of extreme emergency.
11. Students shall face forward for the duration of the trip and shall keep their feet on the floor in front of them and out of the bus aisle.
12. Students must get on and off the bus at their designated bus stop.

### **Discipline on Buses**

The school bus is an extension of the classroom and discipline will be administered by the principal with assistance from the bus driver. All district policies that apply to student conduct and other student-related activities apply to the school bus. Students are only allowed to ride the bus assigned to their area of residence unless they receive prior approval from the principal. High School students may not "catch" a bus at any school location other than their high school.

### **Prohibited items on buses**

1. Tobacco
2. Live animals or insects.
3. Glass containers.
4. Alcoholic beverages.
5. Weapons, explosive devices, harmful drugs or chemicals
6. Matches or cigarette lighters.
7. Food or drinks (no eating or drinking on the bus is permitted).
8. Radios or tape players.
9. Skateboards.
10. Guns (BB, starter or look-alikes).

### **CLASSROOMS**

While in class, teachers will maintain an active educational environment. Students will abide by all class rules and bring materials to class daily. A safe and clean environment will remain an expectation at Central High School. No food or drinks (exception: water) will be acceptable in academic areas.

### **CLUBS and ORGANIZATIONS**

All clubs and organizations must have a current Central High School staff member as a sponsor. All clubs and organizations must develop a mission statement that ties its existence to state approved curriculum.

**Parent Organizations -- *are formed and parents are encouraged to join.***

Athletic Boosters  
Band Boosters  
Cheers  
Choir Boosters

Drama Boosters  
Drill Team Service Organization  
PTSA  
Project Graduation

## **Student Organizations --**

### **Academic Decathlon**

Sponsor: Jerris Barnes

Students in grades 9-12 are eligible to compete for a position on the Academic Decathlon team. A two-semester class will prepare students for competition in 10 events: language and literature, science, social studies, math, art, music, super quiz, speech, interview, and essay. A nine-member team is composed of three students in each of three divisions: A's, B's, and C's. To qualify for the class, students must possess a highly competitive nature, coupled with a strong interest in academics and the ability to work together with others. Local scrimmages in the fall are followed by competition at the regional and state level in the spring.

### **Art Club**

Sponsor: Jeannie Cruce

Whether you have any talent or not, the Art Club is open to any student in grades 9 - 12. It just takes someone who has an appreciation for art and is not afraid to try projects that are not done in the regular art class. The Art Club creates special art projects, serves the community by helping the city cleanup, and has art shows throughout the community and school. Meetings are usually twice a month.

### **Band**

Director: Eric Short

The Band program at Central High School is looking forward to establishing NEW TRADITIONS. The CHS Band program promotes mental and physical discipline, teamwork, time management, self-discipline, critical listening and creative self-expression. Concert Band is divided into two performing ensembles, both of which combine to make up the Marching Band. Students can earn Physical Education credit during marching season.

### **Baseball**

Head coach: Bruce Holmes

Baseball is an extracurricular UIL sport that meets year-round. The class will emphasize team and individual fundamentals and include a weight training and conditioning program. A strong playing background is necessary and the head coach's approval is required prior to enrolling.

### **Basketball (Boys)**

Head coach: Kit Pehl

CHS men's basketball is an extracurricular sport for boys in grades 9-12. The junior varsity and freshmen teams are comprised of those individuals who have experience and a basic knowledge of the fundamentals of basketball. Tryouts are held in the fall and once teams are designated, participants will take part in U.I.L. sponsored games and tournaments. In addition, participants are required to meet certain GPA and citizenship requirements.

### **Basketball (Girls)**

Head coach: Roxanne Long

CHS women's basketball is an extracurricular sport for girls in grades 9-12. The varsity, junior varsity and freshmen teams are made up of those individuals who have experience and a basic knowledge of the fundamentals of basketball. Tryouts are held in the fall and once teams are designated, participants will take part in U.I.L. sponsored games and tournaments. In addition, participants are required to meet certain GPA and citizenship requirements.

### **Cheerleaders**

Sponsor: Tracy Babbitt

The purpose of the Central High School cheerleaders is to create and promote school spirit in accordance to school rules, encourage quality performance and high academic standards. Through the development of spirit and cheer technique, leadership, cooperation, self-discipline, and sportsmanship in each individual, the cheerleaders will encourage student body and community support in the promotion of athletic events and activities which will inspire the athletes to perform to the best of their ability.

### **Choir**

Director: Michael O'Neil

The choir program at CHS is made up of three choirs - concert, acapella and chorale - and a show ensemble. Each year the students will perform in several concerts, compete in UIL contests, and travel to compete at the state or national level, as well as perform at many community events.

### **Cross Country**

Coach: Derek Hood

This athletic program is offered to boys and girls in grades 9-12. The girls race approximately 3,200 meters and the boys race approximately 5,000 meters, typically on grass or through parks. The season runs from the beginning of school through the middle of

November, culminating with a district, regional, and state championship. Competition is offered at the junior varsity and varsity levels. Workouts begin in the morning, before the start of school, and run through first period. See cross-country coach for more details or entry into the class.

### **DECA, an association of Marketing Students (2004-2005)**

Sponsor: TBA

DECA is a national, state and local organization for students who have an interest in the field of marketing. DECA was established nationally in 1947 and has members from throughout the United States, Canada and the Virgin Islands. Students can become members while enrolled in a marketing class and remain members throughout their high school career. DECA members participate in a variety of civic, leadership and social activities at the local and state level and can participate in competitive events at the district, state and national level.

### **Drama Club**

Sponsor: Jennifer Snow

The purpose of the Drama Club is to further education in dramatic and performing arts, to help others develop talents in these areas, and to participate in and evaluate theatrical events. Membership is open to any CHS student at any time upon payment of dues. Monthly meetings are held throughout the school year culminating in an awards banquet in May.

### **Drill Team**

Sponsor: Rae Lanier

The Drill Team is a precision dance team that performs at athletic and community events and competitions. A full year program, drill team aids each individual in developing dance skills, self discipline, dependability, responsibility, maturity and strong citizenship skills. Each individual will be expected to set high goals and have a strong feeling of commitment and dedication to this organization.

### **Environmental Science**

Sponsor: Stephanie Turner

The Environmental Science Club is a club of students that are concerned with learning about and keeping our environment clean. This club meets on the first Monday of every month and has a trash pickup at least once a month. Each student is expected to attend and participate in at least 80% of all meetings and activities.

### **Family Career and Community Leaders of America**

Sponsor: Kimberly Smith

FCCLA is a national student organization that helps students become leaders and address important personal, family, work, and societal issues through family and consumer sciences education. FCCLA offers members opportunities to expand their leadership potential and develop skills of life.

### **Fellowship of Christian Athletes**

Monitor: *David Traylor*

FCA is a club that meets every other Monday night at student's houses. Anyone is welcome to participate, not just athletes. It's a time of fellowship and worship through singing, Bible study and prayer.

### **Football**

Head coach: Bart Helsley

Football is an extracurricular U.I.L. sport. CHS fields two ninth grade teams and one sophomore team. Individual fundamentals and team concepts are stressed. The competitive season runs from August through December. An extensive off-season program is instituted from December to May with emphasis on building a true TEAM concept as well as increasing speed, strength and agility. All interested students meeting state eligibility requirements are welcome. Athletes should see the head coach of the respective team prior to enrolling.

### **French Club**

Sponsor: *TBA*

The French Club is open to students who are currently enrolled in a French class or who have received credit for one or more French courses. The club, which meets approximately once a month, promotes French culture by encouraging participation in French-related activities, such as dining at a French restaurant, having holiday parties and taking field trips to language-appropriate exhibits.

### **German Club**

Sponsor: *TBA*

The CHS German Club welcomes any student who is interested in the German language and culture, whether presently or previously enrolled in German classes. The club generally hosts one event/outing per month, such as attending cultural events ( a musical or play, a German opera, movie, or concert), eating a German dinner out, visiting a museum or the zoo and celebrating a German holiday or festival such as Oktoberfest and Fasching.

## **Golf**

Coach: *Randy Couch*

Golf is an extracurricular U.I.L. sport which meets the entire school year. The class emphasizes team work, individual golf fundamentals, rules and etiquette of golf. A basic knowledge of golf is needed and you must qualify to be admitted into the class.

## **Ice Hockey**

Keller High School, Fossil Ridge High School and Central High School have joined together to form the K.I.S.D. Ice Hockey team through the Dallas Stars. The games start in October and end with play-offs in April. Most games are played at the Dr. Pepper Star Center in Euless. There will be two teams consisting of 20 players per team: 20 varsity and 20 junior varsity. Try-outs are held in September and members selected are required to meet the GPA and citizenship standards as in any other high school program. Basic knowledge of ice hockey is helpful but not required. Ice hockey is not a U.I.L. sanctioned sport and is not funded by the school. Players must provide their own equipment and pay for ice time. The team does hold several fund-raising events through the year to help with some of the expenses. Anyone wanting more information should contact either Doug Insko or Karen Forslund through FRHS or KHS offices.

## **Interact Club**

Advisor: Randy Baker

Interact is a service club for high school students. The name Interact comes from International Action. The Interact Club is sponsored by the Rotary Club of Keller. Club meetings are held on the first and third Monday of each month at 6:00 pm in the executive dining room of the Education Center. Any student who wants to become a part of a lively group involved in serving the community and promoting international understanding may see Randy Baker in the principal's office for more information.

## **Multicultural Club**

Sponsor: Lea Kaercher

The CHS Multicultural Club seeks to highlight the cultural diversity of our students and to reduce prejudice and discrimination through building awareness that our differences can contribute to a more vital and productive society.

## **Natural Helpers**

Sponsor: Steveni Larsen

Natural Helpers is a peer assistance organization encompassing students from all areas of the school population. Participants are chosen from a school-wide survey that is conducted at the beginning of each school year. The main functions of Natural Helpers are to be available to assist students with non-emergency type problems or concerns and to be involved in the school and community service activities.

## **Newspaper**

Sponsor: Diane Skelton

The school newspaper is published eight times during the school year. It is a project of the Journalism and Newspaper classes. Journalism is the prerequisite class unless students have at least a B average and the permission of the Journalism teacher to go on to the Newspaper class. All students are encouraged to submit artwork, creative writing or letters to the editor. The newspaper acts as a public forum.

## **Powerlifting**

Coach: Greg Lane

The Powerlifting program at Central High School is designed to teach safe, effective ways for students to develop strength. The athletes will work out three to four days a week on different parts of the body. During the spring, athletes will compete in local, state, and national competitions on an individual and team basis.

## **Robotics Club**

Sponsor: TBA

The Robotics team is always looking for students who are interested in designing and building people-powered, remote-controlled devices for performing specified tasks. The team participates in several competitions each year including the Cardboard Boat Regatta, the bridge competition at UNT, and ultimately, the robot competition, D.C. B.E.S.T. They also prepare for careers as engineers by attending meetings of professional organizations, such as the American Society of Engineers.

## **Science Club**

Sponsor: *Stephanie Turner*

The CHS Science Club is designed to promote interest in science and technology with emphasis put on real life applications and possible career choices. The club is open to any interested student grades 9-12. Club activities include: Keller Adopt-a-Street program, guest speakers, club projects i.e. building a hover craft. Club members will be encouraged to participate in the regional science fair and the UIL Science team. The club will go on one technology-related field trip in the spring.

## **Soccer, Boys**

Coach: David Maher

This extracurricular sport is for boys in grades 9-12 who want to participate in U.I.L. soccer matches. There is an off-season program for 10-12 grades. Freshmen are able to try out beginning the first Monday after Thanksgiving.

### **Soccer, Girls**

Coach: Melissa Farr

The CHS Girls Soccer program is open to all female students in grades 9-12. The program is active throughout the school year, beginning with off-season workouts during school in the fall months and concluding the year with off-season workouts during school in the spring. In addition, after school practices are allowed during the month of December. Interscholar games begin in January and continue with inter-district competition lasting through March. The post season playoffs begin in March and conclude with the State Championship games in April. All interested players should possess a basic understanding of soccer techniques and tactics along with a high fitness level and a strong competitive attitude.

### **Softball**

Coach: Megan Swanson

Fast pitch softball is an extracurricular U.I.L. sport that meets in the fall and spring. The class will provide individualized instruction, weight training and a conditioning program. It is important to have had prior fast pitch experience. Coach approval is required before enrolling.

### **Spanish Club**

Sponsors: Renae *McAlister*

The Spanish Club is open to students who are currently enrolled in a Spanish class or who have received credit for Spanish III or IV. The club, which meets approximately once a month, promotes Hispanic culture by encouraging participation in Hispanic-related activities, such as dining at Hispanic restaurants, celebrating Hispanic holidays and taking field trips to language-appropriate exhibits.

### **Special Olympics**

Coordinator: TBA

Each spring, the KISD hosts a track meet for Special Olympians. Students can volunteer to participate as athlete buddies or to help with events. Students must apply and are chosen based upon teacher recommendations, grades, and an essay about why they want to participate in the Special Olympics.

### **Speech/Debate Club**

Sponsor: David Freeman

The forensics program at CHS is made up of students in Intro to Speech, Public Speaking, Debate, and Oral Interpretation classes, as well as many students enrolled in the school but not in a speech class. Through participation in speaking contests throughout the metroplex area through the national Forensics League, the Texas Forensics Association, and the U.I.L., students qualify for state and national competitions and scholarship offers. Practical training in self-motivation, responsibility, and professionalism are additional benefits of this organization. Additionally, once each year, the speech students help the community by adopting underprivileged families or children for charitable donations.

### **Student Council**

Sponsor: *Kristi Mize*

Student Council is a student-run governmental body made up of elected members and students who apply as members-at-large of each grade. Student council is responsible for many school functions such as Homecoming, an annual clothes drive benefiting needy area families, anti-drug campaigns, environmental projects, Thanksgiving Baskets and all school elections. Elections for Student Council are held in the spring of every year. Candidates must meet certain GPA requirements, and receive recommendations from teachers and students.

### **Swimming**

Coach: Todd Ferris

The CHS Swim Team is a competitive swim team that starts competition at the end of October and ends competition at the state meet in February. Anyone with swimming experience and a desire to be a part of the team can join the Central High School Swim Team and begin a winning tradition.

### **TAFE**

Sponsor: *Kim Smith*

*TAFE is a Future Teacher of America organization set up to give students an introduction to the teaching profession. It is co-sponsored by Texas Association of Secondary School Principals.*

### **Tennis**

Coach: Kevin Folse

Tennis is an extracurricular UIL sport that meets in the fall and spring. The class functions on both the Junior Varsity and Varsity levels. On the Junior Varsity level, the emphasis is placed on hand-eye coordination and strengthening the fundamentals. On the

Varsity level the emphasis is placed on technique, fine tuning, and competitive play. Some playing experience is necessary and the head coach's approval is required prior to enrolling.

### **Track and Field (Boys)**

Coach: Derek Hood

This athletic program is offered to boys in grades 9-12. Sixteen athletic events including relays, open events, and field events make up the typical track meet. The season begins upon return from Christmas break, with the first meet occurring in mid-February, and runs through mid-May culminating with a district, regional, and state meet. Competition is offered at the freshman and junior varsity levels. See track and field coaches for more details or entry into the class.

### **Track and Field (Girls)**

Coach: Nikki Hyles

This extracurricular sport is for girls in grades 9-12 who wish to learn and participate in track and field meets. This is a spring sport only. Workouts are after school. Experience is not necessary. All events are taught by experienced staff. Come begin a winning tradition. See Track and Field coaches or listen for announcements in December.

GIRLS TRACK SUPPLEMENT-4th period: This class is designed for the athlete who will be competing in the after school program only. We will emphasize weight training, plyometrics training, agility work, and speed work to ready the athlete for competition in the after-school program. See track coach for entry into class.

### **U.I.L. Academic Team**

Coaches: Catherine Hodgson, Kristi Mize, Gail Tunnell

The CHS U.I.L. Academic team consists of students in various academic areas competing for the University Interscholastic League titles. Academic areas include Speech, Debate, Journalism, Computer Applications, Accounting, Computer Science, Ready Writing, Literary Criticism, Science, Mathematics, Calculator, Number Sense, Spelling, Current Events and the One-Act Play. Students compete at the district level with the ability to advance through regionals and on to state.

### **Volleyball**

Coach: Chris Rudiger

Volleyball is an extracurricular sport, with eligibility requirements including but not limited to the No Pass, No Play Rule. The season coincides with football, with matches generally held on Tuesdays and Fridays. Practices are held during the athletic period and after school. Tryouts are in August and the season concludes in November. Spring practice is conducted during the last nine weeks of school. The head coach's approval is required.

### **Wrestling**

Coach: *Greg Lane*

The CHS wrestling team meets after school from November through February and is open to any interested student. Wrestlers compete in individual and team UIL competitions against competitors in their own weight class. Fundamental wrestling skills are taught while sportsmanship and discipline are stressed.

### **Yearbook**

Sponsor: Diane Skelton

Yearbook is a 27-week (first three nine-week blocks) course where the students plan and design the school yearbook. Students learn marketing, design, writing, photo journalism and desktop publishing. Students must make application in the spring semester for the following year and the staff is selected from these applicants.

## **CODE OF CONDUCT FOR STUDENTS**

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much on the student's attitude toward learning and the student's adherence to high standards of behavior. The Student Code of Conduct that follows is the district's specific response to requirements of Chapter 37 of the Texas Education Code. The law requires the district to define misconduct that may or must result in a range of specific disciplinary consequences. This code is an outgrowth of collaboration among district and campus staff, parents and other community members. This code, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior and consequences of misconduct.

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner.
- Attend all classes, regularly and on time.

- Prepare for each class; take appropriate materials and assignments to class.
  - Be well-groomed and dress appropriately.
  - Obey all campus and classroom rules.
  - Respect the rights and privileges of other students and of teachers and other district staff.
  - Cooperate with or assist the school staff in maintaining safety, order, and discipline.
  - Avoid violations of the Student Code of Conduct.
1. Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the district or by district schools. Students shall be responsible for the care and return of state-owned textbooks and may be charged for lost textbooks.
  2. Students shall not gain unauthorized access to any of the district's computer systems, whether stand-alone or networked. Students shall not alter or modify systems or files for which they do not have authorization. Students who cause a virus to be placed on a computer, disk, or system may be subject to disciplinary action and may be held liable for any resulting damage.
  3. Students shall not participate in hazing. "Hazing" means any intentional, knowing, or reckless act directed against a student by one person alone, or acting with others, which endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members include other students.
  4. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff or chewing tobacco, on school premises or at school-related functions.
  5. No student shall during any school term and while on school premises or off-school premises at a school sponsored activity, function, or event, sell, give, deliver, use, possess, or be under the influence of:
    - a. Marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21
    - b. U.S.C. 801, et. Seq.
    - c. A dangerous drug, as defined by Chapter 483, Health and Safety Code
    - d. Alcohol.

**Central High School has a zero tolerance policy regarding drugs on campus. Any amount of a drug will result in punishment; a useable amount will result in expulsion.**

6. No student shall inhale, ingest, apply, use, or possess abusable glue, aerosol paint, or substances containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in a manner:
  - A. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; and
  - B. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.
6. No student shall intentionally manufacture, deliver, or possess with intent to manufacture or deliver abusable glue, or aerosol paint that does not contain additive material in accordance with rules adopted by the commissioner of health.
7. No student who is 18 or older shall intentionally, knowingly or recklessly deliver abusable glue or aerosol paint to a person who is younger than 18 years old. No student who is 18 or older shall sell or deliver a substance containing a volatile chemical as described in Health & Safety Code 484.005 (a) (2) to a person younger than 18.
8. No person shall intentionally or knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest or otherwise introduce into the body an abusable glue, aerosol paint or other substance that contains a volatile chemical.
 

"Use" means a student has voluntarily introduced into his or her body by any means a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

"Under the influence" means not having the normal use of mental or physical faculties; however, the student need not be legally intoxicated.

9. In addition to the statutory ban on the possession, use or transmittal of controlled substances, dangerous drugs and alcohol, the district prohibits:
  - A. The possession, use or transmittal of paraphernalia related to any prohibited substance.
  - B. The possession, transmittal, sale, or attempted sale of what is represented to be any prohibited substance.
6. A student shall not knowingly, intentionally or recklessly go onto the school premises with a firearm, explosive weapon or illegal knife. The student shall not interfere with normal activities, occupancy or use of any building or portion of the campus by exhibiting, using or threatening to exhibit a firearm, explosive weapon or illegal knife. Federal and state law requires expulsion for this conduct.
7. In addition to the prohibition of firearms, students are prohibited from being in possession of or bringing a weapon to school, on a school bus, or on a school-sponsored activity. This prohibition shall not normally apply to school supplies such as pencils, compasses and the like unless those instruments are used in a menacing or threatening manner. Weapons shall include, but not be limited to the following:
  - A. knives of any size, including pocket knives
  - B. explosives, including fireworks, matches or lighters of any kind
  - C. clubs
  - D. razors
  - E. metallic knuckles
  - F. chains
  - G. guns (including pellet, BB, starter and look-alikes)
  - H. bow and arrows
  - I. laser pointers
  - J. wristbands / necklaces with metal brads
  - K. any other object, including school supplies, used in a way that threatens or inflicts bodily injury on another person

The possession or use of articles not generally considered to be weapons may be prohibited when the principal or designee determines that a danger exists for any students, school employees or school property by virtue of possession or use. Lockers may be inspected by school personnel at any time. Reasonable suspicion is cause for cars to be inspected by school personnel. Students found to be in violation of this policy shall be subject to appropriate disciplinary action, including expulsion.

6. A student commits an assault when he (1) intentionally, knowingly or recklessly causes bodily harm to another; (2) intentionally or knowingly threatens another with imminent bodily injury; (3) intentionally or knowingly causes physical contact with another when the student knows or should reasonably believe that the other will regard the contact as offensive or provocative. Students are prohibited from assaulting anyone on school property or at school-sponsored events. **Central High School has zero tolerance policy regarding assaults (fighting) on campus. Participants will receive a minimum assignment of 15 days in CPC and may be cited by the local law enforcement agency. During the CPC assignment, the student may not participate or attend extracurricular activities.**

In addition to the actions prohibited in the policies listed above, students at school or school-related activities are prohibited from:

1. Cheating or copying the work of another student. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well as academic penalties.

2. Throwing objects that can cause bodily injury or damage property.
3. Absence from school without permission of parent(s) or guardian or absent from class without the principal's permission. Students shall be considered truant and shall be subject to disciplinary action. Students who leave class without the teacher's permission will be considered truant.
4. Insubordination, including failure to comply with lawful directives from school personnel or school policies, rules, and regulations.
5. Being disrespectful or directing profanity, vulgar language or obscene gestures toward teachers or other school employees.
6. Possessing or using lighters, matches or fire, or committing arson.
7. Committing robbery or theft.
8. Disobeying school rules of conduct on school buses.
9. Committing extortion, coercion or blackmail that is, obtaining money or other objects of value from an unwilling person or forcing an individual to act through the use of force or threat of force.
10. Name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
11. Engaging in inappropriate physical or sexual contact disruptive to other students or the school environment.
12. Engaging in offensive conduct of a sexual nature, whether verbal or physical, which may include requests of sexual favors or other intimidating sexual conduct.
13. Possessing a radio, CD player, or tape player on campus unless with permission of their teacher.
14. Using mace, pepper spray or similar irritants.
15. Directing profanity, vulgar or inappropriate language or obscene gestures toward other students.
16. Engaging in any other conduct that disrupts the school environment or educational process.
17. Engaging in any conduct constituting felony criminal mischief as defined by law.
18. Membership or participation in any secret society, fraternity, sorority, or gang.
19. Engaging in unruly, disruptive or abusive behavior that seriously interferes with the teacher's communication with students or with the ability of students to learn.
20. Possessing or selling look-alike drugs or items attempted to be passed off as drugs and contraband.
21. Violating safety rules.
22. Violating dress and grooming standards.
23. Repeatedly violating other communicated campus or classroom standards of behavior.
24. Bullying, the intentional intimidation, threatening, or physical contact with another individual, will not be tolerated and will result in punishment.
25. Threatening another student, faculty member or staff member will result in disciplinary consequences. Threats regarding firearms, knives, bombs, or other weapons will result in severe consequences.
26. 27. Unless permission is granted by a school official, students are prohibited from visiting other campuses in the district during school hours.
27. Skateboards are not allowed on school property.
28. No visible tattoos.

## **DISCIPLINE MANAGEMENT PLAN**

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Disciplinary action 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 school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses. The goal of the discipline management plan is to work with each student who exhibits behaviors of concerns so as to assist the student to change his/her

behavior and to successfully attend classes. Some of these measures may have an impact on participation in extra-curricular activities during the current year and may prevent participation the following year.

### **Detention Hall**

For minor infractions of the code of conduct or other policies and regulations, teachers and administrators may assign the student to a teacher detention before or after school, with 24 hours notice. Students are responsible for their own transportation.

### **Saturday School**

For more serious infractions or for repeat infractions of the code of conduct, an administrator may assign a Saturday School. Students serve this assignment from 8 a.m. - 12 noon. A certified teacher is on duty to supervise the students in an academic setting and there is little or no opportunity for social interaction with peers. The student is responsible for bringing work to occupy four hours. Supervised five-minute breaks will be given each hour. The minimum stay shall be one day for a four-hour period. Lack of cooperation by the student may result in dismissal from Saturday School and more serious subsequent disciplinary action. Students are responsible for their own transportation.

### **ISS (In-School Suspension)**

For more serious misbehavior or for persistent misbehavior, a student may be assigned by an administrator to **ISS**, or our in-school suspension program. In this setting, the student receives assignments/instruction in each course to the extent possible, with little or no opportunities for social interaction with peers. Supervised breaks for restroom and water privileges are provided morning and afternoon. The minimum stay shall be two (2) days. Lack of cooperation by the student may increase the length of the stay or result in additional disciplinary action. Students assigned to **ISS** are not permitted to participate in any school-sponsored or school-related extracurricular and noncurricular activity until they have completed their **ISS** assignment. Students assigned to **ISS** during the school year may be ineligible for some clubs or organizations the following year (i.e.: drill team, cheerleading, etc.)

### **Alternative Education Program**

After reasonable discipline management techniques have been imposed and the campus administrator determines that the student's presence in the regular classroom program or at the home campus presents a danger of physical harm to the student or to other individuals, or that the student has engaged in serious or persistent misbehavior that violates the previously communicated standards of student conduct, the student may be removed to an Alternative Education Program (AEP). The board delegates to the principal or his designee the authority to remove a student to a disciplinary AEP. The duration of a student's placement will be determined by the principal.

State law does not permit students who are in AEP to participate in any school-sponsored or school-related extracurricular and non-curricular activity. A student who rides the bus and is placed in AEP will continue to be provided transportation.

### **Suspension**

In severe situations, a pupil may be given his/her assignments to complete at home. Students may be suspended for any reason that also requires placement in a disciplinary Alternative Education Program. State law allows a student to be suspended for up to three (3) school days per offense, with no limit on the number of times a student may be suspended in a semester or a school year. Students are not permitted to participate in any school-sponsored or school-related extracurricular and non-curricular activity while they are suspended from school. The student shall receive an excused absence for this removal if the student satisfactorily completes the assignments for the period of suspension in the time designated by the teacher.

## **Expulsion**

"Expulsion" means removal of a student from school for more than six (6) school days within a semester. The duration of an expulsion shall not exceed one (1) calendar year. The board delegates to the principal the authority to expel students. The principal or other appropriate administrator will schedule a hearing within a reasonable time with the student's parent, the teacher and the student. The student's parent or guardian will be invited in writing to attend the hearing. Expelled students are prohibited from being on school grounds or attending school-sponsored or school-related activities during the period of expulsion. No district academic credit will be earned for work missed during the period of expulsion (unless the student is enrolled in a Juvenile Justice Alternative Education Program).

## **Juvenile Justice Alternative Education Program**

The Board of Trustees has entered into an agreement with the county juvenile board outlining the juvenile board's responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program and conditions of payments from the district to the juvenile board. Details of this relationship are defined in agreements available for public inspection upon requests made to the superintendent.

## **Formal Removal**

Formal removal will result if the student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his/her class or behavior that is so unruly, disruptive or abusive that the teacher cannot teach. A teacher or administrator may also remove a student from class for an offense for which a student may be suspended and/or placed in a disciplinary Alternative Education Program. When a student is removed from the regular classroom, the principal may place a student in:

- Another appropriate classroom.
- In-school suspension.
- A disciplinary Alternative Education Program in which the student must be separated from other students for the entire school program day and will be provided instruction in the core subjects. Counseling will also be provided to the student.

## **Emergency removal**

A student who exhibits certain conditions or behaviors may be removed from the regular classroom, campus or AEP. Such conditions may include:

1. Being under the influence of alcohol or drugs.
2. Being highly agitated.
3. Suffering from any other condition that temporarily threatens the student's welfare, other individuals' welfare, or the efficient operation of the school.

A student who is removed will be released to his/her parent, parent's representative, medical providers, or law enforcement authorities.

More district wide Code of Conduct and Discipline Management Plan information can be found in the booklet published by the administrative office, which is distributed to the students separately from this handbook.

## **COUNSELORS**

<b>Students Last Name</b>	<b>Counselor</b>	<b>Phone Number</b>
<i>A-G</i>	<i>Debbie Blackmon</i>	<i>817-744-2012</i>
<i>H-P</i>	<i>Amy McCloud</i>	<i>817-744-2013</i>
<i>Q-Z</i>	<i>TBA</i>	<i>817-744-2014</i>

Counselors are available in the office for purposes of course selection and scheduling, occupational and vocational information, college selection, SAT and ACT testing, and personal problems. Students who wish to see a counselor must sign up for an appointment with the counselors' secretary before or after school or during their lunch period. Once the student has signed up with the secretary for an appointment, the student will be called from class by the counselor.

### **CRIMESTOPPERS**

The Campus Crimestoppers program is a student-run and operated project designed to help create a safe environment in our school. A student board of directors advertises the program and publicizes crimes that occur in the school or community. Any student may anonymously give information or a tip about a crime to the adult sponsor who passes it on to the police. If the tip leads to the solving of a crime, the board then votes on a cash reward for the informant. Campus Crimestoppers provides students an active role with the problem-solving process and helps them mature into good citizens by promoting responsibility to their school and community.

### **CRISIS MANAGEMENT: "WORK THE PLAN"**

An important aspect of our District Crisis Management Plan is to do what is most important to us -- take care of your child in the most effective way. As we have learned from schools that have experienced crisis, one of the most difficult areas to address is how to manage traffic flow and incoming phone calls from frightened parents, as well as media, while trying to access needed emergency and medical help. **Northwood Community Church at 1870 Rufe Snow Drive in Keller has been selected by our district as our Parent Information Center.** Should a crisis occur at CHS, it is our request that parents **"Work the Plan"**. Please do not come to the school but go directly to the church where a committee from Keller ISD Central Administration will meet you with information on how to reconnect with your child. We ask for your cooperation and understanding as we continually search for ways to assure you that your child's safety is a primary concern of all caregivers in Keller ISD.

### **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored newspapers and/or yearbooks are completely under the supervision of the teacher and campus principal. Written materials, handbills, photographs, pictures, petitions, films, tapes or other visual or auditory materials may not be sold, circulated, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations. Any student who posts or distributes printed material without prior approval will be subject to disciplinary action.

### **DRESS CODE**

The student's dress shall not cause school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb or detract from school activities and; shall not create a health or other hazard to the student's safety or to the safety of others. The school principal is charged with the responsibility of insisting that the student body maintain acceptable dress while in attendance during school hours and at school functions.

- Earrings may be worn; however, **no tongue or facial piercing will be allowed. (no spacers)**
- Student's hair will be neat, clean and well-groomed. Hair styles shall not, in the opinion of the administration, cause a health or safety hazard or cause a disruption of the educational process. Hair color should be of a single tone which is a natural color. (Black, brown, red or blonde.)
- Students shall wear clothing and undergarments in keeping with their gender.
- Blouses and dresses must cover shoulders and backs.
- No midriff tops or transparent clothing.
- No head coverings, caps, hats or bandannas are allowed in the building.
- No wind shorts, biking shorts/tights (spandex) or boxer shorts, except during athletic periods.
- No cutouts or holes in jeans, slacks, dresses, skirts, tank-tops, etc.
- Any garment with legs in it, regardless of what it is called, must fall within the range of the tips of the fingers to the base of the fingers (knuckles).

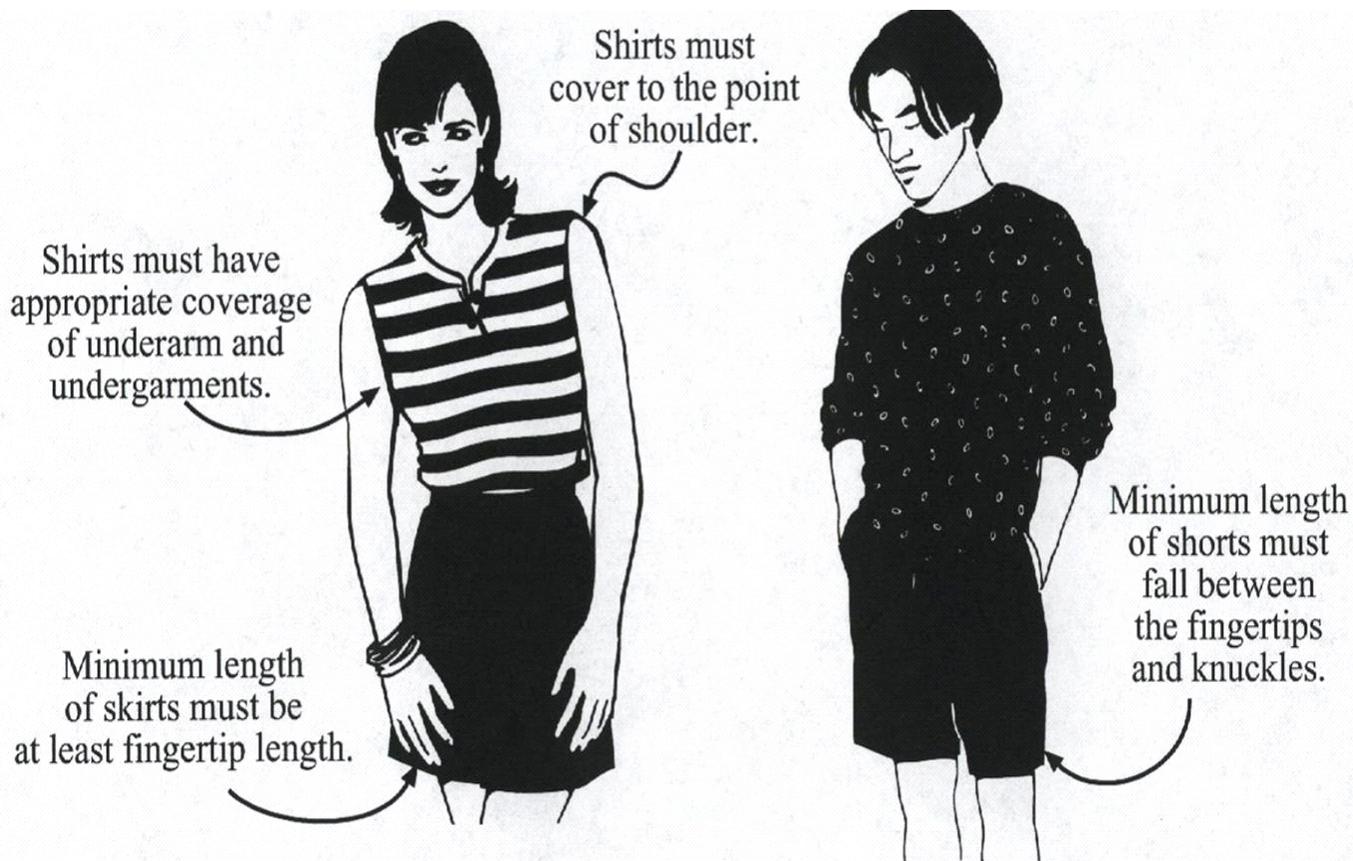
- Skirts must be no shorter than fingertip length. If a skirt or dress has a slit, the top of the slit must not be shorter than this length.
- No chains or spiked dog collars.
- Pants must be worn at the waist line.
- Students shall wear shoes.
- **No house shoes (slippers) and no pajamas or sleep pants.**
- No Wild Eyes contacts will be allowed.

Students are not to wear shirts or other items of clothing with either pictures, logos, phrases, letters or words printed on them that are obscene or disruptive in the judgment of the school administration. This shall include, but shall not be limited to:

- clothing considered to represent illegal gangs or gang paraphernalia, including bandanas, colors, oversized saggy pants
- clothing with satanic expressions
- nude/semi-nude figures
- pictures or logos of alcoholic beverages or tobacco, obscene gestures or words or pictures that depict prohibited substances, weapons, or violence
- figures in sexually suggestive postures

Appropriateness and moderation in all things, concern for the health and safety of the students, and the avoidance of distractions to the educational process are the guiding principles of the student dress code. Styles and fads are constantly changing and cannot possibly be covered by specific rules and regulations. The board authorizes school administrators to evaluate the dress and grooming of the students at their campus and employ appropriate disciplinary procedures to carry out and enforce this policy. Students attending school inappropriately dressed will be sent home or the parent contacted for a change of attire. Any period(s) missed will be considered an unexcused absence.

## DRESS CODE ILLUSTRATION-Sec



## **DRUG DOGS**

In an effort to provide for a safe campus environment, the Board of Trustees has employed the use of sniffer dogs (commonly called drug dogs) in the secondary schools of the district. The purpose of the program is to ensure that drugs, alcohol and weapons are not on the campus.

## **ELECTRONIC COMMUNICATION DEVICES**

Students may possess electronic communication devices including, but not limited to cell phones, pagers, PDA's, etc., during the school day from the first bell to the last bell under the following conditions:

- Must be turned off at all times
- Must be out of sight at all times
- May not be used at any time during the school day

Electronic devices may be possessed and used after school and at school-sponsored or school related events subject to appropriate rules of usage.

If an electronic device is seen or heard from the first bell to the last bell, the following steps may be taken:

- |                         |   |
|-------------------------|---|
| 1 <sup>st</sup> Offense | Confiscated by the teacher and turned over to administration. Student may pickup after school with a phone call to parent. Student must sign for the electronic device. |
| 2 <sup>nd</sup> Offense | Confiscated by the teacher and turned over to administration. Phone call to parent. Parent must pickup and must sign for electronic device.                             |

- 3<sup>rd</sup> Offense      Confiscated by the teacher and turned over to administration. Phone call to parent. Electronic device may be held until the end of term. Parent must pickup and must sign for electronic device. Disciplinary action may be taken in accordance with the Student Code of Conduct or campus handbook.

Based on recommendations from crisis experts, during a school-wide crisis situation, all student cell phones maybe collected. These phones will be used to prolong the school’s ability to maintain communication. **The KISD Crisis Management Plan provides for necessary, controlled communication in times of school-wide crisis.**

### **ELIGIBILITY**

Eligibility requirements for club/organization membership are governed by the U.I.L., Texas Education Agency and/or the constitution of the organization. Students must meet the eligibility requirements to be active members and participate in organizational functions. This includes the no pass/no play provision. A student participating in U.I.L. activities will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class. This suspension continues for three weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student’s grade is equal to or greater than the equivalent of 70.

### **EMERGENCY PROCEDURES**

#### **Fire Drill**

The State of Texas has adopted the following fire drill signals, which are standard in most of North Texas:

- Fire Drill.....3 long bells or intermittent ringing
  - March out of the building in an orderly manner--fast but not running.
- Return.....2 long bells
  - Return to your room
- Halt.....1 long bell
  - Stop and stand at attention and wait for an announcement
- After Halting.....3 bells
  - March back out of the building

**STUDENTS SETTING OFF FALSE ALARMS WILL BE SUBJECT TO PUNISHMENT UNDER THE STATE PENAL CODE AND WILL BE SUBJECT TO DISCIPLINARY ACTION.**

#### **Tornado/Disaster Drill**

Several short bell tones will sound. Students and teachers are to move to designated areas. Two short bell tones will signal when to return to class.

### **EXEMPTIONS FROM FINAL EXAMS (Seniors ONLY)**

Senior students meeting the guidelines listed may be exempt from mid-term/final exams:

1. The student may have no more than two absences (for any reason except for absences due to school-sponsored activities or college recruitment trips) for the class during the semester.
2. Two tardies within a three-week period equals one absence.
3. The student’s semester grade average in the class, determined one week prior to the end of the semester, must not be less than 85.
4. Students attending the Student Learning Center/In-School Suspension or CPC during the nine-week period will not be exempt.

5. A student who is exempt from an exam may take the exam if he/she wishes. The score from the exam may be averaged with the nine week's grade to determine the final grade only if the test grade improves the student's grade for the semester.
6. An absence will be counted when the student has missed more than 10 minutes of class.
7. Students must be in attendance the last school day before finals.

**FLOWERS, BALLOONS AND GIFTS**

These items will not be allowed in the building at Central High School. Deliveries will not be accepted.

**FUND RAISING**

Because of concerns for students' safety, door-to-door fundraising by students or groups of students is specifically prohibited.

**GRADING SCALE**

The Keller ISD adheres to the following grade conversion scale when converting numerical grades earned in the district to letter grades:

90 - 100 = A                                      80 - 89 = B                                      70 - 79 = C                                      below 70 = F

For grades earned in other districts and transferred to the Keller ISD, the following conversion scale is to be used:

A+ = 97-100	B+ = 87-89	C+ = 77-79
A = 94-96	B = 84-86	C = 74-76
A- = 90-93	B- = 80-83	C- = 70-73

**GRADUATION REQUIREMENTS**

See the Course Guide or your counselor for more information. Eleventh grade students take the state competency test called Texas Assessment of Knowledge and Skills (TAKS). The test or exit level test must be passed in order to graduate and receive a diploma. Only those senior students who have completed all requirements for graduation may participate in the graduation exercise held at the conclusion of the regular school year. Foreign exchange students will not participate unless they have met all state and local requirements.

Early graduation may be granted by the principal upon recommendation of the high school counselors if:

1. The student wishes to graduate early in order to pursue early full-time enrollment in college.
2. Extenuating personal or family circumstances make it necessary to complete graduation requirements before the end of the student's senior year.
3. Early Graduation Agreement is signed.

A student who is granted permission to graduate early must complete all graduation requirements. At the time such requirements are met and permission for early graduation is received, the student is considered graduated. A December graduation ceremony will be held for mid-term graduates. Students graduating in December will not be eligible for spring graduation exercises and spring activities.

**IMPORTANT DATES**

<b>ACT Testing:</b>	<u>Test Date</u>	<u>Regular Registration</u>	<u>Late Registration</u>
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**WILL ADD WHEN THEY ARE POSTED**

**Progress Reports:**

**Report Cards:** Report cards will be given to the student to take home at the end of the first week back to school after semester exams.

**SAT Testing:**            Test Date            Regular Registration            Late Registration

**Semester Exams:**

### **INCLEMENT WEATHER**

In the event of bad weather, you are asked to listen to radio station WBAP 820 AM for school closings or delayed starting times. Information also will be posted on the district's web-site: [www.kellerisd.net](http://www.kellerisd.net). No announcement will be made when schools will remain open as usual.

### **LIBRARY**

The school library is an important part of your school life. It is provided for your use and we encourage you to use it whenever possible. Library hours are from 7:00 a.m. until 3:30 p.m. All books, with the exception of reference and reserve books, may be checked out for a period of two weeks. Magazines and newspapers are for use in the library only. A fine of ten cents per day, excluding weekends and holidays, is charged for overdue materials. Students are responsible for paying for lost or damaged materials. Report card and/or student records may be held until library fines are cleared. Students must have a pass in order to enter the library during school hours. Seniors who do not have a first or fourth period class, but would like to use the library, are asked to sign in at the main desk.

### **LOCKERS**

*If needed a student may request a locker assignment through the school receptionist.*

Lockers are the property of the school and are subject to search at any time. Students are responsible for the contents of their lockers and it is the student's responsibility to see that his/her locker is kept clean and secured. The school is not responsible for items left in lockers. Locks are provided by the school. Only locks provided by the school may be used. Lockers must be locked at all times or the student may lose locker privileges. Students shall not deface the locker with writing, stickers or other non-removable items, nor disable the locks in any way. Locker damage will result in assessed fines, loss of locker privileges, and/or reimbursement for damages. A fee will be charged each time a locker has to be repaired due to student abuse.

### **LUNCHROOM – “Central Station”**

Central High School is a closed campus. All students, whether they bring their lunches or buy them, are required to eat in “Central Station”. Student lunches this year are \$1.80. Students are to keep “Central Station” clean and neat by returning all trays and utensils to the disposal area and disposing of trash items. Upon completion of lunch, students must remain in “Central Station” until their lunch period ends. The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from Mrs. Alumbaugh in the main office area. Food items will not be allowed in any academic area of the building. Students are not allowed to have food delivered.

### **MESSAGES**

The office will only deliver phone messages from a parent to students in the event of an emergency.

### **METAL DETECTORS**

KISD, in an effort to provide for a safe and secure environment for our students and staff, has added walk-through and handheld metal detectors. These metal detectors are similar to those in use at airports, courthouses, and some concerts. These detectors will typically not be set up at the entrance to the buildings, but will be used

for random screening in the building. If a prohibited item is discovered, proper school disciplinary procedures will be followed. If illegal weapons are found, the police will be notified and the student will face the possibility of expulsion.

### **NURSE**

Students must have a pass from their classroom teacher to be seen by the nurse, except for emergency situations. If the nurse is not available, students should report to the assistant principals' office.

Parents are requested to fill out and sign an emergency information card. This card lists the parents' daytime phone numbers, places of employment and the names of other adults who may be called if parents are unavailable. Students will only be released to those designated persons. The card also provides medical information and gives permission for the school to obtain emergency medical treatment.

Students may not leave school for illness without first reporting to the nurse and attendance office. Parents must be contacted by the school nurse before a student may leave campus. Students who are ill should **not** go to the pay phone *or use their cell phone* to call a parent in order to go home. Every attempt will be made to contact parents when a student is ill and in need of going home. Failure to follow this procedure will result in an unexcused absence and the student will be subject to disciplinary action accordingly.

Parents of a student with a communicable disease are asked to telephone the school nurse so other students exposed to the disease can be notified. A student who has certain diseases is not allowed to come to school while the disease is contagious.

Parents should inform the nurse of a student's chronic illness or medical condition to ensure continuity of care.

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubella), mumps, rubella, and hemophilia influenza. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

A student who must take prescription (or non-prescription) medication during the school day must bring a written request from his/her parent and the medicine, in its properly labeled container, to the nurse's office. The nurse, or her designee, will either administer the medication at the proper times or give the student permission to take the medication as directed.

The school does not provide any medication, such as pain relievers and decongestants. All necessary medication must be brought from home to the nurse's office. A student may not carry any type of medication on school property except for certain asthma inhalers, which must be accompanied by a physician's order.

### **PARKING**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. A student has full responsibility for the security of his/her vehicle and must make certain it is locked and that the keys are not given to others. A student will be held responsible for any prohibited objects or substances, such as alcohol, drugs or weapons that are found in his/her car and will be subject to disciplinary action by the district, as well as referral for criminal prosecution. Searches of vehicles may be conducted any time there is reasonable cause to do so, with or without the presence

of the student. Refusal to allow inspection of a vehicle under reasonable cause will result in intervention by local law enforcement.

Any student wishing to park a vehicle in district parking lots must request a parking permit **prior to driving a car on campus**. A parking fee, determined by the superintendent or designee, may be assessed. So long as space is available, parking permits may be issued throughout the year. **Sharing of parking tags is not permitted**. To purchase a tag, the student must display a VALID driver's license, student identification and license plate number. Students will need to have exact change or a check made out to Central High School for the purchase of a tag.

Any student parked in handicapped parking, without a handicapped sticker, or any striped area, is subject to being towed at owner's expense and may lose parking privileges.

### **POLICE QUESTIONING OF STUDENTS**

The following guidelines shall apply when law enforcement officer(s) or other lawful authorities desire to question or interview a student at school:

- The principal or assistant principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
- The principal shall ordinarily make reasonable efforts to notify the student's parent or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.
- The principal ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers to be a valid objection to a third party's presence, the interview shall be conducted without that person's presence.

### **PROPERTY**

#### **Public Property**

Your parents and all taxpayers are legally required to pay taxes that build and maintain the public school system. School buildings are public property. Destroying or defacing public property is a violation of the law. A parent or other person who has responsibility for a child is liable for any property damage caused by the negligent conduct of the child and/or the willful and malicious conduct of the child. Therefore, any damages done to the building, equipment, buses or other school materials must be paid for and may result in disciplinary actions.

In order to maintain the facilities, food and drink items will not be allowed in any area of the building except the commons area without permission from the principal.

#### **Student Property**

Students are requested not to bring to school items of value, i.e., cameras, radios, headsets, etc. The school is not responsible for students' personal items. Students are required to report locker damage to their teacher so that the locker may be secured. Materials left on desks, in restrooms or locker rooms are not the responsibility of school personnel. The attendance office has a lost and found area that students should check if they have lost a personal item. Unclaimed articles are disposed of at Christmas and in June.

### **RESIDENCE REQUIREMENTS**

All students must be residents of the Keller Independent School District. All students must reside with a parent, court approved legal guardian, or in special cases, a previously approved (by the assistant superintendent)

responsible adult. Address changes, changes in residence status, and/or phone number changes must be reported to the attendance office. Failure to meet these requirements may result in a student's withdrawal from school.

### **RETEST POLICY**

Retesting will be done following the reteaching process. An alternate form of the test or the same test may be utilized in the retesting process, except for major tests. An alternate form of the test must be used for major tests. Retesting will occur by student/teacher arrangement outside the regular classroom time if the number of students involved is limited. The teacher will provide the opportunity for retesting; the student must take the initiative to retake the test. Only one retesting will be offered.

Opportunities are provided to address retesting through one or more of the following methods:

- Demonstration of mastery of material through a medium other than the written test;
- Oral proof of mastery;
- A different version of the test or the same test;
- Revision within the writing process;
- Test correction;
- Computer-aided testing;

### **Exceptions to Retesting**

Grades for products that result from a full, extended process, such as process papers, research papers, lab practicals, etc., do not necessarily fall within the re-teaching/retesting guidelines. The process itself, and adherence to it, will provide several opportunities for students to make improved scores. Students who are found to be taking unfair advantage of the re-test opportunities will not be allowed to participate in the procedures.

Unfair advantage is determined to be:

- Skipping school or class the day of either the test or reteaching/retesting;
- Refusing to or failure to complete and turn in classwork or homework assignments designed to prepare students for either test;
- Habitually failing major tests on the first attempt and failing to take advantage of reteaching opportunities, student/teacher conferences, and/or parent-teacher conferences, in order to catch up with the class;
- Creating a disturbance that results in an office referral during reteaching and/or retesting;
- Failing to consistently take advantage of mutually acceptable scheduled tutorials;
- Failure to take a retest at the appointed time. The original test grade will be recorded unless the teacher determines that credible extenuating circumstances exist.

### **Recording of a retest grade**

The highest score a student can earn on a retest is a 70. However, both the original score and the retest score will be recorded.

### **SAFETY/ACCIDENT INSURANCE**

Student safety on campus or at school-related events is a high priority of the district. With safety in mind, the district has implemented policies and committed resources. However, the district can address only part of the challenge; an essential element is the cooperation of students, including:

- Avoiding conduct that is likely to put the student or other students at risk.
- Following the code of conduct and any additional rules for behavior and safety set by the principal or teachers.
- Remaining alert to and promptly reporting safety hazards, such as intruders on campus.
- Knowing emergency evacuation routes and signals.

- Following immediately the instructions of teachers, bus drivers and other district employees who are attending to the welfare of students.

Parents can assist by keeping emergency care information up to date. Please contact the school nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

The district is not responsible for medical costs associated with a student's injury. The district does, however, make available an optional low-cost accident insurance program to assist parents in meeting medical expenses. See Mrs. Whitehead in the front office.

### **SCHEDULE CHANGES**

Due to the pace of the accelerated block schedule, schedule changes cannot be allowed after the first five days of the nine weeks.

### **SCHOOL RESOURCE OFFICER**

In an effort to provide a safe, orderly and secure campus for our students, there is a police officer on campus. The officer is responsible for law enforcement on campus, participates in the educational program, assists in public relations, and may provide guidance to our students if requested.

### **SEARCHES AND SEIZURES**

Central High School respects the right of students to privacy and security against arbitrary invasion of their person or property. However, school officials have a right to search students or their property when there is reasonable suspicion, with the student's consent or with a search warrant. The alert of a trained dog is considered reasonable suspicion to search a car. Lockers may be searched at any time by school officials. School officials have reasonable suspicion to search a person upon alert of a metal detector. Anything found that is illegal or in violation of school policy will be handled as if school personnel made the discovery.

### **SEXUAL HARASSMENT POLICY**

The district forbids employee conduct constituting sexual harassment or sexual abuse of students. The district forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors, directed toward another student or a district employee. A student or parent who has a complaint alleging sexual harassment or abuse should conference with the principal, the principal's designee, or the Title IX coordinator, Vicki Frost, Assistant Superintendent for Personnel. An investigation will be coordinated, as required by law.

### **STUDENT COMPUTER USE POLICY**

All copyright laws and federal and state laws regarding electronic data transfer of communication will be strictly adhered to and strictly enforced. This means, but is not limited to:

- making copies of copyrighted software
- logging onto bulletin boards
- invading networks or computer systems
- creating files to alter information (viruses or changing data)
- bringing pirated software into the computer labs
- installing any software on the computers in the labs
- entering unauthorized menus, programs or other student's files
- sharing passwords
- misusing equipment
- bringing food or drink into the room

Any student found violating these laws or rules will be assigned alternate non-computer activities for the remainder of the nine weeks and will be removed from the classroom at the end of the nine weeks. The equipment is the property of KISD. Each student will be held financially responsible for any damage to the equipment he/she may cause.

### **STUDENT RECORDS**

A student's school records are confidential and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of a court order to that effect.

The principal is custodian of all records of students who have attended the school. Records may be reviewed during regular school hours following completion of the written request form.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. Certain officials from various governmental agencies may have limited access to the records. The district forwards a student's records, on request and without prior parental consent, to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records.

### **TARDY POLICY**

Students are expected to be on time to all classes. Students are considered tardy if they arrive to class after the tardy bell has rung.\*

**TARDIES WILL BE RECORDED BY 9 WEEKS.**

Discipline actions for students who are tardy to class are as follows:

1<sup>st</sup> tardy: free. Teacher logs tardy in his/her grade book.

2<sup>nd</sup> tardy: Teacher assigns school wide D-Hall on the next available date. (Allow for 24 hour notice.) D-Hall will be held each Tuesday, Wednesday and Thursday from 2:35-3:35 pm in Room N100.

3<sup>rd</sup> tardy: Office referral whereby the Assistant Principal will assign Saturday School.

4<sup>th</sup> and subsequent tardies: Office referral whereby the Assistant Principal will assign ISS for two days on each occurrence.

This policy will reset at the end of each 9 week period.

\*Students tardy to first period will also remain in Central Time throughout the period.

### **TEA FORMS**

Students are required by the DPS to have a TEA form completed by school personnel in order to apply for a permit, a driver's license or renew a driver's license. This form certifies that the student is in compliance with the state compulsory attendance law by attending school at least 90% of the time. TEA forms must be requested in advance for pickup on Tuesdays and Fridays either before or after school or during lunch from our receptionist.

### **TEXTBOOKS**

The Texas Education Agency provides to the student, at no charge, textbooks for state-adopted courses. Due to rapid growth in our district, certain subject areas may experience a temporary shortage of books at various times

during the school year. Textbooks will be secured as quickly as possible from the state agency. Students are responsible for the textbooks issued to them. Damages to a textbook will require reimbursement. Books lost must be paid for before the student may be issued a new one. Student grades and course credit may not be granted and/or released until damages and/or book charges are paid.

### **VISITORS**

All visitors shall check in at the Attendance Office. Visitors will not be allowed on campus without clearance through the office. Student visitors will not be allowed to attend classes or have lunch in the school cafeteria.