

Agenda of Special Meeting

The Board of Trustees Calallen ISD

A Special meeting of the Board of Trustees of Calallen ISD will be held July 8, 2008, beginning at 7:30 AM in the Central Administration Office, 4205 Wildcat Dr., Corpus Christi, Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

1. Opening of Special Meeting by Chairman 2
2. New Business
 - A. Consider approval to purchase APEX curriculum software for Secondary Campuses 3
Presenter: Dr. Almendarez
 - B. Consider approval of Student Code of Conduct for 2008-2009 5
Presenter: Mr. Romero
 - C. Consider approval of CMS Student Handbook 2008-2009 43
Presenter: Mr. Romero
 - D. Consider approval of READ 180 Lab for Magee Intermediate 100
Presenter: Dr. Almendarez
 - E. Closed Session 102
 - F. Consider approval of Coordinator of Special Programs 103
Position
Presenter: Dr. Almendarez
 - G. Personnel - Consider Resignations and Appointments 104
Presenter: Mr. Romero
3. Adjourn



Calling the Meeting to Order

I call this meeting of the Calallen Independent School District Board of Trustees to order and let the record show that a quorum of Board Members is present and that this meeting was duly called and posted in accordance with the Texas Open Meetings Act, Texas Government Code 551.

BOARD OF EDUCATION
CALALLEN INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Date : July 8, 2008

Subject: Consider approval to purchase APEX curriculum software for Secondary Campuses

New Business

Action

BACKGROUND INFORMATION

Recommend to pilot this digital curriculum (see attached courses) while maintaining for one year the A+ curriculum at DAEP/PLUS program for students already enrolled in the program. APEX is standards based and contains diagnostic assessments and individualized study plans. Additionally, APEX contains audio, video images and animation components to motive student engagement. The APEX supports students

- Struggling students who are not succeeding in existing programs (Core curriculum)
- Mainstream students who can be motivated to higher levels of achievement (Core curriculum and AP curriculum)
- High-performing students seeking to extend their learning (Core curriculum and AP Curriculum)
- Student access to AP Exam review either at school or from home.

ITEM ADDRESSED

Consider approval to purchase APEX curriculum software for Secondary Campuses

BUDGET INFORMATION

See attached.

RECOMMENDED ACTION

The Administration recommends the Board approve the purchase of APEX curriculum software for Secondary Campuses.

BOARD OF EDUCATION
CALALLEN INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Date : July 8, 2008

Subject: Consider approval of Student Code of Conduct for 2008-2009

New Business

Action

BACKGROUND INFORMATION

There were no changes made since there was not a Legislative session this year.

ITEM ADDRESSED

Consider approval of Student Code of Conduct for 2008-2009

RECOMMENDED ACTION

The Administration recommends the Board approve the Student Code of Conduct for 2008-2009.

Calallen Independent School District

2008-2009

Student Code of Conduct

**Adopted by the
Calallen ISD
School Board of Trustees
07/08/2008**

ACKNOWLEDGMENT

Student Code of Conduct Acknowledgment

Dear Student and Parent:

As required by state law, the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

Dr. Arturo Almendarez

.....
We acknowledge that we have received a copy of the Calallen ISD Student Code of Conduct for the 2008-2009 school year and understand that students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

Print name of student: _____

Signature of student: _____

Print name of parent: _____

Signature of parent: _____

Date: _____

School: _____

Grade level: _____

Please sign this page, remove it, and return it to the student's school. Thank you.

Adopted 07/15/2007

Table of Contents

STUDENT CODE OF CONDUCT	1
Purpose.....	1
School District Authority and Jurisdiction	2
Reporting Crimes	2
Revoking Transfers.....	2
Standards for Student Conduct	3
General Conduct Violations.....	4
Disregard for Authority.....	4
Mistreatment of Others	4
Property Offenses.....	5
Possession of Prohibited Items	5
Possession of Telecommunications Devices	6
Illegal, Prescription, and Over-the-Counter Drugs.....	6
Misuse of Computers and the Internet	6
Safety Transgressions	7
Miscellaneous Offenses	7
Discipline Management Techniques.....	8
Students with Disabilities	8
Techniques	8
Notification	9
Appeals	9
Removal from the Regular Educational Setting	10
Routine Referral.....	10
Formal Removal.....	10
Returning Student to Classroom	10
Suspension	12
Misconduct.....	12
Process	12
Disciplinary Alternative Education Program (DAEP) Placement	13

Discretionary Placement: Misconduct That May Result in DAEP Placement 13
 Misconduct Identified in State Law **Error! Bookmark not defined.**
 Mandatory Placement: Misconduct That Requires DAEP Placement..... 13
 Sexual Assault and Campus Assignments 15
 Emergencies 15
 Process 15
 Conference 15
 Placement Order..... 15
 Length of Placement 15
 Exceeds One Year..... 16
 Exceeds School Year 16
 Exceeds 60 Days 16
 Appeals 16
 Restrictions during Placement 16
 Placement Review..... 17
 Additional Misconduct..... 17
 Notice of Criminal Proceedings..... 17
 Withdrawal during Process 18
 Newly Enrolled Students 18
 Emergency Placement Procedure 18
 Placement and/or Expulsion for Certain Serious Offenses..... 19
 Registered Sex Offenders 19
 Review Committee..... 19
 Newly Enrolled Student..... 19
 Appeal..... 19
 Certain Felonies 19
 Hearing and Required Findings 20
 Length of Placement 20
 Newly Enrolled Students 21
 Expulsion 22
 Discretionary Expulsion: Misconduct That May Result in Expulsion 22
 Any Location 22

At School, Within 300 Feet, or at School Event..... 22

 Within 300 Feet of School 23

 Property of Another District 23

 While in DAEP 23

Mandatory Expulsion: Misconduct That Requires Expulsion 23

 Federal Law 23

 Texas Penal Code..... 24

Under Age Ten..... 25

Emergency 25

Process 25

 Hearing..... 25

 Board Review of Expulsion 25

 Expulsion Order 26

Length of Expulsion..... 26

Withdrawal during Process 26

Additional Misconduct..... 27

Restrictions during Expulsion..... 27

Newly Enrolled Students 27

Emergency Expulsion Procedures 28

DAEP Placement of Expelled Students 28

Glossary 29

STUDENT CODE OF CONDUCT

Purpose

The Student Code of Conduct is the district's response to the requirements of Chapter 37 of the Texas Education Code.

The Code provides methods and options for managing students in the classroom and on school grounds, disciplining students, and preventing and intervening in student discipline problems.

The law requires the district to define misconduct that may—or must—result in a range of specific disciplinary consequences including removal from a regular classroom or campus, suspension, placement in a disciplinary alternative education program (DAEP), or expulsion from school.

This Student Code of Conduct has been adopted by the Calallen ISD Board of Trustees and developed with the advice of the district-level committee. This Code provides information to parents and students regarding standards of conduct, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each school campus or will be available for review at the office of the campus principal. Parents will be notified of any conduct violation that may result in a student being suspended, placed in a DAEP, or expelled.

Because the Student Code of Conduct is adopted by the district's board of trustees, it has the force of policy; therefore, in case of conflict between the Code and the student handbook, the Code will prevail.

Please Note: The discipline of students with disabilities who are eligible for services under federal law (Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973) is subject to the provisions of those laws.

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

The district has the right to search a vehicle driven to school by a student and parked on school property whenever there is reasonable cause to believe it contains articles or materials prohibited by the district.

The district has the right to search a student's locker when there is reasonable cause to believe it contains articles or materials prohibited by the district.

Reporting Crimes

School administrators will report crimes as required by law and will call local law enforcement when an administrator suspects that a crime has been committed on campus.

Revoking Transfers

The district has the right to revoke the transfer of a nonresident student for violating the district's Code.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet district and campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other district staff and volunteers.
- Respect the property of others, including district property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

General Conduct Violations

The categories of conduct below are prohibited at school and all school-related activities, but the list does not include the most serious offenses. In the subsequent sections on Suspension, DAEP Placement, Placement and/or Expulsion for Certain Serious Offenses, and Expulsion, severe offenses that require or permit specific consequences are listed. Any offense, however, may be serious enough to result in Removal from the Regular Educational Setting as detailed in that section.

Students shall not:

Disregard for Authority

- Fail to comply with directives given by school personnel (insubordination).
- Leave school grounds or school-sponsored events without permission.
- Disobey rules for conduct on school buses.
- Refuse to accept discipline management techniques assigned by a teacher or principal.

Mistreatment of Others

- Use profanity or vulgar language or make obscene gestures.
- Fight or scuffle. (For assault see DAEP Placement and Expulsion)
- Threaten a district student, employee, or volunteer, including off school property if the conduct causes a substantial disruption to the educational environment.
- Engage in bullying, harassment, or making hit lists. (See glossary for all three terms)
- Engage in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct, directed toward another person, including a district student, employee, or volunteer.
- Engage in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engage in inappropriate or indecent exposure of private body parts.
- Participate in hazing. (See glossary)
- Cause an individual to act through the use of or threat of force (coercion).
- Commit extortion or blackmail (obtaining money or an object of value from an unwilling person).

- Engage in inappropriate verbal, physical, or sexual conduct directed toward another person, including a district student, employee, or volunteer.
- Record the voice or image of another without the prior consent of the individuals being recorded or in any way that disrupts the educational environment or invades the privacy of others.

Property Offenses

- Damage or vandalize property owned by others. (For felony criminal mischief see DAEP Placement or Expulsion)
- Deface or damage school property—including textbooks, lockers, furniture, and other equipment—with graffiti or by other means.
- Steal from students, staff, or the school.
- Commit or assist in a robbery or theft even if it does not constitute a felony according to the Texas Penal Code. (For felony robbery and theft see DAEP Placement and Expulsion)

Possession of Prohibited Items

- Possess or use:
 - fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - a “look-alike” weapon;
 - an air gun or BB gun;
 - ammunition;
 - a stun gun;
 - a pocketknife or any other small knife;
 - mace or pepper spray;
 - pornographic material;
 - tobacco products;
 - matches or a lighter;
 - a laser pointer for other than an approved use; or
 - any articles not generally considered to be weapons, including school supplies, when the principal or designee determines that a danger exists. (For weapons and firearms see DAEP Placement and Expulsion)

**Possession of Telecommunications Devices
Illegal, Prescription, and Over-the-Counter Drugs**

- Display, turn on, or use a cellular telephone or other telecommunications device on school property during the school day.
- Possess or sell seeds or pieces of marijuana in less than a usable amount. (For illegal drugs, alcohol, and inhalants see DAEP Placement and Expulsion)
- Possess, use, give, or sell paraphernalia related to any prohibited substance. (See glossary for “paraphernalia”)
- Possess or sell look-alike drugs or attempt to pass items off as drugs or contraband.
- Abuse the student’s own prescription drug, give a prescription drug to another student, or possess or be under the influence of another person’s prescription drug on school property or at a school-related event. (See glossary for “abuse”)
- Abuse over-the-counter drugs. (See glossary for “abuse”)
- **Be under the influence of prescription or over-the-counter drugs that cause impairment of the physical or mental faculties. (See glossary for “under the influence”)**
- **Have or take prescription drugs or over-the-counter drugs at school other than as provided by district policy.**

Misuse of Computers and the Internet

- Violate computer use policies, rules, or agreements signed by the student or the student’s parent.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district computer equipment, district data, the data of others, or other networks connected to the district’s system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites at school to encourage illegal behavior or threaten school safety.

Safety Transgressions

- Possess published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Engage in verbal (oral or written) exchanges that threaten the safety of another student, a school employee, or school property.
- Make false accusations or perpetrate hoaxes regarding school safety.
- Engage in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Throw objects that can cause bodily injury or property damage.
- Discharge a fire extinguisher without valid cause.

Miscellaneous Offenses

- Violate dress and grooming standards as communicated in the student handbook.
- Cheat or copy the work of another.
- Gamble.
- Falsify records, passes, or other school-related documents.
- Engage in actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Repeatedly violate other communicated campus or classroom standards of conduct.

The district may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code.

Discipline Management Techniques

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 teachers and administrators 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 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.

Students with Disabilities

The discipline of students with disabilities is subject to applicable state and federal law in addition to the Student Code of Conduct. To the extent any conflict exists, state and/or federal law will prevail.

In accordance with the Education Code, a student who is enrolled in a special education program may not be disciplined for conduct meeting the definition of bullying, harassment, or making hit lists (see glossary) until an ARD committee meeting has been held to review the conduct.

In deciding whether to order suspension, DAEP placement, or expulsion, the district will take into consideration a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Verbal correction, oral or written.
- Cooling-off time or “time-out.”
- Seating changes within the classroom.
- Temporary confiscation of items that disrupt the educational process.
- Rewards or demerits.
- Behavioral contracts.
- Counseling by teachers, counselors, or administrative personnel.
- Parent-teacher conferences.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- Detention.

- Sending the student to the office or other assigned area, or to in-school suspension.
- Assignment of school duties such as cleaning or picking up litter.
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Withdrawal or restriction of bus privileges.
- School-assessed and school-administered probation.
- Corporal punishment.
- Out-of-school suspension, as specified in the Suspension section of this Code.
- Placement in a DAEP, as specified in the DAEP section of this Code.
- Placement and/or expulsion in an alternative educational setting, as specified in the Placement and/or Expulsion for Certain Serious Offenses section of this Code.
- Expulsion, as specified in the Expulsion section of this Code.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district.
- Other strategies and consequences as determined by school officials.

Notification

The principal or appropriate administrator will notify a student's parent by phone or in writing of any violation that may result in a suspension, placement in a DAEP, or expulsion. Notification will be made within three school days after the administrator becomes aware of the violation.

Appeals

Parental questions or complaints regarding disciplinary measures should be addressed to the teacher or campus administration, as appropriate, and in accordance with policy FNG(LOCAL). A copy of the policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.calallen.k12.tx.us
Consequences will not be deferred pending the outcome of a grievance.

Removal from the Regular Educational Setting

In addition to other discipline management techniques, misconduct may result in removal from the regular educational setting in the form of a routine referral or a formal removal.

Routine Referral

A routine referral occurs when a teacher sends a student to the principal's office as a discipline management technique. The principal may then employ additional techniques.

Formal Removal

A teacher or administrator **may** remove a student from class for a behavior that violates this Code to maintain effective discipline in the classroom. A teacher **may** also initiate a formal removal from class if:

1. The student's behavior has been documented by the teacher as repeatedly interfering with the teacher's ability to teach his or her class or with the student's classmates' ability to learn; or
2. The behavior is so unruly, disruptive, or abusive that the teacher cannot teach, and the students in the classroom cannot learn.

A teacher or administrator **must** remove a student from class if the student engages in behavior that under the Education Code requires or permits the student to be placed in a DAEP or expelled. When removing for those reasons, the procedures in the subsequent sections on DAEP or expulsion will be followed. Otherwise, within three school days of the formal removal, the appropriate administrator will schedule a conference with the student's parent; the student; the teacher, in the case of removal by a teacher; and any other administrator.

At the conference, the appropriate administrator will inform the student of the misconduct for which he or she is charged and the consequences. The administrator will give the student an opportunity to give his or her version of the incident.

When a student is removed from the regular classroom by a teacher and a conference is pending, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Returning Student to Classroom

When a student has been formally removed from class by a teacher for conduct against the teacher containing the elements of assault, aggravated assault, sexual assault, aggravated sexual assault, murder, capital murder, or criminal attempt to commit murder or capital murder, the student may not be returned to the teacher's class without the teacher's consent.

When a student has been formally removed by a teacher for any other conduct, the student may be returned to the teacher's class without the teacher's consent, if the placement review committee determines that the teacher's class is the best or only alternative available.

Suspension

Misconduct

Students may be suspended for any behavior listed in the Code as a general conduct violation, DAEP offense, or expellable offense.

In deciding whether to order suspension, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Process

State law allows a student to be suspended for no more than three school days per behavior violation, with no limit on the number of times a student may be suspended in a semester or school year.

Before being suspended a student will have an informal conference with the appropriate administrator, who shall advise the student of the conduct of which he or she is accused. The student will be given the opportunity to explain his or her version of the incident before the administrator's decision is made.

The number of days of a student's suspension will be determined by the appropriate administrator, but will not exceed three school days.

The appropriate administrator will determine any restrictions on participation in school-sponsored or school-related extracurricular and cocurricular activities.

Disciplinary Alternative Education Program (DAEP) Placement

A student who is expelled for an offense that otherwise would have resulted in a DAEP placement does not have to be placed in DAEP in addition to the expulsion.

In deciding whether to order placement in a DAEP, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

Discretionary Placement:

A student **may** be placed in a DAEP for behaviors prohibited in the General Conduct Violations section of this Code.

Misconduct That May Result in DAEP Placement

In accordance with state law, a student may be placed in a DAEP for any one of the following offenses:

- Involvement in a public school fraternity, sorority, or secret society, including participating as a member or pledge, or soliciting another person to become a pledge or member of a public school fraternity, sorority, secret society, or gang. (See glossary)
- Involvement in criminal street gang activity. (See glossary)
- Criminal mischief, not punishable as a felony.

In accordance with state law, a student **may** be placed in a DAEP if the superintendent or the superintendent's designee has reasonable belief (see glossary) that the student has engaged in conduct punishable as a felony, other than those listed as offenses involving injury to a person in Title 5 (see glossary) of the Texas Penal Code, that occurs off school property and not at a school-sponsored or school-related event, if the student's presence in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

The appropriate administrator **may**, but is not required to, place a student in a DAEP for off-campus conduct for which DAEP placement is required by state law if the administrator does not have knowledge of the conduct before the first anniversary of the date the conduct occurred.

Mandatory Placement: Misconduct That Requires DAEP Placement

A student **must** be placed in a DAEP if the student:

- Engages in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
- Commits the following offenses on school property or within 300 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engages in conduct punishable as a felony.
 - Commits an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - Sells, gives, or delivers to another person, or possesses, uses, or is under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (School-related felony drug offenses are addressed in the Expulsion section.) (See glossary for "under the influence")
 - Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if the conduct is not punishable as a felony offense. (School-related felony alcohol offenses are addressed in the Expulsion section.)
 - Behaves in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaves in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Engages in expellable conduct and is between six and nine years of age.
- Commits a federal firearms violation and is younger than six years of age.
- Engages in conduct that contains the elements of the offense of retaliation against any school employee or volunteer on or off school property. (Committing retaliation in combination with another expellable offense is addressed in the Expulsion section of this Code.)
- Engages in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 1. The student receives deferred prosecution (see glossary),
 2. A court or jury finds that the student has engaged in delinquent conduct (see glossary), or
 3. The superintendent or designee has a reasonable belief (see glossary) that the student engaged in the conduct.

**Sexual Assault and
Campus Assignments**

If a student has been convicted of continuous sexual abuse of a young child or children or convicted of or placed on deferred adjudication for sexual assault or aggravated sexual assault against another student on the same campus, and if the victim's parent or another person with the authority to act on behalf of the victim requests that the board transfer the offending student to another campus, the offending student shall be transferred to another campus in the district. If there is no other campus in the district serving the grade level of the offending student, the offending student will be transferred to a DAEP.

Emergencies

In an emergency, the principal or the principal's designee may order the immediate placement of a student in a DAEP for any reason for which placement in a DAEP may be made on a non-emergency basis.

Process

Removals to a DAEP will be made by the Superintendent or Superintendent's Designee.

Conference

When a student is removed from class for a DAEP offense, the appropriate administrator will schedule a conference within three school days with the student's parent, the student, and the teacher, in the case of a teacher removal.

At the conference, the appropriate administrator will inform the student, orally or in writing, of the reasons for the removal and will give the student an explanation of the basis for the removal and an opportunity to respond to the reasons for the removal.

Following valid attempts to require attendance, the district may hold the conference and make a placement decision regardless of whether the student or the student's parents attend the conference.

Placement Order

After the conference, if the student is placed in the DAEP, the appropriate administrator will write a placement order. A copy of the DAEP placement order will be sent to the student and the student's parent.

Not later than the second business day after the conference, the board's designee will deliver to the juvenile court a copy of the placement order and all information required by Section 52.04 of the Family Code.

If the student is placed in the DAEP and the length of placement is inconsistent with the guidelines included in this Code, the placement order will give notice of the inconsistency.

Length of Placement

The duration of a student's placement in a DAEP will be determined by the Superintendent or Superintendent's Designee.

The duration of a student's placement will be determined on a case-by-case basis. DAEP placement will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misconduct, the student's attitude, and statutory requirements.

The maximum period of DAEP placement shall be one calendar year except as provided below.

Exceeds One Year

Placement in a DAEP may exceed one year when a review by the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended placement is in the best interest of the student.

The statutory limitations on the length of a DAEP placement do not apply to a placement resulting from the board's decision to place a student who engaged in the sexual assault of another student so that the students are not assigned to the same campus.

Exceeds School Year

Students who commit offenses requiring placement in a DAEP at the end of one school year may be required to continue that placement at the start of the next school year to complete the assigned term of placement.

For placement in a DAEP to extend beyond the end of the school year, the Superintendent or Superintendent's Designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to the student or others, or
2. The student has engaged in serious or persistent misbehavior (see glossary) that violates the district's Code.

Exceeds 60 Days

For placement in a DAEP to extend beyond 60 days or the end of the next grading period, whichever is sooner, a student's parent will be given notice and the opportunity to participate in a proceeding before the board or the board's designee.

Appeals

Questions or complaints from parents regarding disciplinary measures should be addressed to the campus administration, in accordance with policy FNG(LOCAL). A copy of this policy may be obtained from the principal's office or the central administration office or through Policy On Line at the following address: www.calallen.k12.tx.us

Disciplinary consequences will not be deferred pending the outcome of an appeal. The decision to place a student in a DAEP cannot be appealed beyond the board.

Restrictions during Placement

State law prohibits a student placed in a DAEP for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities.

The district will provide transportation to students in a DAEP.

For seniors who are eligible to graduate and are assigned to a DAEP at the time of graduation, the last day of placement in the program will be the last instructional day, and the student will be allowed to participate in the

graduation ceremony and related graduation activities unless otherwise specified in the DAEP placement order.

Placement Review

A student placed in a DAEP will be provided a review of his or her status, including academic status, by the Superintendent or Superintendent's Designee at intervals not to exceed 120 days. In the case of a high school student, the student's progress toward graduation and the student's graduation plan will also be reviewed. At the review, the student or the student's parent will be given the opportunity to present arguments for the student's return to the regular classroom or campus. The student may not be returned to the classroom of a teacher who removed the student without that teacher's consent.

Additional Misconduct

If during the term of placement in a DAEP the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator may enter an additional disciplinary order as a result of those proceedings.

Notice of Criminal Proceedings

The office of the prosecuting attorney will notify the district if a student was placed in a DAEP for certain offenses including any felony, unlawful restraint, indecent exposure, assault, deadly conduct, terroristic threats, organized crime, certain drug offenses, or possession of a weapon, and:

1. Prosecution of a student's case was refused for lack of prosecutorial merit or insufficient evidence and no formal proceedings, deferred adjudication (see glossary), or deferred prosecution will be initiated; or
2. The court or jury found a student not guilty, or made a finding that the student did not engage in delinquent conduct or conduct indicating a need for supervision, and the case was dismissed with prejudice.

If a student was placed in a DAEP for such conduct, on receiving the notice from the prosecutor, the superintendent or designee will review the student's placement and schedule a review with the student's parent not later than the third day after the superintendent or designee receives notice from the prosecutor. The student may not be returned to the regular classroom pending the review.

After reviewing the notice and receiving information from the student's parent, the superintendent or designee may continue the student's placement if there is reason to believe that the presence of the student in the regular classroom threatens the safety of other students or teachers.

The student or the student's parent may appeal the superintendent's decision to the board. The student may not be returned to the regular classroom pending the appeal. In the case of an appeal, the board will, at the next scheduled meeting, review the notice from the prosecutor and receive information from the student, the student's parent, and the superintendent or designee, and confirm or reverse the decision of the

superintendent or designee. The board will make a record of the proceedings.

If the board confirms the decision of the superintendent or designee, the student and the student's parent may appeal to the Commissioner of Education. The student may not be returned to the regular classroom pending the appeal.

Withdrawal during Process

When a student violates the district's Code in a way that requires or permits the student to be placed in a DAEP and the student withdraws from the district before a placement order is completed, the district may complete the proceedings and issue a placement order. If the student then reenrolls in the district during the same or a subsequent school year, the district may enforce the order at that time, less any period of the placement that has been served by the student during enrollment in another district. If the appropriate administrator or the board fails to issue a placement order after the student withdraws, the next district in which the student enrolls may complete the proceedings and issue a placement order.

Newly Enrolled Students

The district will continue the DAEP placement of a student who enrolls in the district and was assigned to DAEP in an open-enrollment charter school or another district.

A newly enrolled student with a DAEP placement from a district in another state will be placed as any other newly enrolled student if the behavior committed is a reason for DAEP placement in the receiving district.

If the student was placed in a DAEP by a school district in another state for a period that exceeds one year, this district, by state law, will reduce the period of the placement so that the total placement does not exceed one year. After a review, however, the placement may be extended beyond a year if the district determines that the student is a threat to the safety of other students or employees or the extended placement is in the best interest of the student.

Emergency Placement Procedure

When an emergency placement occurs, the student will be given oral notice of the reason for the action. Not later than the tenth day after the date of the placement, the student will be given the appropriate conference required for assignment to a DAEP.

Placement and/or Expulsion for Certain Serious Offenses

This section includes two categories of serious offenses for which the Education Code provides unique procedures and specific consequences.

Registered Sex Offenders

Upon receiving notification in accordance with state law that a student is currently required to register as a sex offender, the administration must remove the student from the regular classroom and determine appropriate placement unless the court orders JJAEP placement.

If the student is under any form of court supervision, including probation, community supervision, or parole, the placement will be in either DAEP or JJAEP for at least one semester.

If the student is not under any form of court supervision, the placement may be in DAEP or JJAEP for one semester or the placement may be in a regular classroom. The placement may not be in the regular classroom if the board or its designee determines that the student's presence:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interests of the district's students.

Review Committee

At the end of the first semester of a student's placement in an alternative educational setting and before the beginning of each school year for which the student remains in an alternative placement, the district shall convene a committee, in accordance with state law, to review the student's placement. The committee will recommend whether the student should return to the regular classroom or remain in the placement. Absent a special finding, the board or its designee must follow the committee's recommendation.

The placement review of a student with a disability who receives special education services must be made by the ARD committee.

Newly Enrolled Student

If a student enrolls in the district during a mandatory placement as a registered sex offender, the district may count any time already spent by the student in a placement or may require an additional semester in an alternative placement without conducting a review of the placement.

Appeal

A student or the student's parent may appeal the placement by requesting a conference between the board or its designee, the student, and the student's parent. The conference is limited to the factual question of whether the student is required to register as a sex offender. Any decision of the board or its designee under this section is final and may not be appealed.

Certain Felonies

Regardless of whether placement or expulsion is required or permitted by one of the reasons in the DAEP Placement or Expulsion sections, in

accordance with Education Code 37.0081, a student **may** be expelled and placed in either DAEP or JJAEP if the board or its designee makes certain findings and the following circumstances exist in relation to a felony offense under Title 5 (see glossary) of the Texas Penal Code. The student must:

- Have received deferred prosecution for conduct defined as a Title 5 felony offense;
- Have been found by a court or jury to have engaged in delinquent conduct for conduct defined as a Title 5 felony offense;
- Have been charged with engaging in conduct defined as a Title 5 felony offense;
- Have been referred to a juvenile court for allegedly engaging in delinquent conduct for conduct defined as a Title 5 felony offense; or
- Have received probation or deferred adjudication or have been arrested for, charged with, or convicted of a Title 5 felony offense.

The district may expel the student and order placement under these circumstances regardless of:

1. The date on which the student's conduct occurred,
2. The location at which the conduct occurred,
3. Whether the conduct occurred while the student was enrolled in the district, or
4. Whether the student has successfully completed any court disposition requirements imposed in connection with the conduct.

***Hearing and
Required Findings***

The student must first have a hearing before the board or its designee, who must determine that in addition to the circumstances above that allow for the expulsion, the student's presence in the regular classroom:

1. Threatens the safety of other students or teachers,
2. Will be detrimental to the educational process, or
3. Is not in the best interest of the district's students.

Any decision of the board or the board's designee under this section is final and may not be appealed.

Length of Placement

The student is subject to the placement until:

1. The student graduates from high school,
2. The charges are dismissed or reduced to a misdemeanor offense, or
3. The student completes the term of the placement or is assigned to another program.

***Newly Enrolled
Students***

A student who enrolls in the district before completing a placement under this section from another school district must complete the term of the placement.

Expulsion

In deciding whether to order expulsion, the district will take into consideration:

1. Self-defense (see glossary),
2. Intent or lack of intent at the time the student engaged in the conduct, and
3. The student's disciplinary history.

**Discretionary
Expulsion:
Misconduct That May
Result in Expulsion
Any Location**

A student **may** be expelled for:

- Engaging in the following, no matter where it takes place:
 - Conduct that contains the elements of assault under Penal Code 22.01(a)(1) in retaliation against a school employee or volunteer.
 - Criminal mischief, if punishable as a felony.
- Engaging in conduct that contains the elements of one of the following offenses against another student, without regard to where the conduct occurs:
 - Aggravated assault.
 - Sexual assault.
 - Aggravated sexual assault.
 - Murder.
 - Capital murder.
 - Criminal attempt to commit murder or capital murder.
 - Aggravated robbery.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
- Committing any of the following offenses on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug, if the conduct is not punishable as a felony.
 - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of alcohol; or committing a serious act or offense while under the influence of alcohol, if the conduct is not punishable as a felony.

**At School, Within
300 Feet, or at
School Event**

Within 300 Feet of School

- Engaging in conduct that contains the elements of an offense relating to abusable volatile chemicals.
- Engaging in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer.
- Engaging in deadly conduct. (See glossary)
- Engaging in the following conduct while within 300 feet of school property, as measured from any point on the school’s real property boundary line:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson.
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child, aggravated kidnapping, manslaughter, criminally negligent homicide, or aggravated robbery.
 - Continuous sexual abuse of a young child or children.
 - Felony drug- or alcohol-related offense.
 - Use, exhibition, or possession of a firearm (as defined by state law), an illegal knife, a club, or prohibited weapon, or possession of a firearm (as defined by federal law).

Property of Another District

- Committing any offense that is a state-mandated expellable offense if the offense is committed on the property of another district in Texas or while the student is attending a school-sponsored or school-related activity of a school in another district in Texas.

While in DAEP

- Engaging in serious offenses or persistent misbehavior (see glossary) that violates the district’s Code, while placed in a DAEP.

Mandatory Expulsion: Misconduct That Requires Expulsion

A student **must** be expelled for any of the following offenses that occur on school property or while attending a school-sponsored or school-related activity on or off school property:

Federal Law

- Bringing to school a firearm, as defined by federal law. “Firearm” under federal law includes:
 - Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive.
 - The frame or receiver of any such weapon.
 - Any firearm muffler or firearm weapon.
 - Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Texas Penal Code

- Using, exhibiting, or possessing the following, as defined by the Texas Penal Code:
 - A firearm (any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use).
 - An illegal knife, such as a knife with a blade over 5½ inches; hand instrument, designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; or spear.
 - A club (see glossary) such as an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, including a blackjack, nightstick, mace, and tomahawk.
 - A prohibited weapon, such as an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, knuckles, armor-piercing ammunition, a chemical dispensing device, or a zip gun. (See glossary)
- Behaving in a manner that contains elements of the following offenses under the Texas Penal Code:
 - Aggravated assault, sexual assault, or aggravated sexual assault.
 - Arson. (See glossary)
 - Murder, capital murder, or criminal attempt to commit murder or capital murder.
 - Indecency with a child.
 - Aggravated kidnapping.
 - Aggravated robbery.
 - Manslaughter.
 - Criminally negligent homicide.
 - Continuous sexual abuse of a young child or children.
 - Behavior punishable as a felony that involves selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol; or committing a serious act or offense while under the influence of alcohol.
- Engaging in retaliation against a school employee or volunteer combined with one of the above-listed mandatory expulsion offenses,

with the exception of a federal firearm offense, on or off school property or at a school-related activity.

Under Age Ten When a student under the age of ten engages in behavior that is expellable behavior, the student will not be expelled, but will be placed in a DAEP. A student under age six will not be placed in a DAEP unless the student commits a federal firearm offense.

Emergency In an emergency, the principal or the principal's designee **may** order the immediate expulsion of a student for any reason for which expulsion may be made on a nonemergency basis.

Process If a student is believed to have committed an expellable offense, the principal or other appropriate administrator will schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing.

Until a hearing can be held, the principal may place the student in:

- Another appropriate classroom
- In-school suspension
- Out-of-school suspension
- DAEP

Hearing A student facing expulsion will be given a hearing with appropriate due process. The student is entitled to:

1. Representation by the student's parent or another adult who can provide guidance to the student and who is not an employee of the district,
2. An opportunity to testify and to present evidence and witnesses in the student's defense, and
3. An opportunity to question the district's witnesses.

After providing notice to the student and parent of the hearing, the district may hold the hearing regardless of whether the student or the student's parent attends.

The board of trustees delegates to the Superintendent or Superintendent's Designee authority to conduct hearings and expel students.

**Board Review of
Expulsion**

After the due process hearing, the expelled student may request that the board review the expulsion decisions. The student or parent must submit a written request to the superintendent within seven days after receipt of the written decision. The superintendent must provide the student or parent written notice of the date, time, and place of the meeting at which the board will review the decision.

The board will review the record of the expulsion hearing in a closed meeting unless the parent requests in writing that the matter be held in an open meeting. The board may also hear a statement from the student or parent and from the board's designee.

The board will hear statements made by the parties at the review and will base its decision on evidence reflected in the record and any statements made by the parties at the review. The board will make and communicate its decision orally at the conclusion of the presentation. Consequences will not be deferred pending the outcome of the hearing.

Expulsion Order

After the due process hearing, if the student is expelled, the board or its designee will deliver to the student and the student's parent a copy of the order expelling the student.

Not later than the second business day after the hearing, the Superintendent or Superintendent's Designee will deliver to the juvenile court a copy of the expulsion order and the information required by Section 52.04 of the Family Code.

If the length of the expulsion is inconsistent with the guidelines included in the Student Code of Conduct, the expulsion order will give notice of the inconsistency.

Length of Expulsion

The length of an expulsion will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, and statutory requirements.

The duration of a student's expulsion will be determined on a case-by-case basis. The maximum period of expulsion is one calendar year except as provided below.

An expulsion may not exceed one year unless, after review, the district determines that:

1. The student is a threat to the safety of other students or to district employees, or
2. Extended expulsion is in the best interest of the student.

State and federal law require a student to be expelled from the regular classroom for a period of at least one calendar year for bringing a firearm, as defined by federal law, to school. However, the superintendent or other appropriate administrator may modify the length of the expulsion on a case-by-case basis.

Students who commit offenses that require expulsion at the end of one school year may be expelled into the next school year to complete the term of expulsion.

Withdrawal during Process

When a student has violated the district's Code in a way that requires or permits expulsion from the district and the student withdraws from the

district before the expulsion hearing takes place, the district may conduct the hearing after sending written notice to the parent and student.

If the student then reenrolls in the district during the same or subsequent school year, the district may enforce the expulsion order at that time, less any expulsion period that has been served by the student during enrollment in another district.

If the appropriate administrator or the board fails to issue an expulsion order after the student withdraws, the next district in which the student enrolls may complete the proceedings.

Additional Misconduct

If during the expulsion, the student engages in additional conduct for which placement in a DAEP or expulsion is required or permitted, additional proceedings may be conducted, and the appropriate administrator or the board may issue an additional disciplinary order as a result of those proceedings.

Restrictions during Expulsion

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 JJAEP or another district-approved program.

Newly Enrolled Students

The district will continue the expulsion of any newly enrolled student expelled from another district or an open-enrollment charter school until the period of the expulsion is completed.

If a student expelled in another state enrolls in the district, the district may continue the expulsion under the terms of the expulsion order, may place the student in a DAEP for the period specified in the order, or may allow the student to attend regular classes if:

1. The out-of-state district provides the district with a copy of the expulsion order, and
2. The offense resulting in the expulsion is also an expellable offense in the district in which the student is enrolling.

If a student is expelled by a district in another state for a period that exceeds one year and the district continues the expulsion or places the student in a DAEP, the district will reduce the period of the expulsion or DAEP placement so that the entire period does not exceed one year, unless after a review it is determined that:

1. The student is a threat to the safety of other students or district employees, or
2. Extended placement is in the best interest of the student.

Emergency Expulsion Procedures

When an emergency expulsion occurs, the student will be given verbal notice of the reason for the action. Within ten days after the date of the emergency expulsion, the student will be given appropriate due process required for a student facing expulsion.

DAEP Placement of Expelled Students

The district may provide educational services to any expelled student in a DAEP; however, educational services in the DAEP must be provided if the student is less than ten years of age.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Armor-piercing ammunition is handgun ammunition used in pistols and revolvers and designed primarily for the purpose of penetrating metal or body armor.

Arson is a crime that involves starting a fire or causing an explosion with intent to destroy or damage:

1. Any vegetation, fence, or structure on open-space land; or
2. Any building, habitation, or vehicle:
 - a. Knowing that it is within the limits of an incorporated city or town,
 - b. Knowing that it is insured against damage or destruction,
 - c. Knowing that it is subject to a mortgage or other security interest,
 - d. Knowing that it is located on property belonging to another,
 - e. Knowing that it has located within it property belonging to another, or
 - f. When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Assault is defined in part by Texas Penal Code 22.01(a)(1) as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is written or oral expression or physical conduct that a school district's board of trustees or the board's designee determines:

1. To have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. To be sufficiently severe, persistent, or pervasive to create an intimidating, threatening, or abusive educational environment for a student.

Chemical dispensing device is a device designed, made, or adapted for the purpose of causing an adverse psychological or physiological effect on a human being. A small chemical dispenser sold commercially for personal protection is not in this category.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death. A blackjack, mace, and tomahawk are in the same category.

Criminal street gang is three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Section 71.0021 of the Family Code.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that violates either state or federal law and is punishable by imprisonment or confinement in jail. It includes conduct that violates certain juvenile court orders, including probation orders, but does not include violations of traffic laws.

Discretionary means that something is left to or regulated by a local decision maker.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine and its delivery mechanism that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

1. Cause action by an official or volunteer agency organized to deal with emergencies;
2. Place a person in fear of imminent serious bodily injury; or
3. Prevent or interrupt the occupation of a building, room, or place of assembly.

Graffiti are markings with aerosol paint or an indelible pen or marker on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

1. Conduct that meets the definition established in district policies DIA(LOCAL) and FFH(LOCAL); or
2. Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional or reckless act, on or off campus, by one person alone or acting with others, that endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Knuckles is any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body.

Persistent misbehavior is two or more violations of the Code in general or repeated occurrences of the same violation.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student. Educational organizations listed in Section 37.121(d) of the Education Code are excepted from this definition.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Serious offenses include but are not limited to:

- Murder.
- Vandalism.
- Robbery or theft.
- Extortion, coercion, or blackmail.
- Actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Hazing.
- Insubordination.
- Profanity, vulgar language, or obscene gestures.
- Fighting, committing physical abuse, or threatening physical abuse.
- Possession or distribution of pornographic materials.

- Leaving school grounds without permission.
- Sexual harassment of a student or district employee.
- Possession of or conspiracy to possess any explosive or explosive device.
- Falsification of records, passes, or other school-related documents.
- Refusal to accept discipline assigned by the teacher or principal.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or centrifugal force.

Terroristic threat is a threat of violence to any person or property with intent to:

1. Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
2. Place any person in fear of imminent serious bodily injury;
3. Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
4. Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
5. Place the public or a substantial group of the public in fear of serious bodily injury; or
6. Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state (including the district).

Title 5 offenses are those that involve injury to a person and include murder; kidnapping; assault; sexual assault; unlawful restraint; coercing, soliciting, or inducing gang membership if it causes bodily injury to a child; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; and tampering with a consumer product. [See FOC(EXHIBIT)]

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

BOARD OF EDUCATION
CALALLEN INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Date : July 8, 2008

Subject: Consider approval of CMS Student Handbook for 2008-2009

New Business

Action

BACKGROUND INFORMATION

Minor changes have been made for 2008-2009.

ITEM ADDRESSED

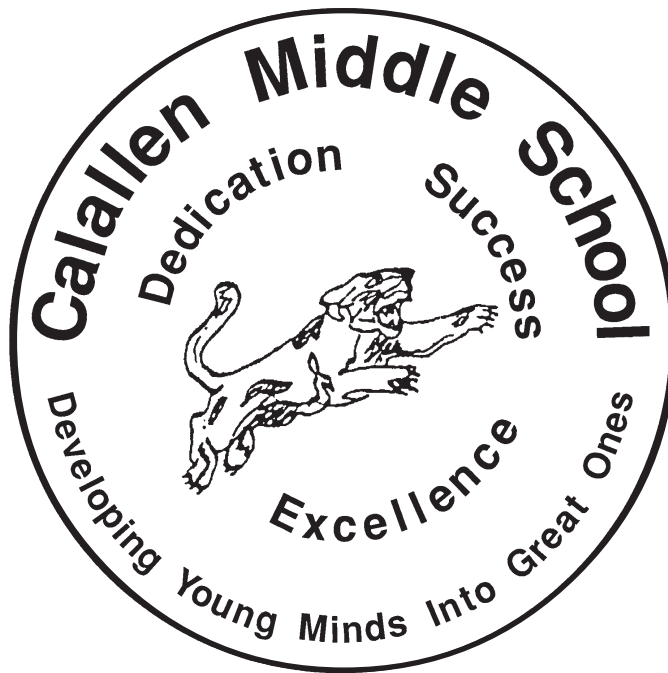
Consider approval of CMS Student Handbook for 2008-2009.

RECOMMENDED ACTION

The Administration recommends the Board approve the CMS Student Handbook for 2008-2009.

Calallen Middle School

Student Handbook



Calallen Independent School District

2008~2009

Lynnette Felder
Principal

Nancy John
Assistant Principal



Dr. Arturo Almendarez
Superintendent of Schools

Marcos Flores
Assistant Principal



Pledge of Allegiance

I pledge allegiance, to the flag
Of the United States of America
And to the republic, for which it
stands,
One nation,
Under God,
Indivisible,
With liberty and justice for all.

Texas Pledge

Honor the Texas flag
I pledge allegiance to thee Texas
One state under God
One and indivisible.

CMS School Song

Hail to Calallen
To thee we'll be true
Your courage and honor
Will always come through
You give inspiration
With standards so high
So let us cheer
The school we love
Calallen Middle School



Mission Statement
of
Calallen Middle School

The mission of Calallen Middle School is to pursue excellence by preparing students to acquire knowledge, skills, and responsibility needed to function successfully in life by utilizing uniform curricular goals, a systematic approach to mastery of Texas Assessment of Knowledge & Skills, a positive environment with facilities that are conducive to learning, varied and current resources, and a highly-qualified, caring staff that encourages parental and community involvement and who is committed to the idea that all students can succeed.

Notice of Nondiscrimination

The Calallen Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services. Ada Besinaiz, Director of Special Programs for Calallen ISD, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX and Section 504 of the Rehabilitation Act.

You are hereby notified that pursuant to the requirements of the Rehabilitation Act of 1973 this school district does not discriminate on the basis of disability in admission or access to or participation, treatment or employment in any of the programs and services offered by the District. You may contact the school for more information. The name of the person in the District responsible for coordinating the District's efforts to comply with this law { 345 CFR 104.7(a) CFR 104.8(a), 34 CFR 104.33 (b) } is Ada Besinaiz, 4205 Wildcat Drive, Corpus Christi, Texas 78410, (361) 242-5600.

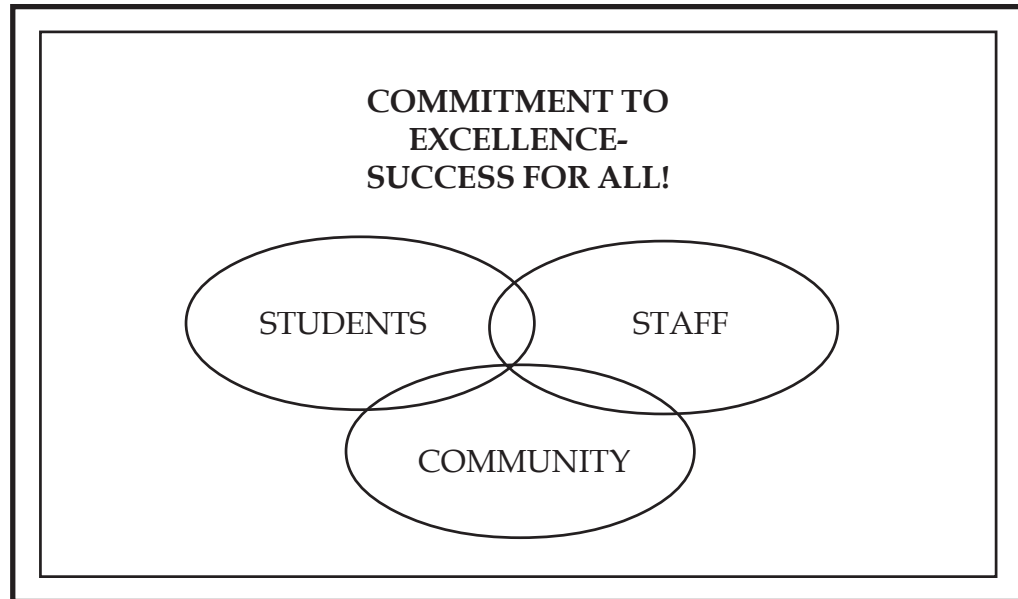
Public Notification of Nondiscrimination in Career and Technology Education Programs

1. Calallen Independent School District offers career and technology education programs in business, agriculture, marketing, and home economics. Admission to these programs is based on interest and aptitude, age appropriateness, and class space available.
2. It is the policy of Calallen Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.
3. Calallen Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Notificación de Publico no Discriminar en Programas Educativos Y Vocacionales

1. Calallen Independent School District ofrece programas vocacionales en programas en negocio, agricultura, comercialización, economía doméstica. La admisión a estos programas se basa en interés y aptitud, edad apropiada, y espacio de la clase disponible.
2. Es norma de Calallen Independent School District no discriminar por motivos de raza, color, origen national, sexo o impedimento, en sus programas, servicios o activades vocacionales, tal como lo requieren el Título VI de la Ley de Deprechos Civiles de 1964, según enmienda; el Título IX de las Emmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.
3. Calallen Independent School District tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.

CALLEN INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT



CALLEN INDEPENDENT SCHOOL DISTRICT GOALS 2008-2009

- GOAL 1** **ACADEMIC ACHIEVEMENT:** CISD will improve the academic achievement of all student groups* and will achieve at the exemplary level as indicated by AEIS data in the 2007-2008 school year. *Ethnic Subgroups, Special Education, Economically Disadvantaged, Title I, LEP, Male/Female, Gifted and Talented, Pre-AP and AP, Dyslexic, At-Risk, and Section 504.
- GOAL 2** **STAFF DEVELOPMENT:** CISD will equip all employees with the knowledge and skills necessary to support improved student performance and meet the needs of our diverse educational community through appropriate and continuous professional development.
- GOAL 3** **COMMUNICATION:** CISD will strengthen communication, involvement, and cooperation among our schools, parents, businesses, the community-at-large and the District to develop and nurture an effective, collaborative partnership.
- GOAL 4** **SCHOOL CLIMATE:** CISD will monitor and assess programs student performance, and support services and will provide a safe, orderly, well maintained, and well managed school climate that nurtures the emotional, social, and physical well being of students and staff.

SCHOOL BOARD POLICY NOTICE

School Board policies are available in the school library on each campus.

SEXUAL HARASSMENT

The District believes that every student has the right to attend District schools and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

PEST CONTROL TREATMENT NOTICE

Calallen I.S.D. is working hard to reduce the application of pesticides in your child's school, however, pesticides are applied periodically. For information regarding the pest management program in your child's school, please contact Mr. Kelly Murphy at (361) 242-5975.

NOTICE OF ASBESTOS MANAGEMENT

Calallen I.S.D. is working hard to maintain compliance with federal and state requirements concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the school's central administration office. If you have any questions about the plan or this federally mandated program, please contact Mr. Harley Schmidt at (361) 242-5975.

CONTRACTUAL DISCLAIMER

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended and shall not be construed, to constitute a contract between the Calallen Independent School District and any students, prospective student, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever.

The District hereby reserves and retains the right to amend, alter, change, delete, or modify any of the provisions of this handbook at any time, from time to time, without notice, in any manner that the Administration of the Board of Trustees of the District deem to be in the best interest of the District.

Students and parents are required to acknowledge that they have received and read the Student Handbook by returning the notices that are in this handbook.

It is the policy of Calallen Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by the Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

CMS STAFF DIRECTORY

2008-2009

Lynnette Felder	Principal	242-5672
Cortney Valdez	Principal's Secretary	242-5672
Beverley Douglass	Attendance Secretary	242-5672
Jan Kaufmann	Attendance Secretary	242-5672
Stacie Kitchen	Assistant Principal's Secretary	242-5672
Nancy John	Assistant Principal	242-5672
Marcos Flores	Assistant Principal	242-5672
Sherry Johnson	Counselor	242-5694
Debbie Skoruppa	Counselor	242-5694
Sandra DeLaPaz	Counselor's Secretary	242-5694
Viola Gutierrez	Communities in Schools Counselor	242-5672
Sonya Durrwachter	Diagnostician	242-5694
Amanda Foy	LSSP	242-5694
Connie Covey	Special Education Secretary	242-5694
Ann Marie Price	Nurse	242-5681
Terry Vasquez	Nurse's Assistant	242-5681
Linda Anderson	Cafeteria	242-5682
Scott Chapman	Transportation	242-5983
Irene Medina	DAEP	242-5914
Francisco DeLaGarza	DAEP	242-5914
Mari Flores	Girls' Athletics	242-5683
Bobby Bell	Boy's Athletics	242-5684
Richard Vasquez	CMS Athletic Coordinator	242-5684

Fax Numbers

Office	242-5680
Counselor's Office	242-5966

Employees' Email Addresses: Example: cvaldez@calallen.k12.tx.us

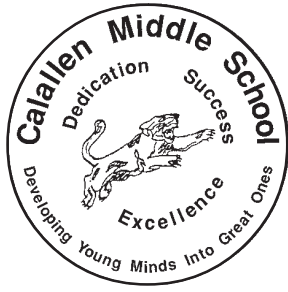
Table of Contents

CMS Student Handbook

Welcome Letter	1
School Calendar	2
Bell Schedule	3
Map of Campus	4
Dress Code	7
Female Student Standardized Dress	8
Male Standardized Dress	10
Attendance	
Attendance Procedure	12
Documentation	12
Extended Illness / Chronic Health Problems	13
Extenuating Circumstances	13
Loss of Credit	13
Regaining Credit	14
Unexcused Absences/Truancy	14
Campus Regulations	
Aerosol Spray Cans	14
Backpacks/Bookbags/Satchels	14
Cafeteria	14
Change of Address	15
Changing a Course	15
Communication	15
Fund Raising	15
Gum	15
Cameras.....	15
ID Cards	15
Interrogations and Searches	16
Library Procedures	16
Lockers.....	16
Messages	17
Electronic Devices.....	17
Permanent Markers	17
Physical Education Uniforms	17
Plagiarism/Cheating	17
Posters/Flyers/Newsletters	18
Visitors	18
Wildcat Tracking Card	18
Tardies and Hall Passes.....	18
Writing on Clothing or Body	19

Care of Buildings, Equipment, and School Grounds.....	19
Clubs and Organizations	19
Dances.....	21
After School D-Hall	21
Discipline	22
Distribution of Material.....	22
Extracurricular Activities	22
Grading Policy	
Grades	23
Progress Reports.....	23
Six Week Grades.....	23
Homework.....	24
Make-up Work	24
Late Work	24
Reteach/Reassess	24
Failing Grades and UIL Eligibility	24
Incompletes	25
Honor Rolls	25
Requirements for Promotion	25
Credit By Exam	25
Transfer Students.....	25
Student Success Initiative.....	25
Morning Tutorials.....	26
Enrichment/Tutorials.....	26
TAKS Success Incentive.....	27
Promotion Standards.....	28
School Counseling Services	29
Searches by Trained Dogs	29
Special Services	
Cafeteria.....	30
Check Acceptance and Return Policy.....	30
Food Service Charging.....	30
Communitites in School	30
District Volunteer Program	30
Emergency Lock-Down Procedures	31
School Bus Conduct.....	31
School Insurance	32

Severe Weather	33
Student Complaints	33
Telephones	33
Textbooks	33
Tutorials and Enrichment	33
 Health Services	
Required Annual Health Information	34
Reporting	34
Communicable Illness	34
Notification	35
Injuries	35
Emergencies	35
Transportation of Ill or Injured Students.....	36
Neglect of Health Care Needs.....	36
Medication Policy	36
Immunization	37
Screenings	37
 District’s Electronic Communications System	
“What To Do If”	41
Family Educational Rights and Privacy Act (FERPA)	42
Notification of Rights under PPRA	43
Options & Requirements for Providing Assistance to Students w/Learning Difficulties	44
Child Find	45
 Gifted Identification	
Middle School Gifted Identification	46



Calallen Middle School

Lynnette Felder
Principal

4602 Cornett Drive
Corpus Christi, Texas 78410
(361) 242-5672 * FAX (361) 242-5680

Assistant Principals
Nancy John
Marcos Flores

August 2008

Dear Calallen Middle School Student:

On behalf of the staff, I welcome you to Calallen Middle School! If you are a new student, I extend a special greeting to you. We are all glad that you will be a part of our school, a school that we feel is outstanding because of the students, staff, and parents.

This handbook is very important because of all the information it contains. You and your parents are urged to study it and acquaint yourselves with the information, activities, and established policies of Calallen Middle School. I know that the handbook will not address every question you might have; therefore, I urge you to ask your teachers, counselors, or administrators about any concerns that might arise. We are here to help you. Please keep this handbook in your notebook as a quick reference source.

Again, I welcome you to Calallen Middle School and look forward to an outstanding year!

Sincerely,

Lynnette Felder
Principal

"Caring Motivated Successful"

District Calendar 2008-2009

Bell Schedule 2008-2009

CMS 6th Grade Map

CMS First Level Map

CMS Upper Level Map

██████████ ████████ ████████ 2008-2009
██████████ ████████████████████ ████████

At Calallen Middle School a standardized dress code is implemented to promote education by emphasizing a content-neutral atmosphere. The purpose of having a standardized dress code is to promote an environment that is conducive to learning. The matter of student grooming and student dress is left to the discretion of local school districts and will be ruled upon by principal, assistant principal, or designee. *The school officials at Calallen Middle School have the authority to restrict the wearing of apparel and student dress for the following reasons:*

- Items emblazoned with slogans and diagrams deemed indecent, inappropriate, or in bad taste for an educational setting
- Items that prove to be disruptive or interfere with the rights of others

The Superintendent's designee/principal/assistant principal has the authority to make a ruling on any controversial dress code issue in question.

At Calallen Middle School students are required to wear the following:

- White, navy blue, gray, or maroon "polo" style shirt or CISD sponsored spirit shirt
- Navy blue and khaki slacks, shorts, skirts, jumpers or capris

Our goal at CMS is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves the home everyday.

When the child arrives at school, and the dress code violation requires a change of clothing to be corrected, the following procedures will be followed:

1. Students not in dress code upon entering the building will be assigned lunch detention that day.
2. Student who are assigned lunch detention will have until 10:00 a.m. to correct the infraction. If the students are not able to correct the infraction by that time, the detention will be served. If the infraction is corrected by that time, the detention will be cancelled.
3. Students receiving more than four dress code detentions in a six weeks period will be assigned In-School Suspension for each subsequent infraction during that six week period.
4. Students with dress code violations considered to be inappropriate for the classroom setting will be subject to In School or Out of School Suspension, or other consequences to be determined by campus administration.

The entire staff will enforce the dress code. Teachers may assign after school detention hall for dress code violations after 8:30 a.m. that can be corrected immediately (i.e., shirttails, rolled up sleeves, etc...)

The principal, in cooperation with the sponsor, coach, or other persons in charge of an extracurricular activity will regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to further disciplinary action.

Following you will find the required student uniform for the students for the 2008-2009 school year. For your convenience, we divided the dress code policy into 2 categories:

1. Female Student Standardized Dress
2. Male Student Standardized Dress

FEMALE STUDENT STANDARDIZED DRESS

PANTS / SHORTS / CAPRIS:

- Pants, shorts, and capris must be navy blue or khaki uniform fabric. (Lycra or spandex fabric will not be allowed.)
- Pants, shorts, and capris need to be size appropriate that fit at the waist and the crotch no lower than 2" below the naval.
- Pants/shorts/capris must be hemmed, and may not be rolled up.
- Shorts may not be shorter than a dollar bill width from the top of the kneecap.
- Pants/shorts/capris manufactured with belt loops must be worn with belt.
- Logos or labels must be smaller than 1" by 1".

NOT PERMITTED:

slits/tears on legs of pants	lace up/button flies	frayed pant legs
bell bottoms	tight fitting	stretch, corduroy, denim cargo pants/shorts
bagging, sagging, oversized	hip huggers	cargo pants/shorts

SKIRTS / JUMPERS:

- Skirts and jumpers must be navy blue or khaki uniform fabric.
- Skirts/jumpers must be no shorter than a dollar bill width from the top of the kneecap.
- Stretch material or tight fitting skirts are not allowed.
- Skirts may not have slits that do not meet the dollar bill width guideline.
- Denim or corduroy material is not allowed.
- Cargo-style pockets are not allowed.
- Skirts manufactured with belt loops must be worn with belt.

BELTS:

- Solid dark brown or black belts must be worn.
- Large belt buckles are not allowed. Belt buckles must be school appropriate.
- Spikes and studs are not allowed.
- Belts must be worn with pants, shorts, skirts, and capris that are manufactured with belt loops.
- Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops on pants manufactured with belt loops.
- No designs are allowed on belts.

SHIRTS:

- Shirts must be solid white, gray, navy blue, or maroon knit.
- Shirts may be long or short sleeved.
- Shirts must be button down (3 limit), "polo" type shirts w/ a collar and must be logo free. No more than 2 top buttons may remain unbuttoned.
- Shirts must be tucked in.
- Denim shirts are not allowed.
- Shirts may not have snaps or zippers.
- Undershirts must be white, grey, navy blue, or maroon.
- Sleeves may not be rolled up.

SPIRIT SHIRTS:

- Spirit shirts must be Calallen I.S.D. or CMS shirts that promote Calallen pride.
- Spirit shirts may be worn any day of the week. Shirts must be tucked in.
- Homemade spirit shirts will not be allowed.

UNDERGARMENTS:

- Appropriate undergarment will be worn.
- Colored or patterned bras may not be worn underneath white uniform shirts.
- White, grey, navy blue, or maroon t-shirts may be worn underneath the uniform shirt.

SWEATERS/COATS/WINDBREAKERS/SWEAT JACKETS:

- Outerwear may have Calallen Wildcat logos only.
- Outerwear must be solid white, navy blue, gray, or maroon. Decorations are not permitted.
- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders.
- Sweatshirts with zippers or buttons are allowed, but must be unzipped and unbuttoned at all times.
- No pullovers are allowed.
- Coats that do not meet the dress code will be required to be placed in the locker during the school day. Due to locker space, oversized and thick jackets are discouraged.
- ID cards must be worn appropriately at all times.

SHOES:

- Shoes must be worn at all times. Backless shoes or sandals are NOT permitted. Shoes, designed to be worn with shoelaces, must be laced and tied appropriately.
- Steel-toed boots are not allowed.
- No heeled shoes (shoes with wheels) will be allowed.
- Stiletto heels are not permitted.

HAIR:

- Hair must be neat, clean, and well groomed at all times.
- Completely shaved or partially shaved heads (shaved underneath and long on top) are not allowed.
- Extremely dyed hair painted/unnatural hair color designs or insignias are not permitted.
- Hair may not cover the eyes or hang in front of the face.
- Dreadlocks and distracting braids are not permitted.

EARRINGS / MAKE UP / BODY ART:

- A maximum of 2 earrings may be worn only on the lower lobe.
- Black lipstick or nail polish is not permitted.
- Body/face glitter is not permitted.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.
- Writing on the skin is not permitted.
- Coloring in of fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not permitted.
- Notching of the eyebrows is not permitted.

ACCESSORIES:

- Accessories may not display drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building.
- Chains on wallets are not allowed.
- No safety pins may be worn on clothing.
- Bracelets are limited to 2 per wrist area.
- Sweatbands are permitted in physical education and athletic classes only with coach's permission.
- No studded or spiked wrist bracelets, necklaces, or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to an administrator.

MALE STUDENT STANDARDIZED DRESS

PANTS/SHORTS:

- Pants and shorts must be navy blue or khaki uniform fabric.
- Pants and shorts need to be size appropriate that fit at the waist and the crotch no lower than 2" below the naval.
- Pants and shorts must be hemmed, and may not be rolled up)
- Shorts may not be shorter than a dollar bill width from the top of the kneecap.
- Pants and shorts must have waistbands with belt loops.
- Logos or labels must be smaller than 1" by 1".

NOT PERMITTED:

patch pockets

lace up/button flies

low waist pants

bell bottoms

hip huggers

stretch, corduroy, denim

bagging, sagging, oversized

frayed pant legs

cargo pants/cargo shorts

BELTS:

- Solid dark brown or black belts must be worn.
- Large belt buckles are not allowed. Belt buckles must be school appropriate.
- Spikes and studs are not allowed.
- Belts must be worn with pants and shorts that are manufactured with belt loops.
- Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops on pants manufactured with belt loops.
- No designs are allowed on belts.

SHIRTS:

- Shirts must be solid white, gray, navy blue, or maroon, short or long sleeve knit.
- Shirts must be button down (3 limit), "polo" type shirts w/ a collar and logo free.
- Shirts must be tucked in.
- Denim shirts are not allowed.
- Shirts may not have snaps or zippers.
- White, grey, navy blue, or maroon t-shirts may be worn underneath the uniform shirt.
- Sleeves may not be rolled up.

SPIRIT SHIRTS:

- Spirit shirts must be Calallen I.S.D. or CMS shirts that promote Calallen pride.
- Spirit shirts may be worn any day of the week. Shirts must be tucked in.
- Homemade spirit shirts will not be allowed.

SWEATERS / COATS / WINDBREAKERS/ SWEAT JACKETS:

- Outerwear may have Calallen Wildcat logos only.
- Outerwear must be solid white, navy blue, gray, or maroon. Decorations are not permitted.
- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders.
- Sweatshirts with zippers and buttons are allowed, but must be kept unzipped and unbuttoned at all times
- No pullovers are allowed.

- Coats that do not meet the dress code will be required to be placed in the locker during the school day. Due to locker space, oversized and thick jackets are discouraged.
- Outerwear must be unzipped and unbuttoned at all times.
- ID cards must be worn appropriately at all times.

SHOES

- Shoes must be worn at all times. Backless shoes or sandals are NOT permitted. Shoes, designed to be worn with shoelaces, must be laced and tied appropriately.
- Steel-toed boots are not allowed.
- No heelies (shoes with wheels) will be allowed.

HAIR:

- Hair must be neat, clean, and well groomed at all times.
- Military style hair styles are permitted. Completely shaved or partially shaved heads (shaved underneath and long on top) are not allowed.
- Sides may not be longer than mid-ear.
- Haircuts using clippers smaller than a 1 are discouraged.
- Hair cannot touch the top of the collar on a polo-style, collared shirt.
- No facial hair is allowed.
- Extremely dyed hair, painted hair, designs, or insignias are not permitted.
- Hair may not cover the eyes or hang in front of the face.
- Dreadlocks and distracting braids are not permitted.

EARRINGS / MAKE UP / BODY ART:

- Earrings are not allowed.
- Make-up and nail polish are not permitted.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.
- Writing on the skin is not permitted.
- Coloring in of fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not allowed.
- Notching of the eyebrows is not permitted.

ACCESSORIES:

- Accessories may not display drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building.
- Chains on wallets are not allowed.
- No safety pins may be worn on clothing.
- Bracelets are limited to 2 per wrist area.
- Sweatbands are permitted in physical education and athletic classes only with coach's permission.
- No studded or spiked wrist bracelets, necklaces or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to the administrator.

Attendance

In order to receive credit in a class, students must have a passing grade and must be in attendance for at least 90% of the days each class is offered. Students who are not in attendance for the required days because of excused or unexcused absences will be denied credit for the class. The campus attendance committee will determine if the excused absences are the result of extenuating circumstances.

Attendance Procedure

1. If a student is absent from school, the parent is asked to call 242-5672 between 8:00 a.m. - 12 noon the day of the absence and notify the school of the student's absence. On the second consecutive absence, the parent may request homework assignments which will be ready by 4:00 p.m. It is important when asking for assignments that you call before 10:00 a.m. so that the teachers will have adequate time to gather the assignments.
2. When returning to school after an absence, a student must bring a note signed by the parent (**within 3 days**) that gives the reason and date of absence. Absences longer than five consecutive days and/or a medical condition which causes repeated absences require a doctor's excuse. A note signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined.
3. **After 3 days, an unverified absence will be considered unexcused. If an excuse is submitted after 3 days, an unexcused absence will still be an unexcused absence.**
4. If a student needs to leave school during the day, the parent or guardian must come into the office and sign the student out. ***Failure to do so will designate the absence as unexcused.***
5. If a student attends any part of the day and leaves to see a medical professional, this absence will be coded MA (medical absence); however, the student must bring a note from the medical office within 3 days of the absence.
6. If a student comes/returns to school other than the normal starting time for school, the student/parent must check in at the attendance office.
7. Students must be checked out of school by their parents when they are attending a funeral.
8. ***Students are reminded that attendance is their responsibility (90% attendance is mandatory). This includes providing documentation to the office in a timely manner.***

Documentation

ALL ABSENCES REQUIRE WRITTEN DOCUMENTATION FROM THE PARENT/GUARDIAN/DOCTOR. DOCUMENTATION MUST BE FILED IN THE ATTENDANCE OFFICE WITHIN 3 DAYS AFTER THE STUDENT RETURNS TO SCHOOL; IF THIS IS NOT DONE, THE ABSENCE WILL BE UNEXCUSED. Any excuse or reason for an absence can be investigated; if the investigation reveals the excuse is not valid, the absence shall be classified as unexcused. A letter will be mailed to the parent on the fifth and ninth absence, in a given class period, (excused or unexcused) in each semester.

Extended Illness

When a student is absent five consecutive days, a doctor's excuse will be required when the student returns to school. If a student has established a suspicious pattern of absences, a physician's or clinic's statement of illness may be required as a means of determining extenuating circumstances. Also, students who have chronic or debilitating health problems that may necessitate a number of absences should file with the school at the beginning of the school year a current letter from a physician verifying the condition and explaining why multiple absences may be necessary. If the nature of the condition is such that the student will be absent for four or more weeks, a homebound assessment should be requested by the parent/guardian to ensure continuity of educational services.

Extenuating Circumstances

For purposes of reviewing student absences, extenuating circumstances may include the following:

1. An excused absence as defined by Texas Education Code 25.087: this includes personal illness, illness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the teacher, principal, or Superintendent of the school in which the student is enrolled. In order to receive an excused absence, the reason must be stated in writing and signed by the parent or other person standing in parental relation to the student;
2. Verified medical or dental appointments;
3. Participation in a substance abuse rehabilitation program;
4. Required appearances in court or in legal proceedings or a child abuse/neglect investigation in accordance with Sec. 129.62;
5. Absences related to being a migrant student in accordance with Sec. 201.3;
6. Days of suspension, provided required assignments are satisfactorily completed in accordance with Sec. 21.301(h);
7. Completion of a competency-based education program for students identified as at-risk in Sec. 75.195;
8. The late enrollment or early withdrawal of a student placed in or having resided in a community care home by the Texas Youth Commission;
9. Medical Documentation will enable us to code the absence MA;
10. Absences of a teen parent due to caring for his/her child.

Loss of Credit

If the attendance committee finds that there are no extenuating circumstances for the absences and the student has not been in attendance the required number of days, the committee shall deny credit for the class; however, the District shall provide alternative ways for students to regain credit and/or make-up time required by the committee. If conditions established by the committee for regaining credit or making up time are not met before the beginning of the following school year, the committee shall deny credit for the class. Students whose petitions for credit are denied may appeal the attendance committee's decision to the Superintendent. (See Appeal Process in CISD Attendance Plan.)

Regaining Credit

The District shall provide the following alternative ways for students to make up work or regain credit lost because of absences:

1. Attend extra hours outside the regular school day, completing assignments as specified by the committee; each campus will set the hours available for attendance make-up; (Saturday School will be scheduled at the end of each semester.)
2. Maintain the attendance standards for the rest of the semester or year;
3. Attend summer school.

Unexcused Absences/Truancy

Any absence that does not meet the criteria of an excused absence or of an extenuating circumstance will be considered unexcused and defined as truancy. The unexcused absence of a child on 10 or more days or parts of days within a six-month period or 3 or more days or parts of days within a four-week period from school constitutes TRUANCY as defined by Texas Family Code 51.03(b)(2). The student **and** the parent/guardian are subject to prosecution for truancy. A letter will be mailed to the parent when the **third unexcused absence** occurs warning them of pending court action for truancy. Every effort will be made to enforce the compulsory attendance law, and student compliance is encouraged.

Campus Regulations

Aerosol Spray Cans

No aerosol spray cans are allowed on campus.

Backpacks / Bookbags / Satchels

Backpacks, bookbags, and satchels are not allowed in the classroom or in the cafeteria. These items must be stored in the lockers.

Cafeteria

All students will eat in the cafeteria and are expected to behave appropriately. Students must put binders, books, and classroom materials in their lockers prior to going to the cafeteria. After eating, all trash should be placed in the trash cans provided and trays placed in the area provided. Tables are to be left clean in respect for the next fellow student who will eat at the table. Food/drinks should not be taken out of the cafeteria. Students on lunch break are not allowed in the halls. There will be no withdrawals from the student's account in the hot lunch line. Call the Director of Food Services if you have any questions. (242-5905) Campus administration reserves the right to implement assigned seating as deemed necessary.

Students may be assigned lunch detention/ lunch ISS as a discipline consequence, as well as assigned seating. Restrooms are provided in the cafeteria area. All other restrooms are off limits during the lunch period.

Change of Address

The principal/secretary should be notified immediately of any change of address, change in home phone number, or parent business number. Please provide proof of the new address when reporting the change. (Copy of electric bill, etc.)

Changing a Course

Students are scheduled into classes to match their requests as closely as possible. Teaching and learning begin on the first day of school. For this reason, there will not be **ANY** course changes after September 5, 2008.

Communication

Communication between home and school is very important. Some of the most common modes of communication include parent/teacher conferences, student conferences and use of an assignment notebook. These conferences or conversations can be parent, teacher, or student initiated. Parents are encouraged to contact the school any time they have a concern so that arrangements can be made to address the concern. Teachers and staff can be reached via email by using the first letter of the 1st name and the last name@calallen.k12.tx.us (Example: cvaldez@calallen.k12.tx.us).

Fund Raising

All Fund Raising activities **must** be approved by the Superintendent. There will be **no items sold for an 'outside organization'**.

Gum

Students are not permitted to chew gum on school grounds and will be held responsible for any related damages, which will result in disciplinary action.

Cameras

Cameras of any kind are not permitted on campus. Confiscated cameras will be turned in to campus administration and must be picked up by a parent. Exceptions to the camera allowance include field trips and special activities with approval from campus administration and coach/sponsor/teacher.

ID Cards

ID cards are required during the school year and must be visible at all times. Cards cost \$3.50 each. Calallen Middle School lanyards, with safety feature, will be required for every student. Those will cost \$1.50. Each student **must** wear their ID cards on their lanyards every day. ID cards may not be altered (i.e. cut up, chewed on, written on, decorated with stickers, etc.). If a student's ID card is altered, (written on, broken, etc.) the student will be required to purchase a new one and disciplinary measures may be taken. Students who are bus eligible must wear their ID to ride the bus. Students are required to wear one current, personal ID. No additional items may be placed on nor hung from lanyards. Students may wear only one lanyard.

Interrogations and Searches

School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. Vehicles on school property are also subject to search.

Library Procedures

In addition to scheduled class periods, the library/media center will be open for students to check out books or to do research from 8:00 A.M. to 4:00 P.M.

Circulation Policies and Procedures

1. Students are required to have their ID cards to check out books and use the computers.
2. Books are checked out for three weeks. Books may be rechecked one time.
3. No more than three books are to be checked out at a time.
4. A fine of five cents per school day will be charged for each book overdue.
5. A student absent when his/her book is due should take the overdue book with his/her blue slip to the library the first day back to class to avoid a fine.
6. Students who forget books the day the class comes to the library should return overdue books as soon as possible. Return overdue books even if you do not have the money to pay the fine. Once the books are returned, the fine will not increase.
7. Students are responsible for getting books back to the library on the day they are due, even though the class may not come to the library together. This includes days when students are on field trips, at assemblies, etc.
8. All overdue books must be returned and fines paid before a student checks out another book. Students with outstanding books from the previous year may not check out until their record is clear.
9. When a student checks out a book from the library, that book is his/her responsibility regardless of what happens to it.
10. Students are advised not to use their ID card to check out a book for another student, as the student using his or her own card will be responsible for the book regardless of who actually has the book.
11. When using the computers in the library a student must have signed the Acceptable Use Policy. The student will also use his/her own password to access their student account.

Use of Equipment

1. A charge of 10 cents per copy will be charged for use of the copy machine.
2. Materials to be copied must be school related.
3. The first two copies printed from the computer will be free. Every copy after that is 10 cents per page.

Lockers

1. Lockers will be assigned only to students who sign an agreement acknowledging that the lockers, as school property, are assigned to be used only in accordance with this and other policies governing their use.
2. Lockers may be inspected at any time, without prior permission from or knowledge of the student, and/or when in the interest of the overall welfare of other students. Lockers will

also be checked when necessary to preserve the good order and discipline of the school. The right of search shall exist at all times when, in the judgment of school authorities, there is reasonable cause to believe that narcotics and drugs as described in policy FNCE-FNCF (local) or dangerous weapons such as guns, knives, or explosives are in the area of search.

3. The contents of the school locker shall be the responsibility of the student to whom it is assigned; therefore, each student is forbidden to share his/her locker or combination.
4. Students are not allowed to secretly put items or notes in other students' lockers. Violation of this policy shall be punishable according to board policy FNCE-FNCF (local) and FOD.
5. Lockers are not to be decorated or marked on for any reason.

Messages

In our effort not to interrupt teaching/learning time, **only emergency messages will be delivered to students.** Lunch money, required homework assignments should be finalized before leaving home in the morning. **School phones are not for general student use.** Any transportation changes must be made prior to 2:00 P.M. to allow significant time to notify student.

Electronic Devices

Electronic devices (i.e., cell phones, pagers, I-Pods, MP3 players, and electronic games) are allowed on campus, but are required to be turned off and put away at all times. Due to the potentially disruptive nature of these devices, campus administration heavily discourages their presence on campus. If a student chooses to bring any of these devices to school, they will be held responsible for the security of the item(s).

If any type of electronic devices is seen or heard by a staff member, it will be taken up and turned over to campus administration. A \$15.00 fine will be charged. The item will be returned to the student's parent upon receipt of payment.

Permanent Markers

Permanent markers are not allowed on campus. Students will be held responsible for any related damages and will be subject to disciplinary actions. Permanent markers will be confiscated.

Physical Education Uniforms

A student will dress in uniform every day unless excused from P.E. by a doctor, the P.E. teacher, or principal/assistant principal.

Acceptable P.E. uniforms may be purchased from local merchants or from PTA. Colors are maroon, white, or gray in any combination. Tennis shoes and a master combination lock are also required.

Plagiarism/Cheating

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. Both plagiarism and cheating will result in loss of credit for the work in question and be subject to disciplinary action. When cheating, if both parties are aware of the occurrence, both parties will receive the same consequences.

Posters/Flyers/Newsletters

Signs, posters, flyers, and newsletters that students wish to display or distribute must first be approved by the principal. Posters displayed without authorization will be removed. Any student who posts printed material without prior approval shall be subject to disciplinary action. All posters and flyers must be posted with material that will not affect the paint or surface area.

Visitors

A parent or anyone who has legitimate business with the school is welcome on the campus. Upon arrival, all visitors must first report to the front office. Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Siblings may visit during lunch but they **must be accompanied by a parent.**

Approved visitors must sit at the visitor's table on the stage in the pit area of the cafeteria with the student they are visiting. They may bring lunch for this student ONLY and may not provide lunch for any other student(s) (Texas Public School Nutrition Policy). Also, no other students may eat with them at the visitor's table. Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds { CISD Board Policy GKA (Local) }.

Wildcat Tracking Card:

The Wildcat Tracking Card for each six weeks is included in the student planner, which is required to be purchased at the beginning of the school year. (\$5.00) Each student is responsible for taking this planner with him/her to every class period. On the tracking card the following is printed for teacher documentation:

1. 3 warnings (teacher documented) for general infractions.
2. 3 boxes for After School D-Halls (teacher documented consequences) an additional 7 may be used for minor infractions.
3. 4 boxes for dresscode lunch D-Hall (subject to referral after 4)
4. 2 boxes for After School D-Halls (Substitute documented consequences)
5. 7 boxes to document outstanding behavior
6. 14 boxes to document morning tutorial attendance.

What happens if the student loses the planner?

The student will be sent to the back office and **will be required to purchase a new one for \$5.00 within 24 hours, and will lose all warnings and 5 passes.**

Tardies & Hall Passes

Students are allowed a four minute passing period between each class. If a student fails to report to the next class before the bell rings, the student will be counted tardy. Tardies will be documented by the classroom teacher in the Wildcat Tracking card. Consequences will be assigned progressively according to the tracking card.

Campus administration will also conduct periodic hall sweeps to ensure that students who are in the hallway after the tardy bell have a hall pass. Consequences will be assigned by campus administration to students who are in the hallway without a hall pass.

Writing on Clothing or Body

There will be no writing on clothing or body allowed. Students will be held responsible for damages to other students' clothing and will be subject to disciplinary action.

Care of Buildings, Equipment, and School Grounds

Please think—

1. Before you scratch, mark, or write on a desk.
2. About the cleanliness and arrangement of your desk and the room before you leave.
3. And consider the cost of a broken window or the waste of school supplies and equipment.
4. Before you discard rubbish and trash on the grounds.
5. Before you walk on the gym floor with street shoes.
6. Before you prop your feet on chairs or walls.
7. Before you deface the walls anywhere in the building.
8. And be careful when using ink.
9. Before you willfully destroy or mutilate text or library books.

Vandalism and Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Students defacing school property will be liable for damage and punished accordingly. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the Law. Students shall be responsible for the care and return of state-owned textbooks and will be charged for replacement of lost or damaged textbooks.

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.

Vandalism as defined above will result in the imposition of fines and cancellation of system use privileges.

Clubs and Organizations

Student clubs and performing groups such as the band, choir, cheerleaders, student council, NJHS, etc., may establish rules of conduct and consequences for misbehavior that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

Guidelines and Procedures for National Junior Honor Society

- I. General Information - CMS Chapter
 - * Dues \$3.00 per year
 - * Service organization
- II. Criteria for Membership
 - * 7th or 8th grade
 - * Overall 90 average for fall membership
 - * No more than one N in conduct
 - * No U's in conduct
 - * No ISS or suspensions on record
- III. Process for Possible Membership
 - * Complete an application for evaluation of their own qualities of service, leadership, scholarship, and character
 - * Application goes to the faculty council
 - * Selection of members is by a majority vote of the faculty council
 - * Selected members must attend the ceremony
- IV. Maintaining Membership
 - * Average falls below 90 at end of any six weeks
 - First time is a warning, if average is not raised, then dismissal
 - * Two N's in conduct in any one semester - dismissed
 - * One U in conduct at any time - dismissed
 - * Once a member is dismissed in this particular chapter, they are not eligible for membership until high school

Guidelines and Procedures for Student Council

- I. Criteria for Membership
 - * 6th, 7th, or 8th grade
 - * Must be passing all classes
 - * No U's in conduct
 - * No ISS or suspensions on record
 - * Must submit a paragraph regarding why the student would like to be in Student Council.
 - * Will be elected by their peers at the end of the 1st six weeks.
- II. Maintaining membership
 - * Must be passing all classes
 - * No U's in conduct
 - * No ISS or suspensions

Guidelines and Procedures for Trying Out For Cheerleader

- I. Criteria for Membership
 - * 7th or 8th grade
 - * No U's in conduct
 - * No suspensions on record
 - * Passing all classes
 - * Teacher recommendation will be required
 - * Cheerleading candidates will be judged on their performance on the designated tryout day **ONLY**. No alternate methods of evaluation will be accepted.
 - * Tryouts are held on the Friday before Spring Break.

II. Maintaining Membership

- * Passing all classes
- * No U's in conduct
- * No suspensions
- * Must obey all rules and regulations of CMS Cheer Constitution
- * Must have less than 15 demerits
- * 15 demerits will result in suspension from the squad
- * If suspended from the squad, the student must write a letter requesting permission to try out the following school year and submit the letter to the principal and Cheer sponsor(s)
- * Demerits will be documented and a copy will be provided for the student, parent, and sponsor(s)

Dances

Dances held at Calallen Middle School are for Calallen Middle School students only. We invite and encourage parents to attend these events. **ID cards will be required at all dances.** *Students who are suspended, in ISS, or absent the day of the event will not be allowed to attend.*

After-School Detention Hall

Assigned by teachers/administrators to students for the following behaviors: disruption of the classroom environment, tardies, or failure to follow classroom and school rules.

The assigning teacher will contact the student's parents to inform the parent of the date and reason for the after school D-Hall assignment. Therefore it is very important to keep the school updated with any emails, and current work and home phone numbers. After school D-Halls are assigned for the following school day. **The student will be given a copy of the detention notice that describes the behavior and the date the student must serve the detention. It is the student's responsibility to take the D-Hall copy home and to remember to serve on the designated date(s).**

After school D-Hall will begin promptly at 4:05 p.m. Parents are asked to pick up their child by 5:00 p.m. in front of the school building. Transportation arrangements should be made **before** coming to school on the assignment day. Attendance will be taken at the beginning of each session. Students are required to bring homework or something to read.

If a student is unable to attend D-Hall due to an illness or appointment, it is their responsibility to reschedule their D-Hall with the teacher.

Failure to attend a detention will result in the following progressive consequence assignment which will cycle every 6 weeks:

- * 1 make-up day, plus an additional day

* 1 day of ISS

* Persistent failure to attend D-Hall can result in additional consequences at the administrator's discretion.

Discipline - See 'Student Code of Conduct'

Distribution of Material

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 students or nonstudents without the approval of the superintendent.

Extracurricular Activities

Students shall be permitted to participate in extracurricular activities, subject to the following restrictions:

1. During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units toward graduation. (See the **Promotion** section in this handbook or the principal for further information on promotion.)
2. During subsequent six-week periods, student who receive a six-week grade blow 70 in any course or subject or Special Education students who fail to meet the standards in their Individual Educational Plan (IEP) may not participate in extracurricular activities for at least three weeks, and until academic eligibility is met. The suspension from extra-curricular activities goes into effect seven days after the last day of the six-week period during which the grade lower than 70 was earned. Students shall be allowed to participate in competition at the end of any three-week period in which the student earns a grade of 70 or above in all courses or subjects. Students may practice or rehearse during suspension periods.
3. Student are permitted up to ten activity-related absences to participate in school-related or school-sanctioned activities on or off campus. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused.

Grading Policy

Grades

Grading procedures should emphasize success and should complement the programs that are tailored to the individual needs of each student. Grades should be logical, justifiable, sufficient in number, and should ensure that the grade is an accurate measure of the student's progress and achievement. The conduct grade is an evaluation of the student's social attitudes and behavior and shall not alter the grade in academic areas. A student's academic grade shall reflect TEKS based curriculum mastery and SHALL NOT be altered because of behavior, headings, titles, etc.

There should be a minimum of 10 grades per reporting period per subject. Minimum number of grades will vary in Pre-AP classes.

Teachers use a system of grading based on a numerical scale of 100 points.

90 - 100	(equivalent to A)
80 - 89	(equivalent to B)
70 - 79	(equivalent to C)
Below 70	(equivalent to F)

A citizenship grade of S, N, or U is given. The citizenship grade will be determined by:

- A. Following classroom rules
- B. Following handbook guidelines
- C. Exhibiting overall appropriate behavior

Citizenship grades have a bearing on membership in NJHS, Student Council, and some elected honors and/or positions.

S=Satisfactory
N=Needs Improvement
U=Unsatisfactory

Progress Reports

Approximately fifteen days after the beginning of each six weeks, progress reports will be given to students with an average of 78 or below [EIA (LOCAL)]. Progress report averages will be calculated with Category II as two-thirds and Category III as one-third of the grade. Progress reports must be signed by the parent or guardian and returned to the teacher who issued it if the grade is a 70 or below. For students not returning progress reports, 70 or below, with a parent signature within two days, parent contact will be made.

Six Weeks Grades

When averaging grades for each six weeks the following percentages are given to each category of grade(s):

Category I	Six Weeks Test	25%
Category II	Major Grades (chapter/unit tests, projects)	50%
Category III	Daily Grades (class work, homework, participation, quizzes, etc.)	25%

Homework

The assignment of homework must always serve as an introduction to or reinforcer of learning. Students should be able to complete the practice independently. Correct usage of homework should provide immediate feedback to the student and inform the teacher of student progress toward mastery.

Make Up Work

Students are expected to make up any work missed due to an excused absence. Students will have the same number of days to make up work as they were absent. If work is not made up on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of a due date) should be turned in on the due date regardless of any absences during the extended assignment period. It is the student or parent's responsibility to request make-up work and turn it in.

Students are expected to make up any work missed due to an unexcused absence. Unexcused absences are absences not determined to be extenuating circumstances. Examples: truancy, trips, extended vacations, flat tire, over-sleeping, etc. The grade for make-up work after an unexcused absence shall be no higher than a 70. Parents are urged to call the office to request make-up work on the second consecutive day of their child's absence. It is important that they call before 10:00 A.M. so the teachers will have adequate time to gather assignments. Parents will need to pick up work between 3:45 - 4:15 in the front office.

The District shall not impose a grade penalty for make-up work after an absence due to a suspension.

Late Work

All work (i.e. homework, class work, drills, worksheets, end products, reports, projects, major essays, research papers) will be accepted one day late after the due date for a grade no higher than 70 unless the actual grade is less than a 70.

Reteach/Reassess

When a student fails a major assessment (Category II) of the TEKS objectives, the teacher will provide reteaching opportunities (ie: discussions of test items, six weeks test review, tutoring, review prior to tests).

Six weeks tests will not be retaught or retested.

Following reteach, students in non-advanced classes will be given the opportunity for reassessment. Reassessment is the student's responsibility; it may be done either before school, after school, during tutorials, or by prior arrangement with the teacher. The highest grade a student may make on a reassessment is 70. Six weeks tests (Category I) will not be eligible for reassessment.

Failing Grades and UIL Eligibility

UIL eligibility requires that a student maintain passing grades in all subjects in order to be eligible for participation. After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows: a.) Mechanical error occurred in averaging or recording the original grade; or b.) The teacher's grading procedure violated either local policy, state law, or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.

Incompletes

A student with an “incomplete” grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the “incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “incomplete” grade either within or after the seven-day grace period may regain eligibility if the work is made up in accordance with district policy regarding make-up work. This also applies to students who are homebound due to an illness.

Honor Rolls

Students who make all A's in a six weeks period will qualify for the “All A” honor roll for the six weeks. Students who make all A's and B's in a six weeks period will qualify for the "A-B" honor roll for the six weeks. Both honor rolls will be published each six weeks.

Requirements For Promotion

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for language arts, mathematics, science, and social studies, and a grade of 70 or above in both language arts and mathematics.

The parent or guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the campus as soon as practical of any summer program available in the district that may permit the student to complete successfully the failed subjects or courses. (See EHDA.) Students must pass summer school in order to be placed in the next grade level. Those who do not pass or attend summer school will be retained.

Credit By Exam

The following dates have been set for 2008-2009 Credit by Exam (CBE) administrations. For guidelines according to state law and district policy, refer to Board Policy.

School year 2008-2009 - Tuesday, Wednesday, Thursday, September 9, 10, 11, 2008 and Tuesday, Wednesday, Thursday, June 2, 3, 4, 2008.

Transfer Students

Grades and/or other academic data from transferring students will be entered into district campus data systems as determined by campus administrator discretion.

Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 3 Texas Assessment of Knowledge and Skills (TAKS) reading test to be promoted to fourth grade, to meet the passing standard on the Grade 5 TAKS reading and mathematics tests to be promoted to sixth grade, and to meet the passing standard on the Grade 8 TAKS reading and mathematics tests to be promoted to ninth grade. The requirements also apply to students served by special education who take TAKS-A.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standards. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

Morning Tutorials

Morning tutorials will be offered every Tuesday - Friday, from 8:00 A.M. to 8:30 A.M.

Enrichment/Tutorials

Students may be assigned to an academic tutorial between second and third period, 10:22 A.M. until 10:52 A.M., Monday through Thursday. The following criterion is used for assignment: failing grade, benchmark results, TAKS data, and teacher recommendation. A schedule will be given to students at the beginning of each new tutorial session. Students not assigned into a tutorial will be scheduled into enrichment classes.

**IMPORTANT INFORMATION
FOR PARENTS & STUDENTS--
TAKS SUCESS INCENTIVE**

PROMOTION STANDARDS

School Counseling Services

This portion of the handbook is designed to provide students and parent(s)/guardian(s) with information about the counselor(s) and the counseling services available in our school.

School counselors hold the professional certificate in counseling issued by the Texas Education Agency on the recommendation of the college or university where the counselor has obtained a master's degree in counseling or psychology. Such programs prepare counselors to work with children of all ages and grade levels.

Our counselors believe that most children have the capacity to resolve their own problems and to make their own decisions with the professional assistance of a counselor serving as a facilitator. Each counselor's goal is to help each child develop positive feelings of self as well as the problem solving skills necessary to be effective citizens in today's world.

Our counselors spend time counseling with children in their offices, provide guidance services to children in classrooms, confer with teachers and parents to promote the best interests of children and serve as a liaison to outside agencies that also serve the interests of children.

The counseling relationship is a professional relationship, and counselors have a professional code of ethics. Our counselors are aware that there are times when a counselor must confer with others regarding a particular child's problems in order to best serve that child. Our counselors are required by state law and their own professional code of ethics to report any form of child abuse or endangerment whether to self or others. To the extent possible under legal and ethical guidelines, the privacy rights of children and their families are protected by our counselors.

It is impossible for a counselor to guarantee specific results in working with any child. Our counselors are dedicated professionals; who will work diligently with children and significant others in the children's lives in an attempt to help the children achieve important developmental goals. Our counselors follow accepted standards of practices for the profession. Their services are available to any child unless specifically prohibited by written request from the parent or guardian, or unless they are currently being treated by a licensed professional counselor, a psychologist, a psychiatrist, or other certified licensed mental health professional outside the school setting.

Searches by Trained Dogs

Trained dogs' sniffing of empty classrooms and lockers does not constitute a search under the Fourth Amendment. The alert of a trained dog to a locker or a student's belongings provides reasonable cause for a search.

Trained dogs' sniffing of students does constitute a search and requires individualized reasonable suspicion. Horton v. Goose Creek ISD, 690 F.2d 470 (5th Cir. 1982)

Special Services

Cafeteria

A hot lunch may be purchased each day. The District cafeterias will accept checks for which the total amount is used to purchase meal tickets. The District cafeterias will also accept checks for the exact amount of a purchased meal. A peanut butter and jelly sandwich with milk will be served to those students who forget lunch money. Food from an outside source may be brought for your child **ONLY, never for other students.** (Texas Public School Nutrition Policy)

A snack bar, hot food bar, and salad bar are also available where students may select what they wish to eat. Prices vary according to items selected. Food and drinks must not be taken from the dining area.

Free or reduced priced breakfast and lunch are available to those students who can show a need. Students or parents who feel they may qualify for these should contact the principal or the cafeteria supervisor.

Calallen ISD Check Acceptance and Return Policy

In the event that a check written to any Calallen ISD campus, club or organization is returned unpaid by your bank, Calallen ISD or its' agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your Acknowledgment and Acceptance of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

Calallen ISD Food Service Charging Policy

As soon as a student has a negative balance, verbal reminders are given to the student. At a negative \$3.00, a written reminder is given to the student to take home. If the student's account reaches a negative \$5.00, a verbal reminder is given to the student that he/she will be given milk and cereal for breakfast and milk and a sandwich for lunch the next day. If the student's account remains in the negative, cereal and milk is given for breakfast and a sandwich with milk is given for lunch each day until the account is replenished.

Communities in Schools

The mission of Communities In Schools is to help young people of Texas stay in school, successfully learn and prepare for life by coordinating the connection of needed community resources in the school setting.

***Parent permission is required for student's involvement in the CIS program. For more information, please contact Viola R. Gutierrez; CIS case manager at 242-5664 or room 210.**

District Volunteer Program

In accordance with Education Code 22.05(b), a "volunteer" is a person rendering services for or on behalf of the District, on the premises of the District or at a school-sponsored or school-related activity on or off school property (includes field trips) who does not receive compensation in excess of reimbursement of expenses. Members of organizations such as the PTA and booster clubs acting in the capacity as members of these organizations do not fit the definition of volunteer.

Volunteers may be used in schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources.

Any person wishing to "volunteer" at a campus or for the District is required to complete an application and participate in orientation and training activities before beginning volunteer services. Additionally, the District shall obtain the criminal history record of prospective school volunteers through the Texas Department of Public Safety (DPS) before the "volunteer" can begin their service to the District. The application, orientation and training, and DPS criminal history record check is a one time requirement. After the initial DPS criminal history record check, the District may do periodical checks on "volunteers".

Any person wishing to serve a campus or the District as a "volunteer", should contact any CISD campus principal. The CISD School Volunteer Program Policy can be found at each principal's office and library at: GKG (LOCAL).

Emergency Lock-Down Procedures

In the event of chemical spills, noxious fumes or other similar community emergency, CMS will adhere to district guidelines regarding lock-down procedures. After information concerning the emergency is received, all students shall remain inside. Exterior doors shall be locked and remain secure until the status has returned to normal. Parents are requested to refrain from calling the school to allow the phone lines to remain open for emergency information. Television and radio reports will keep the community informed.

School Bus Conduct (Regular Routes and/or Extracurricular Activities)

The District is extremely concerned about providing a safe and secure environment for students traveling on school buses. It is essential that parents, students, bus drivers, principals and administration work closely to assure that this occurs.

Parents pick up and drop off is restricted to the front of the school. Students being transported in school-owned vehicles are required to comply with all school rules and regulations on school buses as spelled out in the **STUDENT CODE OF CONDUCT**. Parent support is essential. Minor offenses are handled by bus drivers. Serious misconduct and violations of the **STUDENT CODE OF CONDUCT** are referred to campus principals where discipline is administered according to the nature of the offense. Parents are notified by principals as to the nature of the offense and the discipline administered the student. Serious misconduct or persistent misbehavior on school buses results in students' loss of transportation privileges.

The following rules shall apply to student conduct on school transportation:

1. Passengers/students must wear their ID to ride the bus.
2. Passengers shall follow the driver's directions at all times.
3. Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
4. Passengers will not stand at any time.

5. Passengers shall keep books, band instrument cases (bus drivers may have a designated band instrument seat), feet, and other objects out of the aisle of the bus.
6. Passengers shall not deface the bus and/or its equipment (this will result in immediate removal from the bus and restitution of damages).
7. Passengers shall not extend head, hands, arms, or legs out of the windows nor hold any object out of the window nor throw objects within or out of the bus.
8. Passengers shall not use or possess any form of tobacco.
9. Usual classroom conduct shall be observed. Unruly conduct (absolutely no hazing), including the use of obscene language, will subject the passenger to disciplinary action.
10. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
11. Chewing gum is not allowed.
12. **Food and drink will not be consumed on regular bus routes.** On field trips, sponsors will use their discretion in allowing or not allowing food or drink to be consumed.

***Special Education** students riding the regular bus routes will follow all rules and consequences as stated above.

Campus principals are responsible for disciplinary sanctions and changes in transportation for a student with a disability and shall be made in accordance with the provisions of the student's Individual Educational Plan (**IEP**) for students considered disabled under **IDEA** or the individually designed program for students considered disabled under **Section 504**.

THE DISTRICT HAS VIDEO CAMERAS INSTALLED ON SCHOOL BUSES.

The following are Board policies dealing with eligibility to ride school buses and bus stops:

1. CNA (LOCAL) BOARD POLICY (Eligibility) - The District shall not provide transportation to any student for whom it does not receive state transportation funds, except as may be required by a handicapped student's Individual Education Plan (IEP).
2. CNA (LOCAL) BOARD POLICY (Bus Stop) - All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

*Effective at the start of the 2006-2007 school year, the CISD Transportation Department will no longer pick up or deliver a student to multiple addresses. The only pick-up and drop-off addresses that will be serviced for your child, are the addresses listed on the back of the registration card that is completed at registration. See CNA (LOCAL) #3, for information regarding a bus change, due to an emergency. Parents must submit a request, in writing, to a campus principal. Upon approval, a green document will be issued to the student to present to the driver.

School Insurance

A major insurance company makes available to each student an accident insurance policy. Students are urged to take out this policy. All students who participate in any sport will be required to subscribe to this insurance policy. This includes football, basketball, volleyball, tennis, and track. Exceptions will be made if a parent signs a statement that in lieu of this coverage he/she will provide coverage for injuries. Any accidents occurring during the school day will be the responsibility of the parents and not the school.

Severe Weather

If there is a need to dismiss school on any given day, this announcement will be made on the following radio stations and TV stations:

K-99	99.1 FM	289-0111
K O U L	103.7 FM	883-1600
KIII-TV	Channel 3	986-8300
KRIS-TV	Channel 6	886-6100
KZTV	Channel 10	883-7070

*Please tune in any of these stations for information. If there is no announcement, Calallen schools will be in session.

Student Complaints

Students or parents who have a complaint should first discuss the matter with the **teacher**. If the outcome of that discussion is not satisfactory, they can request a conference with a **campus administrator (Level I)**. If not satisfied at that level, they can request a conference with the Superintendent or designee (Level II) and, ultimately, appear before the Board of Trustees (Level III), in accordance with Board policy. Students and/or parents who have a complaint regarding possible discrimination on the basis of sex should contact Director of Special Programs. Complaints or concerns regarding handicapped students or the District's program for handicapped students should be brought to the Director of Special Programs at 361-242-5600.

Telephones

The telephones in the office are business telephones and are to be used for school business and emergencies only. **Personal calls are not allowed.** Students should take care of personal communication needs prior to arriving on campus.

Textbooks

Each student is responsible for keeping up with his/her own books. State law requires that all textbooks must be covered. Covers are provided, and teachers will check to be sure that books are covered. Upon issuance of each book, the student should be sure that the teacher has put the student's name and the teacher's name in ink in the space provided. No other mark should be made in the book. A student may be required to pay for any book that has been unduly damaged or written in.

When a student loses or misplaces a book, he/she will be required to pay for it. Upon payment of the lost book, another will be issued. If the lost book is found, it should be brought to the office and money will be refunded. If the book is not found, the money will be turned in to the state for payment of the book. Book records must be cleared before a student withdraws or leaves for the summer.

Tutorials & Enrichment

Tutorials for the core content areas will be available to students on a daily basis. Students who have not demonstrated mastery in required skills will attend tutorials during the school day as specified by the student's core content teachers. Students who have mastered all required skills will participate in enrichment activities during that time. Additional tutorial sessions will be available in the core content areas on specified mornings between 8:00 a.m. and 8:25 a.m.

HEALTH SERVICES

The school health services provided by CISD is no substitute for health care that parents should provide for their children. Rather than relieving parents' responsibilities this service is provided to support individuals in utilizing the services of a private physician, dentist, optometrist, and/or community health agency.

There is a health room staffed by a licensed nurse on each campus available for all students who become ill or injured at school. However, there may be times when the campus principal's designee will be providing health care for your child. These members of the health care team have been trained in medication administration and certified in CPR and First aid.

Confidentiality is strictly upheld in the health services department. However, your child may have a condition in which other members of the health care team may need information on a need to know basis to be able to provide the best care for your child. Members of the health care team may include but are not limited to licensed nurses, health room aides, teachers, principals, counselors, and teacher's aides.

Required Annual Health Information

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information.

* Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed.

1. Emergency card
2. Health history
3. Special health care needs (if applicable)
4. Medication orders forms, parents or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school.

Reporting

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by the triplicate Health Room Referral form and if necessary also by phone. A copy of this form will be returned to the student so that it can be brought home to the parent. Parents should check with their child to determine if the child received a Health Room Referral form from the school nurse. This reporting system will help increase communication between the school nurse and parents.

Communicable Illness

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school and/or your child may be sent home from school (to prevent the spread of illness) are:

1. Upper respiratory illness: (colds, cough, bronchitis, sinus infection, etc.)
2. Sore throat: If a child wakes up with a severe sore throat that persists he/she should be kept at home until he/she has been checked by a physician to insure the child does not have strep throat (a highly contagious, serious illness).
3. Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.
4. Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
5. Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
6. Head lice: The lice are parasites and the nits are their eggs. Children must have proof of treatment and the nits should be removed from the hair before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absent due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.

Screening Procedures:

- A. Head checks will be done on an as needed basis.
- B. Symptomatic individuals should be referred *discreetly* to the health room.
- C. Once health services has confirmed an active case of head lice, the student will be kept from close contact with others and a parent/guardian will be notified. An active scalp or live lice visualized.
- D. Upon notification of student having head lice, a parent/guardian is advised to pick up child(ren) to start treatment immediately, so that the student may return to school promptly.

Readmission Criteria:

- A. A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.
7. Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

Notification

In order to help insure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/treatment is to be given at school or regarding the student's health care.

Injuries

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

Emergencies

CISD's health care team will provide the best emergency school health care possible, barring no unforeseen circumstances, given the information provided by the parent.

Transportation of Ill or Injured Students

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

Neglect of Health Care Needs

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).

Medication Policy

Ideally, all medication should be given at home. If this is not possible, school policy is strictly followed in order to safely administer medication. (Copies of this policy are located at each campus health room and available to you.) The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code, 21.905 medication is defined as:
Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.
- ***All*** medication must be brought to the school nurse by a parent or guardian and is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
- ***Students are not allowed to be in possession of any medication at anytime unless they have written permission from a physician.*** The written permission must state that the student has a condition that requires immediate treatment. (Example: Asthma inhalers)
- ***Students will be subject to disciplinary action if they are in possession of any kind of medication unless written physician authorization is present.***
- CISD staff that may administer medication must be familiar with the following information before a medication will be given:
 1. the actions of the medication
 2. the indications and dosage of the medication
 3. possible adverse reactions of the medication
 4. interactions of the medication
 5. contraindications of the medication
 6. nursing considerations of the medication
- Written authorization is required from parent/guardian for over-the-counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.) **No phone requests will be accepted.**
- Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)
- Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
- In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
- The most current physician's order and/or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match your child will not receive the medication at school.

- Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
- Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
- Medication will be stored in a locked drawer/cabinet.
- A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
- **It is the responsibility of the student to report to the designated area to take his/her medication.** Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.
- **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to even accept any prescribed medication with a physician's order.

Immunizations

- Section 2.09 of the Texas Education Code and per the Texas Department of Health required that all children entering Texas schools must have been immunized against diphtheria, pertussis, tetanus (DPT), polio, measles, mumps, rubella (MMR), Haemophilus Influenzae (Hib), Hepatitis B, and Varicella (chickenpox).
- TB (Tuberculosis) questionnaire is required by CISD for students entering the District for the first time in any grade. A TB skin test may be required if a student is found to be at high risk.
- Effective August 1, 2003, children born on or after September 2, 1992, attending school or childcare facilities in Bexar, Grayson, Moore, Nueces, Potter, Randall, and Terry counties, will be required to receive two doses of hepatitis A vaccine administered on or after their second birthday.
- Information regarding immunization requirements is available at the campus health room.
- Immunization policy is subject to change as mandated by the State of Texas Department of Health.
- Immunization is not a prerequisite for admission to CISD when the student applying for admission:
 1. Submits an affidavit signed by a physician stating that the immunization required would be injurious to the health of the child.
 2. Submits an affidavit signed by parent/guardian stating that the immunization conflicts with the tenets of a recognized religious denomination of which the child is a member.
- A student may be provisionally admitted to CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.
- If a student transfers from another Texas public school, a grace period of 30 days shall be allowed while awaiting the transfer of the immunization records, during which time the student may be provisionally enrolled.

Screenings

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings will be conducted for 6th and 9th grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 3rd, 5th, and 7th grade students as per HB 2989. Parents will be notified of abnormal results.

Important: If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN .

When signing the Student Code of Conduct Acknowledgement form, you are also agreeing to the policies and procedures of the District Health Services.

DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM

Individual User

The following standards will apply to all users of the District's Responsibilities electronic information/communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. The district may suspend or revoke a user account for violation of district policy or regulations or misuse of the electronic communications system.
2. System users may not use another person's system account.
3. The electronic communication system is to be used only for identified educational purposes.
4. System users may not distribute personal information about themselves or others by means of the electronic communication system.
5. System users should be mindful that use of school-related electronic communication systems might cause some recipients or other readers of that material to assume they represent the District or school point-of-view, whether or not that was the user's intention.
6. System users may not waste District resources related to the electronic communications systems.
7. System users must maintain home folders in accordance with established district guidelines.
8. System users may not gain unauthorized access to resources or information.
9. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
10. Unauthorized systems users may not download or install any programs, commercial or public domain, to the system. Under the direction of the Technology Director, it is the technology department's responsibility for approving installations, upgrades, and configurations of any and all components of the computer system.
11. System users may not send or post messages that are abusive, obscene, sexually oriented, illegal, threatening, harassing, or damaging to another's reputation.
12. System users may not access materials, whether intentional or unintentional, that are abusive, obscene, sexually oriented, illegal, threatening, harassing, or damaging to another's reputation.

13. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines. The district will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuse of the District's electronic communications system.

Vandalism

Any malicious attempt to harm or destroy District equipment or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. (See Board Policy DH, FN series, FO series)

Forgery

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other systems users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

Information

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

Information Content

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

Network Etiquette

System users are expected to observe the following network etiquette:

1. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
2. Pretending to be someone else when sending/receiving messages is considered inappropriate.
3. Transmitting obscene messages or pictures is prohibited.
4. Using the network in such a way that would disrupt the use of the network by other users is prohibited.
5. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.

Termination

Termination of a student's access or suspension of access to the electronic communication system for violation of District policies or regulations will be effective on the date the principal or District coordinator receives notice of student violation, or on a future date if so specified in the notice.

Disclaimer

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

Students will be required to complete and sign the Student Acceptable Use of the Electronic Communication Systems (CQ Exhibit B) to use the District electronic information/communications systems.

“What Do You Do If . . .”

...you are hurt or ill?

Come to the health room for assistance. The school nurse will call parents when necessary.

...you have been absent?

You need to bring a note from your parent or guardian to the office before your first period class. The note should include the number of days you were absent, the reason for the absence, and the signature of your parent or guardian. More specific information is listed on page 12.

...you need to leave school?

If you know you are going to have to leave school during the day, bring a note from your parent or guardian. Present it to the secretary and a permit to leave will be issued. Present the permit to your teacher at the beginning of class. Upon being released from class, come to the office and wait for your parent or guardian, who will sign you out when he/she comes for you.

...you have lost a book?

Check in the lost and found. If not there, check with the back office secretary about the cost of the book, bring the money from home, and pay for the book in the secretary's office. If the book is found, your money will be refunded.

...you need to leave the room?

Obtain a pass from your teacher, the teacher will sign your planner.

...you want advice about your school work?

Check with the teacher involved or ask one of the principals or counselors.

...you want a meal ticket for the cafeteria?

Ask the cashier in the cafeteria. **The office will not loan money for lunches or for any other purpose.**

...you are having locker problems?

Report the problem to the office secretary in the back office.

...you miss an assigned detention hall?

Check with the assistant principal to reschedule it.

...you have lost your ID card?

Purchase a new ID in the back office before 8:30 a.m.

NOTICE OF PARENT AND STUDENT RIGHT

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the students education records. These rights are:

(1) The right to inspect and review the student's education record within 45 days of the day the School receives a request for access.

Parents or eligible students should submit to the School principal [appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate.

They should write the School principal [appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent of eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SE
Washington, DC 20202-4605**

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

1. Political affiliations or beliefs of the student or students parent;
2. Mental or psychological problems of the student or students family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Calallen Independent School District has develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Calallen Independent School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Calallen Independent School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605**

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

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

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

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

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

Contact Person: Ada Besinaiz

Phone Number: (361)242-5600

Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Ada Besinaiz

Número de teléfono: (361)242-5600

Child Find

Last updated July 8, 2002

Child Find is an initiative to identify, locate and evaluate children with disabilities in need of special education and related services. Public school districts offer special education services for eligible children and young adults ages 3 through 21, while Early Childhood Intervention (ECI) helps babies and toddlers, ages birth to 3, with disabilities or delays in their development.

Children Ages 3 through 21

If you know of a school age child who appears to have a disability, who might need extra help, or is not progressing normally contact the counselor at the child's school. If the child is 3 or older, but has not yet entered school, contact your school district's special education office at one of the numbers listed below. A referral for assessment may be made to determine eligibility for services through special education.

Ada Besinaiz 242-5600
Director of Special Programs/504 Coordinator

Children Ages Birth to 3 Years

If you know of a child age birth to 3 years who appears to not be developing normally speak to the child's doctor or contact the Texas Early Childhood Intervention program (ECI) care line at (800) 250-2246. You will then be referred to a local ECI program for evaluation and determination of eligibility.

MIDDLE SCHOOL GIFTED IDENTIFICATION

Nomination to the program may be made by parents, teachers, peers, or members of the community in the spring of the school year.

HORIZON - READING/LANGUAGE ARTS/SOCIAL STUDIES CRITERIA DESCRIPTIONS

Students who have been in the gifted program in the 5th grade are automatically scheduled into the 6th grade class of Horizon Language Arts and are encouraged to consider enrolling in the Enriched Social Studies classes offered at the middle school. For those students not in the program and who are nominated, the following criteria for identification are used:

1. **TEACHER OBSERVATION INVENTORY** - Teachers observe and document gifted behaviors in students.
2. **WRITTEN COMPOSITION** - The 5-7 topics from which a student may choose are broad concepts. The student is given ample time to compose a composition in which the rules of style, mechanics, syntax, and elaboration are observed. Social studies or science content is utilized for the prompt.
3. **IOWA TEST OF BASIC SKILLS** - Total Social Studies Score
4. **IOWA TEST OF BASIC SKILLS** - TOTAL READING SCORE
5. **OTIS-LENNON SCHOOL ABILITY TEST** - An intelligence test that assesses the student's abstract thinking and reasoning ability.

NAVIGATION IDENTIFICATION

Nomination to the program may be made by parents, teachers, peers, or members of the community.

NAVIGATION - MATH/SCIENCE CRITERIA DESCRIPTIONS

1. **TEACHER OBSERVATION INVENTORY** - Teachers observe and document gifted behaviors in students.
2. **SAGES** - Screening assessment for Gifted Elementary and Middle School students - Math Percentile Score
3. **IOWA TEST OF BASIC SKILLS** - Total Science Score
4. **IOWA TEST OF BASIC SKILLS** - Total math percentile score is used.
5. **OTIS-LENNON SCHOOL ABILITY TEST** - An intelligence test that assesses the student's abstract thinking and reasoning ability.

***A STUDENT MUST MEET THE "DISTRICT LINE" IN FOUR OF THE FIVE
CRITERIA TO BE IDENTIFIED AS GIFTED IN THE CALALLEN INDEPENDENT
SCHOOL DISTRICT'S PROGRAM.***

BOARD OF EDUCATION
CALALLEN INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Date : July 8, 2008

Subject: Consider approval of READ 180 Lab for Magee Intermediate

New Business

Action

BACKGROUND INFORMATION

I respectfully request that you consider the following proposals that I would like to implement at Magee Intermediate for the 2008-09 school year. This research based intervention program has proven to be such a success at the Middle School, particularly for their highly at risk and special education population based on their results this year.

1 READ 180 Lab

Justification: Due to the large number of students who struggle with literacy skills (i.e., vocabulary, comprehension, fluency, etc.) as evidenced by TAKS scores, INOVA data, DMAC data, Lexile levels, six weeks assessments, benchmark assessments and special education IEP levels, I recommend that one Read 180 Labs be established. The program combines research-based reading practices with the effective use of technology and a combination of instructional, modeled and independent reading components. The program will provide instruction for the identified Sp. Ed students at Magee Intermediate, as well as serve the severely highly at-risk.

Staffing: No additional staff required. The current Sp. Ed teacher will facilitate Read 180 Lab. The Resource Reading and Writing classes would then be small enough for one staff member to teach all Resource reading and writing.

Program Monitoring: Student progress will be monitored utilizing ongoing formative and summative assessments, six weeks assessments, benchmarks, pre and post SRI assessments and TAKS scores.

Expected Outcome: Magee Intermediate students will demonstrate improved literacy skills, an increased desire to read for pleasure, and will be successful on grade-level TAKS.

ITEM ADDRESSED

Consider approval of READ 180 Lab for Magee Intermediate

BUDGETARY INFORMATION

Budgetary needs: One “stage A” unit which contain leveled paperback and audio-book libraries with multiple copies of all titles; software to run the Read 180 programs, interactive assessment (SRI); professional development for two staff members; two days of in-district Implementation Training and one year of technical support at:

Program	\$29,200.00
4 student computers:	<u>\$740.00 each</u>
TOTAL:	\$29,940.00

All funding for this new lab will come from special education funds.

RECOMMENDED ACTION

The Administration recommends the Board approve the READ 180 Lab for Magee Intermediate.

Closed Session Statement

The Superintendent requests that the Board of Trustees convene in closed meeting as authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. This executive session is in accord with Section 551.074: For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

BOARD OF EDUCATION
CALALLEN INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Date : July 8, 2008

Subject: Consider approval of Coordinator of Special Programs Position

New Business

Action

BACKGROUND INFORMATION

Coordinator of Special Programs:

This position will report directly to the Director of Special Programs.

The Coordinator of Special Programs will:

- 1) facilitate the academic focus of the districts' special programs
- 2) due to new accountability measures, monitor all special educational programs to ensure that they deliver instruction on grade level,
- 3) assist in the evaluation of all current programs,
- 4) ensure compliance monitoring is established,
- 5) help conduct and facilitate in district training, planning, implementation and monitoring, and
- 6) be the liaison between campus RTI Teams, RTI Specialist and Special Education.

ITEM ADDRESSED

Consider approval of Coordinator of Special Programs Position

BUDGET INFORMATION

Salary for this position will be paid for strictly from Special Ed. funding.

RECOMMENDED ACTION

The Administration recommends the Board approve the Coordinator of Special Program Position.

BOARD OF EDUCATION
CALALLEN INDEPENDENT SCHOOL DISTRICT
CORPUS CHRISTI, TEXAS

Date: July 8, 2008

Subject: Consider approval of resignations and new hires

New Business

Action

BACKGROUND INFORMATION

Calallen I.S.D. administration prepares of list of resignations and new hires since the previous Board meeting.

ITEM ADDRESSED

As per Personnel Lists presented to the Board.

RECOMMENDED ACTION

Administration recommends the Board approve resignations and appointments as presented.