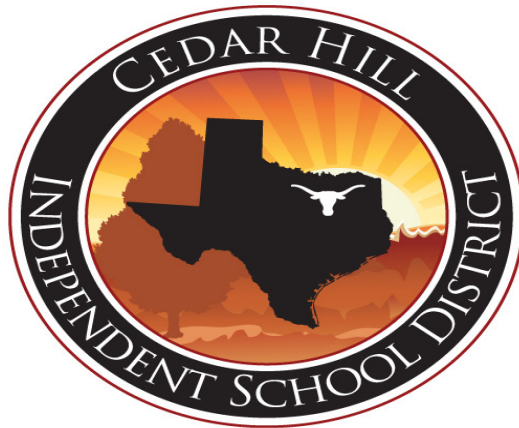


Cedar Hill ISD

Grades PK-6

STUDENT HANDBOOK

2008-2009



Bray Elementary
218 N. Broad St.
Phone: 972-291-4231
Fax: 972-291-6098

Highlands Elementary
131 Sims Dr.
Phone: 972-291-0496
Fax: 972-291-5764

High Pointe' Elementary
1351 High Pointe' Lane
Phone: 972-291-7874
Fax: 972-291-5695

Lake Ridge Elementary
1020 Lake Ridge Pkwy
Phone: 972-293-4501
Fax: 972-291-5210

Plummer Elementary
1203 South Clark Rd.
Phone: 972-291-4058
Fax: 972-291-4980

Waterford Oaks Elementary
401 N. Waterford Oaks Dr.
Phone: 972-291-5290
Fax: 972-293-2381

Beltline Intermediate
504 E. Beltline Rd.
Phone: 972-291-2583
Fax: 972-291-7160

Joe Wilson Intermediate
975 Pickard Dr.
Phone: 972-293-4502
Fax: 972-291-5213

West Intermediate
1533 High Pointe Ln.
Phone: 972-291-6060
Fax: 972-291-0646

Cedar Hill, TX 75104

STUDENT HANDBOOK SIGNATURE FORMS

Handbook Acknowledgment Form

My child and I have received a copy of the *PreK-6th Grade Student Handbook* for the 2008-2009 School year.

Print name of Student: _____

Signature of Student: _____

Signature of Parent: _____ Date: _____

Cedar Hill Independent School District Technology Acceptable Use Agreement

STUDENT

I understand and will abide by the above Acceptable Use Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

User's Name (please print): _____

Campus Name: _____

User's Signature: _____ Date: _____

PARENT OR GUARDIAN

As the parent or guardian of _____, I have read the Acceptable Use Policy. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Cedar Hill Independent School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the telecomputing network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for this student.

Parent or Guardian's Name (please print): _____

Signature: _____ Date: _____

Parent's Response Regarding Release of Student Information

I, parent of _____ (*student's name*), CIRCLE ONE (do give) (do not give) the district permission to release the information in the list found on page iii in response to a request.

Parent Signature: _____
Date: _____

Use of Student Work and Publicity Photographs on the District/Campus Web Site, Internet, Publications, and Other Media

I have read the Use of Student Work and Publicity Photographs on the District/Campus Web Site, Internet, Publications, and Other Media Policy.

I, the parent of _____ (*student's name*),

CIRCLE ONE (do give) (do not give) the district permission to use my child's work, name, or photograph in accordance with the policy and purposes expressed in the policy.

Parent Signature: _____ Date: _____

Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

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

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 3 for more information.]

CHISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status

Technology Acceptable Use Policy

The following policy for acceptable use of technology infrastructure, including the District's wide area network (WAN), local area network (LAN), e-mail system, Internet, hardware/software, shall apply to all Cedar Hill ISD administrators, faculty, staff, and students. All technology equipment is the property of Cedar Hill ISD and shall be used under the supervision of authorized District personnel. Authorized District personnel include the Superintendent, Associate Superintendents, Assistant Superintendents, Director of Information Systems, and Executive Director of Instructional Technology.

Overview:

Cedar Hill Independent School District's Telecomputing Network provides network and Internet access to students, administrators, faculty, and staff. Cedar Hill ISD believes that the Internet offers valuable, diverse, and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in schools by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Cedar Hill ISD uses the N2H2 Bess filtering application for Internet Safety. The N2H2 Bess application is CIPA (Children's Internet Protection Act) compliant and is one of the most widely used filtering products among schools. N2H2's comprehensive database of categorized Web sites allows the District to choose what content users can access and what content to restrict based on categories. Cedar Hill ISD blocks all adult only, alcohol, chat, drug, gambling, hate, discrimination, hacking, illegal, lingerie, murder, nudity, personals, pornography, sex, and tobacco related web sites. This filter is not bypassable for any computer on the Cedar Hill ISD network. However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. The District firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that you are aware of the responsibilities you are about to acquire. In general, this requires efficient, ethical, and legal utilization of the network resources. If a Cedar Hill ISD user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

General Network Regulations and Guidelines:

- A. Users shall not erase, rename, or make unusable anyone else's computer files, programs or disks
- B. Users shall not let other persons use their name, logon, password, or files for any reason (except for authorized District personnel).
- C. Users shall not use or try to discover another user's password.
- D. Users shall not use Cedar Hill ISD computers or networks for any non-instructional or non-administrative purpose (e.g. game or activities for personal profit) during active hours of employment.
- E. Users shall not use a computer for unlawful purposes such as, but not limited to, the illegal copying or installation of software.
- F. Users shall not copy, change, or transfer any software or documentation provided by Cedar Hill ISD without permission from authorized District personnel.
- G. Users shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer's memory, file system, or software. Such software is often called a bug, virus, worm, Trojan Horse, or similar name.
- H. Users shall not deliberately use the computer or access the Cedar Hill ISD, to annoy or harass others with language, images, or threats. Users shall not deliberately access or create any obscene or objectionable information, language, or images.
- I. Users shall not intentionally damage the system, damage information belonging to others, misuse system resources, or allow others to misuse system resources.
- J. Users shall not tamper with computers, networks, printers, or other associated equipment except as directed by the teacher, campus administrator, or authorized District personnel.
- K. Users shall not take home technology equipment (hardware or software) unless they have written permission from authorized District personnel.
- L. Students and employees who access the Cedar Hill ISD system from personal computers are subject to these procedures. This includes the Internet and e-mail.
- M. Users shall not delete district-related files from their hard drive or personal network drive upon resignation or retirement. Authorized District personnel will oversee the purging of all district-related files.
- N. Upon resignation or retirement, users shall return to the Technology Department all software and hardware purchased by the District, but checked out to the user. Hardware may include, but is not limited to, laptops, digital cameras, wireless keyboard/mouse, scanners, camcorders, printers, DVD players, or CD players.

Network/Internet Use—Terms and Conditions

- A. **Acceptable Use** - The purpose of using the Network/Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the educational objectives of the District. Transmission or downloading of any material in violation of school regulations or any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material, or material protected by trade secrets.

- B. **Privileges** - The use of the Network/Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student who receives an account will be part of a discussion with a Cedar Hill ISD faculty member pertaining to the proper use of the Network/Internet.) Authorized District personnel will deem what is inappropriate use and their decision is final. Also, authorized District personnel may close an account at any time as required. The administration, faculty, and staff of Cedar Hill ISD may request that specific user accounts be denied, revoked, or suspended.

- C. **Privacy** – Please be aware that all e-mail, files, and other information saved or transmitted on District equipment are not private or confidential. All information is subject to the provisions of the Texas Public Information Act. Authorized District personnel have the authority to view, monitor, erase, etc. any e-mail, file or other information saved or transmitted on District equipment. This authority is primarily used to monitor for unauthorized or inappropriate use.

- D. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:
 - 1. Be polite. Do not get abusive in your messages to others.
 - 2. Use appropriate language. Do not swear, use vulgarities, or use any other inappropriate language. Foul language and inappropriate or illegal activities are strictly forbidden.
 - 3. Do not reveal the personal home address or phone numbers of students or colleagues.
 - 4. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - 5. Do not use the network in such a way that you would disrupt the use of the network by other users.
 - 6. All communications and information accessible via the network should not be assumed to be private property.

- E. **Warranties** - Cedar Hill ISD makes no warranties of any kind, whether expressed or implied, for the service it is providing. Cedar Hill ISD will not be responsible for

any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. Cedar Hill ISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

- F. Security - Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Network or Internet, you must notify a system administrator or authorized District personnel. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon to the Network as anyone but yourself may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

- G. Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy Cedar Hill ISD equipment, materials, networks, or data of another user. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

Fair Use Guidelines for Educational Multimedia

In creating multimedia presentation, a student or teacher is likely to use copyrighted material. This has raised multiple questions about the legal use of copyrighted material for educational purposes. A set of clear-cut guidelines on the use of multimedia in education was approved late in 1996. These guidelines outline the limits of acceptable use of copyrighted materials in educational fair use situations. The multimedia guidelines are not law. The guidelines are simply an agreement between those who own the copyrights and those who wish to use copyrighted materials on what will be permitted under a claim of fair use. Compliance under the guidelines does not mean the use is "legal". It means that the copyright holder agrees not to sue someone who uses their materials within these limits.

The agreement on Fair Use Guidelines for Educational Multimedia provides concrete limits on the types and amounts of material that may be included in works created by teachers and students. When speaking of fair use and multimedia, one must follow the four tests of fair use that apply to ALL uses of copyrighted materials in schools:

- The purpose and character of the use--whether the use is of a commercial nature or for nonprofit education purposes.
- The nature of the copyrighted work—factual information cannot be copyrighted; creative works is almost always copyrighted.

- The amount and importance of the portion used in relation to the copyrighted work as a whole.
- The effect of the use upon the potential market for a value of the copyrighted work.

Additionally, one of the first notations in the new multimedia guidelines is that all materials used in multimedia works created by students and teachers should be properly cited as being taken from the works of others. The guidelines also state that multimedia works made from the copyrighted materials of others may be used only in support of the education of student in non-profit educational institutions.

Where can multimedia work containing copyrighted material be used?

Multimedia works created by students can be...

- used in the class for which they were created.
- retained in portfolios maintained by the student for job interviews, college applications, etc.

How long multimedia work containing copyrighted material may be kept?

For students:

- Indefinitely, as long as its use is personal

How much material can be used?

The guideline specifies the amount of material from a single source that may be used during a single year/term. If a teacher reaches this theoretical limit, any additional material in a presentation would require permission. Students, especially students in grades K-6 are granted more leeway in their use of copyrighted material.

The limits PER TERM are:

Motion media (film, video, television) - up to 10% or 3 minutes, whichever is less, of an individual program.

Text (prose, poetry, play, etc.) - up to 10% or 1000 words, whichever is less, of a novel, story, play or long poem. Short poems less than 250 words may be used in their entirety. Only three poems by one poet or five poems by different poets from an anthology may be used. For poems longer than 250 words, only three excerpts from one poet or five from works by different poets in an anthology are permitted.

Music, lyrics, and music video - up to 10% but not more than 30 seconds from a single work. It makes no difference if the work is being used as a musical work on its own, or it is an incidental accompaniment to some visual material.

Illustrations, cartoons, and photographs - a work may be used in its entirety but only if no more than five images from a single artist or photographer are used in a multimedia work.

Other restrictions

The opening screen of the multimedia work and any accompanying printed materials must contain a notice that the work contains copyrighted materials which have been used under the fair use exemption of the U.S. Copyright Law. While teachers and students may make alterations to copyrighted material if the purpose is to support specific educational objectives, the author must clearly indicate that such alterations have been made.

Source of information: "Copyright and Multimedia" by Carol Simpson (copyright 1996)

Permission given by author to use in conjunction with teacher workshops or in teacher handbook.

Use of Student Work and Publicity Photographs on the District/Campus Web Site, Internet, Publications and Other Media

STUDENT WORK

All Cedar Hill ISD campus classrooms are able to use many resources for the curriculum which includes the district network and the Internet, publications, and other media. Using the many resources across the curriculum, a school may wish to publish a variety of teacher and student products on the district/campus web sites, Internet, publications, or other media. The types of products may include, but are not limited to; creative writing, artwork, slide, and audio/visual presentations produced by the students and/or their teachers. Student work on the district/campus web site, Internet, publications and other media in these instances will be restricted to not publishing student grades, test scores, home addresses, phone numbers, or other materials protected by federal regulations.

PUBLICITY

During the school year, Cedar Hill Independent School District will be using photographs of students as participants in Cedar Hill ISD's program events and special activities. Your student may be identified in photographs as a part of district publicity. (On the district/campus website, your child's first name only will be used to identify him/her.) This publicity may include, but not be limited to, local newspapers, district/campus website, videos of instructional programs, and yearbooks.

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PREFACE

To Students and Parents:

Welcome to school year 2008–2009! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

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

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

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

Both students and parents should become familiar with the CHISD *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. The *Student Code of Conduct* may be found posted under the School Operations menu on the CHISD website at www.chisd.com.

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

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

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

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

1. Parental Acknowledgment Form;
2. Student Directory Information Form;

[See **Obtaining Information and Protecting Student Rights** on page 2 and **Directory Information** on page ii for more information.]

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

SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS

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

STATEMENT OF NONDISCRIMINATION

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex: Human Resources Office – (972)291-1581.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Special Education Director – (972)291-1581.
- All other concerns regarding discrimination: See the Superintendent – (972)291-1581.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child’s school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child’s academic progress and contacting teachers as needed. [See **Academic Programs** on page 24.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet

with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 39.]

- Becoming a school volunteer. [For further information, see policies at GKG and contact The Department of School and Community Director at (972)291-1581.
- Participating in campus parent organizations and activities, please contact your students campus for a list of opportunities.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

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

“Opting Out” of Surveys and Activities

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

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

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

Limiting the Display of a Student's Artwork and Projects

As a parent, if you do not want your child's artwork, special projects, photographs, and the like to be displayed on the district's Web site, in printed material, by video, or by any other method of mass communication, you must notify the principal in writing.

Requesting Professional Qualifications of Teachers and Staff

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

Reviewing Instructional Materials

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

Inspecting Surveys

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

Accessing Student Records

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

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,

- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

[See **Student Records** on page 6.]

Granting Permission to Video or Audio Record a Student

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

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

Removing a Student Temporarily from the Classroom

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

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

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

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

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

Requesting Notices of Certain Student Misconduct

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

Requesting Transfers for Your Child

As a parent, you have a right:

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

Requesting Classroom Assignment for Multiple Birth Siblings

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

OTHER IMPORTANT INFORMATION FOR PARENTS

Check Acceptance Policy

In the event that a check written to a Cedar Hill Independent School District campus, club or organization is returned unpaid by your bank, CHISD or its agent 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 ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

Notice to Parents

As part of our commitment to provide your child with a safe, pest-free learning environment, CHISD may periodically apply pesticides to help manage insects, weeds or pathogens. Pesticide applications are part of our Integrated Pest Management (IPM) program, which relies largely on non-chemical forms of pest control. Pesticide applications on CHISD property are made only by trained and licensed technicians. Should you have questions about this district's pest

management program or wish to be notified in advance of pesticide applications, you may contact our IPM coordinator: Mike Wright, 972-291-1581 ext. 4092.

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, contact The Director of Special Education at (972)291-1581.

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 academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

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

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

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

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

Services for Title I Participants

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs, also the Director of Title 1 programs, may be contacted at (972)291-1581.

Student Records

Both federal and state law safeguards student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an

“eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- District staff members who have what federal law refers to as a “legitimate educational interest” in a student’s records. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the district (such as a medical consultant).
- Various governmental agencies.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she subsequently enrolls.

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

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). [See **Report Cards/Progress Reports and Conferences** on page 32 and **Student or Parent Complaints and Concerns** on page 16 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records

during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

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

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

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

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

Directory Information

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

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

Directory Information for School-Sponsored Purposes

The district often needs to use student information for the following school-sponsored purposes found in FL (LOCAL)].

For these specific school-sponsored purposes, the district would like to use your child’s [include only those items listed as directory information for school-sponsored purposes in your FL (LOCAL)]. This information will not be released to the public without the consent of the parent or eligible student.

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

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

SECTION II: INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact CHISD Parent Liaison at (972)291-1581.

Admission

The residence of parents determines the school's rights of minor students. Parents who live outside the boundaries of CHISD have their school rights in the district where they live and not in Cedar Hill.

Residency Requirements

Proof of residence will be required of all students' families annually. A parent living in the school district in the roll of a joint managing, sole managing, or possessory conservatorship may send their child to CHISD. Also, a minor living with a natural parent or court-approved guardian within the district may attend CHISD. The child may be enrolled for 30 days or until the guardian has a court date set by a District Judge if guardianship is pending. If the student lives within the boundaries of CHISD and the parent or legal guardian does not, the student **may not** attend a district school. Any exception has to be obtained through a power of attorney from the campus principal before a student can be admitted to Cedar Hill Schools. Before a student is allowed to enroll in a Cedar Hill elementary or intermediate school, parents must present proof of residency and other pertinent, required papers.

Change of Address and or Employer

When a student's address or phone number or a parent's employment number changes, this information should be reported to the teacher and the school office immediately. Emergency information should also be updated as changes happen.

Registration Requirements

CHISD shall admit into the schools all persons who are over five and not over twenty-one years of age on September 1 of the scholastic year, if such a person and parent/guardian or person having lawful control resides within the district. Tex. Ed Code 25.001(b).

Enrollment Requirements

If attending a CHISD school for the first time the following items are required to enroll

- Birth certificate
- Social Security Card
- Immunization records
- Previous School Records (report cards, transcripts, testing results if available)
- Proof of residency (current gas, electric, or water bill) No phone bills

Returning students must provide the following for enrollment

- Proof of residency (current gas, electric, or water bill) No Phone bills

School Hours

The school day for elementary and intermediate (Kindergarten through 6th grade) students:

Grade	Morning Drop Off	Tardy bell	Dismissal
K- 4 th	7:30 a.m.	8:00 a.m.	3:15 p.m.
5 th – 6 th	7:45 a.m.	8:15 a.m.	3:30 p.m.

Pre – Kindergarten has two sessions per day. They are as follows:

Section	Drop Off	Tardy Bell	Dismissal
AM	7:30 a.m.	8:00 a.m.	11:00 a.m.
PM	12:15 p.m.	12:25 p.m.	3:15 p.m.

Arrival

K-4th grade students arriving on campus between 7:30 a.m. and 8:00 a.m. are to report to their designated areas for early arrival. **Teachers are not on duty and the building will not be opened to receive students until 7:30 a.m. unless the child is in the Extended Day program.**

5th -6th grade students arriving on campus between 7:45 a.m. and 8:15 a.m. are to report to their designated areas for early arrival. **Teachers are not on duty and the building will not be opened to receive students until 7:45 a.m. unless the child is in the Extended Day program.**

Dismissal

Student should be picked up promptly at dismissal times as there will be no supervision for students who are not picked up on time. At dismissal time, please observe procedures designated at each campus. Different grade levels may use different exits.

DO NOT park in the bus loading zones or fire lanes. Parking in these areas present a severe safety hazard to our students who then have to cross traffic lanes to board a bus. Vehicles parked in the above-mentioned lanes are subject to fines as administered by the Cedar Hill Police and Fire departments.

DO NOT leave vehicles unattended. Please park only in designated parking spaces. Never block others so that they cannot exit the parking lots. Please be considerate.

Emergency School Closing

If school is closed due to bad weather, local radio and television stations will be notified. Announcements of school closings will be made by 6:00 a.m. on the day of the closing if possible on KPLX, KLIF, KERA, WBAP, KRLD, Channel, 5 and Channel 8.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

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

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

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

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

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

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

[See FEA (LEGAL)]

Attendance for Credit

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

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and documented health-care appointments will be considered days of attendance for this purpose. [See policies at FEB.]
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

Reporting an Absence

Parents should call the attendance clerk each morning their child is absent from school. For accounting purposes, average daily attendance is taken every day at 10:00 a.m. Please report all absences for the day prior to that time. Perfect attendance will also be determined using this specified time frame. An effort will be made each day by the school to contact parents when absences occur; however, it should be the responsibility of the parent to keep the student's attendance records correct and updated.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. The following items should be included ;

- Student name & grade
- Dates of absence
- Reason for absence
- Signature of parent / guardian
- Phone number where parent / guardian may be reached for verification

It is the student's responsibility to get information from the teacher regarding missed work. Students failing to complete work in the allotted time will receive a zero for the assignments missed. Students absent the day before a major test and or assignment may be required to complete the test or assignment as scheduled, provided the test or assignment date has been communicated in the student's presence.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See FEC (LOCAL).]

Excused Absences

The Texas Education Code (25.087) states that a student's absence may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or superintendent of the school in which the child is enrolled. Absences shall be excused for the following reasons:

- Personal sickness
- Sickness or death in the family

- Quarantine
- Weather or road conditions that make travel dangerous
- Any unusual cause acceptable to the principal or superintendent. This includes approved school-sponsored activities. Temporary absences resulting from a visit to a health care professional shall be excused if the student commences classes or returns to school on the same day of the appointment **and provides** appropriate documentation. This student shall be allowed a reasonable time to make up schoolwork missed on those days. If the student satisfactorily completes the schoolwork, the day of absence shall be counted as a day of compulsory attendance. Ski trips, hunting trips, and other vacations are not recognized as excused absences.

Partial Day Absence

No student may leave the campus at any time for any reason without first checking out in the attendance or school office. When a student boards a school bus, or arrives on campus in any manner, he/she is considered to be “in school” and must follow checkout procedures through the school or attendance office, even though the tardy bell may not have rung. Checking a student out before dismissal, for reasons other than illness or a doctor appointment may count as an unexcused partial day absence.

Intermediate school students with notes should report to the attendance office before school begins and the absence may be counted as a partial day absence for verification and issuance of a permit to leave class. Students will not be allowed to leave class without the permit or a call from the school office. When the student returns to school, whether the same day or the next, the permit must be returned to the attendance office in order to obtain an admission slip.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. For more information, see the school counselor.

BULLYING

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

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

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the

district's policy manual. A copy of this policy may be obtained on the district's Web site at www.CHISD.net.

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

COMPUTER RESOURCES

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using district computers is not private and will be monitored by district staff. [For additional information, see policies at CQ.]

CONDUCT

Applicability of School Rules

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

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

Disruptions

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.

- Disruption of classes or other school activities while on district property or on public property that is within 300 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in district vehicles.

Disruption of Assemblies

A lawful assembly is disrupted when any person or persons acting individually or in concert perform such acts as to cause another person to be rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

The district may pursue a criminal charge and /or disciplinary action against any person inciting, promoting, or participating in a protest, demonstration, disruption, riot, sit-in, walk-in, the blocking of entrances, etc. Duplicated, written, or printed materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary actions.

Insubordination

Students who refuse to follow the requests of teachers, administrators, or staff members are subject to being removed from the school premises by the law enforcement agency. This is considered interruptions of the educational environment.

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

Students are not permitted to possess such items as pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

For safety purposes, the district permits students to possess cell phones; however, cell phones must remain turned off during the instructional day, including during all testing. The use of cell phones in locker rooms or restroom areas at any time while at school or at a school-related or school-sponsored event is strictly prohibited.

Any disciplinary action will be in accordance with the *Student Code of Conduct* and may include confiscation of the device. The school may charge the owner for the release of certain telecommunications devices [See policy FNCE.]

Social Events

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

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

Campus Parties

District guidelines allow only two PTA/Parent –sponsored parties during the school year. Each campus will have a winter and a spring party designated by the campus principal. There will be no individual birthday parties, favors, or treats allowed which interfere with instructional time.

CONTAGIOUS DISEASES / CONDITIONS

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

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

COUNSELING

Personal Counseling

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

Psychological Exams, Tests, or Treatment

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

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

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled will be posted on the district’s website; www.CHISD.net.

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

If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the parent must purchase a test from a university approved by the State Board of Education. [For further information, see EEJB(LOCAL).]

DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and

district employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office.

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

Sexual Harassment

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

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

Retaliation

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

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

appropriate discipline. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited.

Reporting Procedures

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

Investigation of Report

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

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

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

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

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

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

Non-school Materials...from students

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

The principal has designated the school's main office as the location for approved non-school materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

Non-school Materials...from others

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

Prior review will not be required for:

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

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

DRESS CODE POLICY

Dress and grooming policies are in effect each day of the school year. All students are expected to dress in compliance with the standardized dress criteria. This will allow students to perform effectively in the learning environment without distractions to themselves or others. The principal has total discretion in determining compliance with the standardized dress criteria.

Violations of the dress or grooming code warrant disciplinary action. If the principal or designee determines that the dress or grooming of a student is inappropriate, he/she will advise the student of why the dress or grooming fails to conform to guidelines and allow the student to give an explanation. The parent or guardian of the student whose dress or grooming is inappropriate shall be notified that their student has been assigned one day of In-School-Suspension or until the parent brings compliant clothing for their child to wear. A second violation of dress code will result in parent notification that their child is assigned to Out-of-School Suspension for one day. Repeated offenses will be handled as Category III and/or IV offenses.

Unless modified by the principal, students, including student spectators, at school activities such as sporting events, musicals, field trips, off-campus school events and commencement exercises shall meet the grooming standards. The Standardized Dress criteria may be modified for students who are officially representing the school in extracurricular activities and are wearing an official uniform or other appropriate dress for that school activity.

THE FOLLOWING ARE NOT PERMITTED FOR ANY STUDENT:

1. Jewelry or other items worn in pierced body parts other than ears
2. Jewelry that is considered to be disruptive or offensive
3. Wearing of hats, caps, hair rollers, sunglasses, or any headgear inside the building
4. Bandannas, arm or sweatbands
5. Pocket chains or other chains determined as inappropriate by the principal
6. Hair that is not kept well groomed at all times
7. Unnatural or distracting color hair or style of hair
8. Any facial hair which is not short and neatly trimmed
9. Flip-flops, house shoes, or slippers
10. Dresses, skirts, or skorts that do not extend to the knee while fastened appropriately around the waist
11. Slits in dresses, skirts, shorts, or skorts that extend above the knee while fastened appropriately around the waist
12. Shorts without hems or cuffs (shorts are allowed in grades PreK-6 only)
13. Sagging or oversized Biking shorts, cutoffs, boxer shorts, or soccer-type shorts (PreK-6 only)
14. Pants that do not reveal the shoes
15. Clothing that reveals undergarments
16. The presence of any apparel, jewelry, accessory, or manner of grooming which by virtue of its color, arrangement, trademark, symbol, or any other attribute which implies membership or affiliation with a gang, secret society, fraternity, or sorority.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevents disruption, and minimizes safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

SLACKS, PANTS and SKORTS

Color: Khaki or black solid single color. (**No navy color**)

Style: Slacks and pants pleated or flat front docker-style full length; skorts to the knee or longer with or without loops fitted at waist.

- **No blue jeans or denims of any type or color.**
- **Pants with loops require a belt worn within the belt loops and appropriately fastened at the waist.**
- **Oversized belt buckles are not allowed.**
- **No CARGO PANTS**
- **No sagging or oversized slacks, pants, or skorts.**

- **No clothing that reveals skin at midriff or undergarments**

SHORTS and CAPRIS (PK-6 only)*

Color: Khaki or black solid single color. **(No navy color)**

Style: Pleated or flat front walking style short/capris, hem should be to the knee or longer with or without loops fitted at waist.

- **No blue jeans or denims of any type or color.**
- **Belts are required for shorts/capris with loops. The belt must be worn within the belt loops and should be appropriately fastened at the waist.**
- **For PK - 4 grades, belts are not required.**
- **Shorts and capris must have hem or cuffs.**
- **No CARGO SHORTS**

SKIRTS AND JUMPERS

Color: Khaki or black solid single color. **(No navy color)**

Style: Traditional styles to the knee or longer.

- **No blue jeans or denims of any type or color.**

K - 6 PULLOVER POLO STYLES SHIRTS with Buttons, BLOUSES, and TURTLENECKS

7 - 12 PULLOVER POLO STYLES SHIRTS with Buttons, and TURTLENECKS

Color: Cedar Hill red, white, or black solid single color.

(No blue, khaki, or yellow colors)

Style: **Properly fitted** long or short sleeve, solid colored collar required.

- **SHIRTS MUST BE TUCKED IN.**
- **No blouses for 7-12 grades only.**
- **No blue jeans or denims of any type or color.**
- **No piping on collar or sleeves.**
- **Cedar Hill red, black, or white T-shirts (undershirts) may be worn under shirts and MUST be tucked in and visible only at the neck.**
- **One inch logos are allowed.**
- **No clothing that reveals skin at midriff or undergarments.**

LIGHTWEIGHT JACKETS, CARDIGANS, SWEATERS, and FLEECE SHIRTS

Color: Cedar Hill red, white, or black solid single color.

(No blue, khaki, or yellow colors)

Style: Must be **properly fitted** and worn over a collared shirt and the jackets can have hoods, but hoods cannot be worn in the building.

- **Cedar Hill ISD Academic and Varsity Letter Jackets are allowed.**
- **No blue jeans or denims of any type or color.**
- **Outdoor coats - no restriction for PreK-6 grades. Grades 7-12 cannot wear coats in the building.**

FOOTWEAR

- **Athletic shoes, loafers, dress shoes (closed toes and heels, fastened or tied)**

Parent and Student Responsibility: The parent and student shall be responsible for ensuring that the student is in compliance with all aspects of this policy when the student enters the school premises and during the time the student is on school premises during regular.

Principal is the final authority: The Board delegates to the building principal the authority to make final determinations as to whether clothing or grooming is/is not within this Code. The ruling of the building principal regarding compliance/non-compliance with this Dress Code and corresponding consequences assigned for violation of this Code is final and may not be appealed to the Superintendent or the Board.

Exclusions: This POLICY does not prohibit principals from allowing extracurricular group uniforms on days stipulated by the principal or special celebrations which involve dress such as "crazy hat day" or "50's day", etc. ARD makes exceptions for individual special needs students and the superintendent or designee makes decisions regarding all other requested exceptions.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

Eligibility for participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an advanced placement or international baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

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

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

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, publications, yearbooks, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 42.]

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Principal. [For further information, see policies at FP.]

GIFTED AND TALENTED PROGRAM

A differentiated curriculum will be provided to G/T students with an expectation of acceleration, depth, and complexity within the instruction. Parents, students, teachers, administration, and community members may make nominations at any time. For more information about the Gifted and Talented Program, please see your child's campus counselor.

GRADING GUIDELINES

The grading policy of the Cedar Hill Independent School District is designed to provide consistency throughout the system and to meet requirements specified by the Texas Education Agency. There are six reporting periods, three each semester. A minimum of twelve (12) grades are required per six weeks, per core subject in grades 1-6. Students are expected to complete all assignments in all classes. Supplementary reporting is accomplished through parent/teacher conferences and/or three-week interim progress reports. Number and letter grades can be used to represent the teacher's assessment of the student's achievement and citizenship. Letter grades correlate as follows:

A	=	90 – 100	E	=	Excellent
B	=	80 – 89	S	=	Satisfactory
C	=	70 – 79	N	=	Needs Improvement
F	=	Below 70	U	=	Unsatisfactory

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School

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

School Health Advisory Council

During the preceding school year, the district's School Health Advisory Council held meetings. Additional information regarding the district's School Health Advisory Council is available from the Principal's Office. [See also policies at BDF and EHAA.]

Physical Fitness Assessment

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

Vending Machines

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

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the Principal's office. If you have any questions, please contact Mike Wright at (972)291-1581.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside or outside their child's school assignment area may contact the districts IPM Coordinator Mike Wright at 972-291-1581 ext. 4092, mike.wright@chisd.net, or 912 Cedar St. Cedar Hill Texas, 75104.

HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths at (972)291-1581.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

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

LAW ENFORCEMENT AGENCIES

Questioning of Students

- When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview.

Students Taken Into Custody

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

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

- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

Makeup assignments or tests shall be made available to students after any absence. Teachers shall inform their students of the time allotted for completing makeup work after an absence; however, the student shall be responsible for finding out about the assignments and for satisfactorily making up the work within the allotted time.

All work missed shall receive one day of makeup time for each day absent plus one day. If this occurs at the end of the six-week period, the student shall be given incomplete grades in all classes. The student must complete all work and close out all records within two weeks or the grades will be averaged as they are.

For example:

<u>Length of absence</u>	<u>Days allowed for makeup work</u>
One-day absence	The day after return to school

Two-day absence	Three days after return to school
Three-day absence	Four days after return to school
Four-day absence	Five days after return to school
Five-day absence	Six days after return to school
Six or more days	Seven days after return to school unless prior approval is given by the principal or designee

The grade for makeup work after an unexcused absence shall be no higher than 70. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

Retest

Students who score below 70 on any teacher-designated major test will be given the opportunity to retest. Students may receive additional help during class or outside of class. Students will be provided an opportunity to retake the major test or suitable alternate tests covering the same material. This policy does not apply to the TAKS test which is governed by the state and has make-up days scheduled.

Homework

The purpose of homework is to provide further opportunity for practice in areas where the student needs strengthening or where he/she failed to complete assignments at school. Homework is an outgrowth of work done during instruction of that subject in the classroom and as such, needs little if any instruction at home. Parents can help by showing a positive attitude toward this work and by providing a place where it can be accomplished. Students are expected to complete all homework assignments on time. If not, they may be required to stay in at recess, after school, or other various times to complete assignments. Grades will be affected if homework is not turned in. Check with your child’s teacher regarding the campus homework policy.

BAC or In-school Suspension Makeup Work

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

The District shall provide a disciplinary alternative education program (BAC) that meets the following criteria:

1. Is provided in a setting other than the student’s regular classroom.

2. Is located on or off a regular school campus.
 3. Provides for the students who are assigned to the BAC to be separated from students who are not assigned to the program.
 4. Focuses on English language arts, mathematics, science, history, and self-discipline.
 5. Provides for students' educational and behavioral needs.
 6. Provides supervision and counseling.
 7. Requires that to teach in an off-campus BAC, each teacher must meet all certification requirements under Education Code Chapter 21, Subchapter B, except that teachers in a BAC of any kind who were employed by the District during the 2003–04 school year or an earlier school year must meet the certification requirements by the beginning of the 2005–06 school year. The BAC may provide for a student's transfer to a different campus, a school-community guidance center, or a community-based alternative school.
- Education Code 37.008(a), (b)*

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

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

MEDICINE AT SCHOOL

District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

- ❖ Only authorized employees, in accordance with policies at FFAC, may administer:
 - Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
 - Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
 - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
 - In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
 - In accordance with the guidelines developed with the district's medical advisor; and
 - When the parent has previously provided written consent to emergency treatment on the district's form.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. See the school nurse for information. [See policy FFAF(LEGAL).]

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

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student’s academic progress or behavior with the student’s parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

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

PRAYER

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

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

At certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time.

- In order to be promoted to grade 4, students must perform satisfactorily on the reading section of the grade 3 assessment in English or Spanish.

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

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student, who will need to leave school during the day, shall follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 6 weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 or how to schedule a conference.]

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

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

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

RETALIATION

[See **Discrimination, Harassment, and Retaliation** on page 19.]

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

If school is closed due to bad weather, local radio and television stations will be notified. Notice of school closings will be made by 6:00 a.m. on the day of the closing if possible on local news channels or the district web site.

SCHOOL FACILITIES

Use By Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place. Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Conduct Before and After School

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

Use of Hallways During Class Time

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

Cafeteria Services

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

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

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

Trained Dogs

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

SPECIAL PROGRAMS

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

SUBSTITUTE TEACHERS

When a teacher is absent, the best available substitute teacher is called. It is difficult for anyone to come into a classroom and conduct the class in the same manner as the regular teacher. Students are expected to be on their best behavior when having a substitute teacher. Substitute teachers have the same authority as a regular classroom teacher.

SUMMER SCHOOL

Courses are offered based on demand. Information regarding location of the school, course offerings, and tuition are available each spring. Summer school is a highly intensified program in which one day equates to almost one week in the long term.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

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

- Mathematics, annually in grades 3–11
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11

- Any other subject and grade required by federal law

[See policy EKB (LEGAL).]

TARDINESS

A student who is tardy to class will be assigned a disciplinary action. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TEXTBOOKS

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

TRANSFERS

Transfer students shall be evaluated and placed in classes promptly. The district shall accept all credit earned toward state graduation requirements by students in accredited Texas schools, including credits earned in accredited summer school programs. Credits earned in local credit courses may be transferred at the District's discretion. Transfer students shall not be prohibited from attending school pending receipt of transcripts or academic records from the district the student previously attended. (19 TAC 75.168 (b) 75.169 (a) (5))

The district shall not accept credits earned by students in non-accredited schools. To receive credit for the course work from home schooling or unaccredited schools, students must pass Credit by Examination (TAC 75.166) for each course in which they are seeking credit. See the Credit by Examination with Prior Instruction section in this handbook [policy EEJA (local)]. Additional information about this program can be obtained in the school's counseling office.

TRANSPORTATION

School-Sponsored Trips

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

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted on the district website.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route.

See the *Student Code of Conduct* for provisions regarding transportation to the Behavior Adjustment Center (BAC).

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely.

Students are held to behavioral standards established in this handbook and the *Student Code of Conduct*. Students must:

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

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

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

We welcome parents and guardians at our schools. With the Raptor Security System, all visitors will need to ring the bell at the front entrance to the building. The receptionist will electronically open the doors for the visitors to proceed to the check-in desk. All visitors will be required to sign in and provide identification (such as a driver's license) for a background check. When the background check is completed, visitors will receive instructions from the receptionist. All visitors are required to wear an identification badge while in the school building. It is advised that parents wishing to visit classrooms give 24-hour notice. Visitors are required to arrive at school in time to check in with the receptionist and enter their child's class during the passing period if at all possible.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher. The duration shall not exceed 15 minutes and frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

WITHDRAWING FROM SCHOOL

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

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

Principal Conference

Parents and students are advised that they may speak with a principal at any time. We request, however that you please respect the possibility that there may be other parents, and students who have made appointments prior to your request. The principal will respond to you as soon as practicable. However, if your concern involves a situation through which the steps have not been followed, you may be referred back to the person or persons to whom the issue should be addressed.

GLOSSARY

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level.

Alternative assessment instrument, developed by the state, may be given to students in special education and students identified as limited English proficient.

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

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

BAC stands for the disciplinary alternative education placement program called the Behavior Adjustment Center for grades K-6th. It is a placement for students who have violated certain provisions of the *Student Code of Conduct*. Students in the BAC will be separated from students not assigned to the program. The BAC will focus instruction on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

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

Passing Period is a short time in between classes that a student uses to gather materials and proceed to the next class.

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

State-mandated tests are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion.

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

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

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

Elementary and Intermediate School Directory

Bray Elementary

Robert Johansen, Principal
(Grades PK-4)
218 N. Broad St.
Cedar Hill, TX 75104
Phone: 972-291-4231
Fax: 972-291-6098

High Pointe' Elementary

Karen Crow, Principal
(Grades K-4)
1351 High Pointe' Lane
Cedar Hill, TX 75104
Phone: 972-291-7874
Fax: 972-291-5695

Plummer Elementary

Linda Cronenberg, Principal
(Grades PK-4)
1203 South Clark Rd.
Cedar Hill, TX 75104
Phone: 972-291-4058
Fax: 972-291-4980

Beltline Intermediate

Lydia Moore, Principal
(Grades 5-6)
504 E. Beltline Rd.
Cedar Hill, TX 75104
Phone: 972-291-2583
Fax: 972-291-7160

West Intermediate

Deborah Owens-Pinckney, Principal
(Grades 5-6)
1533 High Pointe Ln.
Cedar Hill, TX 75104
Phone: 972-291-6060
Fax: 972-291-0646

Highlands Elementary

Sylvia Lewis, Principal
(Grades PK-4 & Bilingual)
131 Sims Dr.
Cedar Hill, TX 75104
Phone: 972-291-0496
Fax: 972-291-5764

Lake Ridge Elementary

Andrew Barbee, Principal
(Grades K-4)
1020 Lake Ridge Pkwy
Cedar Hill, TX 75104
Phone: 972-293-4501
Fax: 972-291-5210

Waterford Oaks Elementary

Violet Maxwell, Principal
(Grades K-4)
401 N. Waterford Oaks Dr.
Cedar Hill, TX 75104
Phone: 972-291-5290
Fax: 972-293-2381

Joe Wilson Intermediate

Shauntee Mayfield, Principal
(Grades 5-6)
975 Pickard Dr.
Cedar Hill, TX 75104
Phone: 972-293-4502
Fax: 972-291-5213