

***STUDENT
AND
PARENT
HANDBOOK***

2010-2011

C. H. YOE HIGH SCHOOL

303 E. 12th Street

Cameron, Texas 76520

254-697-3902

254-605-0413 (Fax)



Cameron Independent School District
2010-2011 District Calendar
Approved 3/8/2010



JULY '10						
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Six Weeks

August 23 – October 1	29 Days
October 4 – November 5	25 days
November 8 – December 17	28 days
January 4 – February 11	28 days
February 14 – April 8	35 days
April 11 – May 27	<u>32 days</u>
	177 days

New Teacher Orientation

August 9 & 10

Work Days

August 16 & 20

January 3

May 28

Staff Development Days

August 11, 12, 13, 17, 18, 19

Holidays

- September 6 Labor Day
- November 25 & 26 Thanksgiving
- December 20-31 Christmas Break
- January 17 Martin Luther King
- March 14 – 18 Spring Break
- May 12 Yoe Day

Bad Weather Days

April 22

May 13

Parent/Teacher Conferences

(½ day for students)

October 11

February 21

Early Release

(Released at 12:00 pm)

November 24

December 17

April 21

May 27

TAKS Testing Dates

Oct. 19-22 / Exit Retest

March 1-4 / ELA/Exit Retest

April 4-5 / Grades 5 & 8 Math & Reading

April 25 – 29 / TAKS Week

May 17-18 / Grades 5 & 8 Math & Reading Retest

Legend						
Six Weeks Begins & Ends ()						
Work Days						
Staff Development Days						
Holidays						
Bad Weather Days						
Parent/Teacher Conferences						
Early Release Days at 12:00 pm						
New Teacher Orientation						

2010-2011

Administrative Staff

C. H. Yoe High School

Tommy Hooker

Principal

George Willey

Acting Superintendent

Board of Trustees

Carl Bradley - President
Mike Watkins – Vice-President
Willyne Stanislaw - Secretary
Jason Dohnalik - Trustee
Randy Miller - Trustee
Jay Beckhusen – Trustee
Open-Trustee

Nondiscrimination Policy

The Cameron Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education or providing access to benefits of 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; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Dear Parents and Students,

Welcome to C. H. Yoe High School. I'm looking forward to the many opportunities we have together in our educational journey for the 2010-2011 year and I know you will experience success!

My goal for this school year is to strive for excellence in all areas by providing a safe and challenging learning environment. Improving academic success and reaching every student's potential is the primary objective. C. H. Yoe High School offers a variety of courses to meet the needs of our students.

Your journey through high school will be filled with many opportunities for learning and will be the pathway to your future successes. Our faculty and community support many programs designed to meet every student's needs. I would like to challenge you to use your talents and fulfill your potential by getting involved in extracurricular activities and by showing support at school functions. High school is the ticket to the next step in life!

The Yoemen faculty and staff are here to support you through every step of your educational endeavor. If you have any questions or concerns, please do not hesitate to contact me or a member of the staff. I look forward to the 2010-2011 school year.

Let that Yoemen Spirit shine,

Tommy Hooker

Principal

Estimados Padres de familia y estudiantes,

Bienvenidos a la Escuela de secundaria de Cameron. Estoy esperando con gran interés las muchas oportunidades que tenemos juntos en la educación de nuestros hijos para el año 2010-2011 y se que va ser de gran éxito!

Mis metas para este año escolar es brindar excelencia en todas las aéreas de la educación y proporcionarles un seguro y efectivo entorno de aprendizaje.

Durante se estadía en la Escuela de Secundaria tendra muchas oportunidades para el aprendizaje y será la vía mas eficaz para su future éxito. Me gustaría que usted como estudiante utilice su potencial y talentos como un desafío personal. Además, involucrarse en actividades extracurriculares y mostrando siempre un buen interés por el desarrollo y funciones de la Escuela! La escuela es el próximo tequete para su future vida!

Los Yoemen y el personal de la Escuela están para apoyar cada paso de su tarea educative. Si tiene cualquier pregunta o inquietude, por favor no dude en ponerse en contacto conmigo o con un miembro del personal de nuestra Escuela. Espero Encontrarnos en el Nuevo año 2010-2011.

Sinceramente,

Tommy Hooker

Principal

PREFACE

To Students and Parents:

Welcome to school year 2010-2011! 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 C.H. Yoe High 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.

Both students and parents should become familiar with the Cameron ISD **Student Code of Conduct**, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook or as a separate document sent home to parents.

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

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal at 254-697-3902.

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:

Parental Acknowledgment Form;

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

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.cameronisd.net

NOTICES TO PARENTS

Asbestos Management Plan

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the main office. If you have any questions, please contact Tommy Hooker-Principal.

Pest Management Plan

The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance.

Additional Notices

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

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;

- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

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

School Song:

“On Yoe High”

(Written by Portia Kruse and Francis Cox)

Praise to our school we sing,
 Each his loyal honor brings;
 Together we the Yoemen stand,
 To spread our praise through all the land.
 To represent as best we can, in all our competition,
 And our hopes, our pride, our love compound in you,
 Dear school.

Fight Song: “Our Boys Will Shine Tonight”

Our boys will shine tonight,
 Our boys will shine.
 Our boys will shine tonight,
 Our boys will shine.
 Our boys will shine tonight,
 Our boys will shine.
 When the sun goes down
 And the moon comes up
 Our boys will shine.

School Mascot: Yoemen: School Colors: Maroon and Grey

YOE HIGH CLASS SCHEDULE

First Period	8:00 – 8:50
Second Period	8:55 – 9:45
Third Period	9:50 – 10:40
Fourth	10:45 – 11:35
Fifth A Lunch	11:35 – 12:05
Fifth A Class	11:40 – 12:30
Fifth B Class	12:10 – 1:00
Fifth B Lunch	12:30 – 1:00
Sixth	1:05 – 1:55
Seventh	2:00 – 2:50
Eighth	2:55 – 3:45
Dual Credit	A – Mon/Wed B – Tues/Thurs
Dual Credit	B Lunch 12:30 – 1:00

UIL/Academic Schedule #1

Time	Period
8:00-8:45	1st
8:50-9:35	2nd
9:40-10:25	3rd
10:30-11:15	4th
11:15-11:45	Lunch A
11:50-12:35	5B
11:20-12:05	5th A
12:05-12:35	Lunch B
12:40-1:15	UIL/Pep Rally
1:20-2:05	6th
2:10-2:55	7th
3:00-3:45	8th

UIL/Academic Schedule #2

Time	Period
8:00-8:45	1 st
8:50-9:35	2 nd
9:40-10:25	3 rd
10:30-11:15	4 th
11:15-11:45	Lunch A
11:20-12:05	5 th A
11:50-12:35	5 th B
12:05-12:35	Lunch B
12:40-1:25	6 th
1:30-2:15	7 th
2:20-3:05	8 th
3:10-3:45	UIL/Pep Rally

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STUDENT ATTENDANCE

STATEMENT OF CONCERN

There is a direct relationship between regular attendance and academic success. Students with good attendance records generally achieve better grades, enjoy school more and are more employable after high school than those with poor attendance records. All students are expected to attend school regularly and to be on time to classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline and responsibility.

ABSENCES

After being absent for a full day or any part of a day, a student must immediately report to the office before 8:00 a.m. A written note is required for an absence and a phone call from a parent/guardian may be made. Absences for personal illness of three (3) days or more, a note from a doctor or health clinic verifying the illness or condition that caused the absence is required. [See FEC(LOCAL).]

Absences are not to be viewed as days a student is entitled to take but are to be used in extenuating circumstances.

To receive credit in a class, a student must attend at least 90 percent of the time the class is offered. A student who attends fewer than 90 percent of the time the class is offered cannot receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances, such as:

1. An extracurricular activity or public performance, subject to approval by the District's Board of Trustees.
2. Required screening, diagnosis, and treatment for Medicaid-eligible students.
3. A documented health care appointment – **if the student begins classes or returns to school on the same day as the appointment.**
4. A temporary absence resulting from any cause acceptable to the principal, or Superintendent, including personal illness; or illness or death in the immediate family.
5. A court proceeding documented by a probation officer.
6. An absence required by state or local welfare authorities.
7. Family emergency or unforeseen or unavoidable instance requiring immediate attention.
8. Approved college visitation.
9. Religious holiday, religious observance.
10. Documented college visit.

Note: All of the above, except #3 & #9, still count as absences.

If the committee determines that there have been extenuating circumstances, credit may be regained. If the committee determines, however, that there are no extenuating circumstances, they will determine the amount of remediation requested to regain credit.

Any student of any religion will be considered in attendance for the purpose of observing a religious holiday consistent with his/her creed or belief. The school must be notified in writing.

Students who have been absent for any reason are given the opportunity to make up the work they missed. Failure to make up work will result in academic penalties. If a student is unable to attend classes due to illness, his/her parent can request assignments only if the student will miss two (2) consecutive class meetings (a minimum absence of 3 days); for shorter absences, the student should consult a classmate. The student, parent/guardian, principal, counselor and teachers are notified that the maximum number of absences has been reached and that credit may not be awarded.

REGARDING MEDICAL, DENTAL OR LEGAL/COURT APPOINTMENTS – Students are urged to make such appointments at times outside the school day. When that is not possible, students should bring to the office a written request from a parent/guardian **before 8:00 a.m.** If returning the same day, students should report to the attendance clerk for an admit slip. Students who leave on a forged note will be subject to disciplinary action. Students must be in attendance at least **half a day** prior to participation or departure for participation in any school-sponsored activity or practice that day. An exception to the half-day attendance policy may be made if a student presents a doctor's note verifying that he/she was in the office for medical treatment. Extenuating circumstances will be reviewed by the principal. **A student shall be excused for a temporary absence due to a medical appointment providing the student is in attendance part of that school day. If a student provides medical documentation and makes up work missed, the absence will not be counted against the student's attendance record.** Absences for an entire day for a doctor's appointment will be treated as an excused absence.

ATTENDANCE

In Texas, children between the ages of 6 and 18, depending on when the child's birthday falls, are required to attend school unless otherwise exempted by law. School employees investigate and report violations of the state compulsory attendance law [Board Policy FDC] [TEC Section 25.085]. A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day. If a student 18 years or older has more than 5 unexcused absences in a semester, the District may revoke his enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

In order to receive credit in a class, students must be in attendance **at least 90%** of the time the class is offered. **State law makes no distinction between an excused absence and an unexcused absence in determining the attendance requirement.** Students who are in attendance fewer than 90% of the time in a semester shall not be given credit for the class unless the attendance committee finds that the absences are the result of extenuating circumstances. **A Texas Education Agency Verification of Enrollment and Attendance Certificate (the documentation necessary for a driver's license) will not be issued for students who do not meet minimum attendance requirements.**

For students who are denied credit; a VOE form will be issued only when the student appeals for credit and successfully fulfills the attendance recovery options.

Verification of Enrollment requests may be made through the registrar's office.

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 fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care

appointments shall be considered days of attendance for this purpose. [See policy FEB]

- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG.

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

When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted.

EMERGENCY SCHOOL CLOSING

Emergency closing of the school will be announced through the use of local radio (KMIL), Alert Now (phone message), and television. In addition, the closing will be announced via the CISD website at www.cameronisd.net

MAKE-UP WORK

Students are responsible for obtaining work they miss due to absences. It is understood that the nature of some work make it impossible to complete, e.g., science lab, group activities, etc. Students have the same number of class days missed to complete work and the work will be due the class meeting following. In certain circumstances where a prolonged illness is involved, an extension of this limit may be arranged between student and teacher.

Exams missed are to be taken outside of class time within the make-up period at the convenience of the teacher. Students are usually informed of exams in advance. Pre-announced exams will be taken when the student returns to school after being absent unless other arrangements are made at the teacher's discretion.

Students who are **truant** will not be able to receive credit for make-up work or exams.

A **suspension** will be considered an extenuating circumstance for attendance purposes and make-up work will be allowed. Failure to do the work within the designated time may result in a grade of zero.

NEW STUDENT REGISTRATION

Any student entering Cameron I.S.D. for the first time must:

1. Be accompanied by a least one (1) parent or court-appointed guardian.
2. Present proof of residency within C.I.S.D., such as utility bill, telephone bill, etc.
3. Present records from former school.
4. Present his/her birth certificate or its equivalent.
5. Present a copy of the student's health record from the former school or a personal health record validated by a physician or health clinic.
6. Have a parent or guardian fill out an Emergency Card, provided at the time of registration, to be placed in the school nurse's office.
7. Have a parent or guardian complete the home language survey, also provided at the time of registration.

RELEASE OF STUDENTS FROM SCHOOL

Students who must leave school during the day must bring a note from a parent that morning by 8:00 a.m. Students, **regardless of age**, must be signed out by the parent/guardian before leaving campus. This allows the attendance office to verify the note with the parent before issuing a pass to leave. Students will not be allowed to leave campus for lunch.

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will determine whether the student should be sent home and will notify the parent.

TRUANCY

Truancy is defined as being absent without school or parental knowledge and/or consent or prior permission of the campus administrator.

Students are classified as truant when they:

1. Leave school without permission.
2. Start for, but do not arrive at school.
3. Are on or near the campus but not in class or assigned area.
4. Leave campus

Students who are truant will not be allowed make-up work and will receive a grade of zero for any and all work missed for which a grade is given to students in attendance. Students absent due to truancy will suffer disciplinary as well as academic consequences.

1. Warning letter sent home.
2. Mandatory Saturday School (held every three to four weeks)
3. Court filing with sanctions
4. Court filing with fine up to \$500.00

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Consequences:

1. Warning letter sent home.
2. Mandatory Saturday School (held every three to four weeks)
3. Court filing with sanctions
4. Court filing with fine up to \$500.00

WITHDRAWING STUDENTS

A student who wishes to withdraw will:

1. Pick up a withdrawal form from the registrar.
2. Turn in each book to course instructor. If a book is not turned in, the teacher will so indicate.
3. Each teacher will assign a withdrawal grade and sign the withdrawal form.
4. Have the librarian clear library records. All fines and books must be clear.
5. Clear all cafeteria records and lunch charges.
6. See attendance clerk for attendance records.

7. Return withdrawal form to registrar's office, where a copy will be made for the student to take to his/her new school.
8. Copies of withdrawal forms or transcripts will not be issued until all records are clear and all signatures are on the withdrawal form.
9. All prior school recommendations will be enforced by law (AEP or suspension placements)

NOTE: *In order for a student to withdraw from school, it is necessary that the parent or guardian who enrolled the student make a request to the registrar on the campus that the student be withdrawn. This request should be made in writing and should indicate the date of withdrawal, the reason and, if possible, the name and address of the new school.*

STUDENT SERVICES

CAFETERIA

The district participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. We have a high level of commitment to providing our students and staff with nutritious and delicious meals daily.

Your cafeteria is available to serve you daily. You can start off your day with breakfast, which is provided for free to all students. Breakfast is served daily from 7:30 a.m. to 8:00 a.m. We offer many choices.

Lunch Program Basics:

Cameron ISD offers a variety of selections. To purchase a basic meal, a student will choose one entrée, two side items (a vegetable and a fruit or two vegetables), a serving of bread and a milk. A student may choose as few as three items or all five to create a meal. A variety of entrées, vegetables, fruits, bread and milks are served daily to choose. Our menus are published on the Cameron ISD Website.

Meal Prices:

Breakfast Prices
Free

Lunch Prices
Student - \$2.50
Reduced - .40 cents
Adult - \$3.00

Ala Carte Items

Healthy snack items are available for purchase.

FMNV Policy :

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.

USDA Meal Program:

Applications for the Free and Reduced Meal Program are available at every campus in the office and the cafeteria. A current year application must be filled out and returned to the School Nutrition Office. The application will be processed within 10 days of receipt.

Method of Payment:

Cameron ISD uses a district networked computerized system in the cafeterias to track payments and meal consumption. You may pay for meals with cash, check or our online payment system, Lunch Money Now. A link can be found on the Cameron ISD website-Cafeteria Manager-Abbie Hanke @ 697-3902.

PIN Numbers:

All students use their district student I.D. as a "pin number". It is used each day in the cafeteria and for payments on meal accounts. This number is used in the library as well. Please emphasize to your student this number should never be shared. Students must present their student I.D. to be eligible to eat in the cafeteria or will be subject to being placed at the end of the line.

Texas Department of Agriculture:

The Child Nutrition Department follows the policies of the Texas Department of Agriculture. To view these policies, please go to www.squaremeals.org.

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's Web site at www.cameronisd.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 computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and their parents should be aware that e-mail using District Computers is not private and may be monitored by District staff.

[For additional information, see policy CQ.]

COUNSELING SERVICES

C. H. Yoe High School has guidance counselors whose services are available to students. Students can receive assistance with personal needs, academic, college or career decisions.

Information available in the counselors' office, College/Career Center, and the library may help eliminate some of the confusion students experience concerning plans for the future. Books, catalogs, pamphlets and college information are available to assist students in decision making. Applications for college entrance exams and scholarships are also available. Students are advised to listen to announcements and read published bulletins from the counselors for information, dates, and deadlines. We will be offering a variety of activities to assist students in their planning for post-high school.

DRILLS

TORNADO PROCEDURES

There will be a public announcement regarding a tornado. Procedure is as follows:

1. Teacher directs students to move quickly and quietly to a position against inside walls (as directed).

2. Student is to sit with his/her head between knees until public announcement.

FIRE AND DISASTER DRILLS

Drills will be held periodically and without warning to meet state requirements of practicing for fire or disaster emergencies. Procedures for exiting the building are posted in each classroom. Students are to remain quiet and follow teacher instructions.

1. Students should find out which exit they are to use by referring to the evacuation plans posted in the classroom.
2. When the fire alarm sounds, students should leave their classroom in single file.
3. Students should not stop for books or coats.
4. Order rather than speed is stressed.
5. When the return signal is given, students should return to their classroom.

FIRE ALARM Leave the building quietly via the proper route.

- i. Bells ring according to method-quick evacuation
- ii. Teachers follow evacuation plan
- iii. Public Announcement -Return to the building.

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 personally requests that the student be permitted to ride with the parent, or the parent presents, no later than the day before the scheduled trip, a written request that the student be permitted to ride with an adult designated by the parent.

DRIVER LICENSE ATTENDANCE VERIFICATION

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

EMERGENCY SCHOOL-CLOSING INFORMATION

Emergency closing of the school will be announced through the use of local radio (KMIL), Alert Now (phone message), and television.

GIFTS/FLOWERS/MESSAGES

No gifts or flowers will be delivered to classrooms nor will students be notified of their arrival. Students may pick up deliveries after school. Only emergency messages will be delivered to students. Classes will not be interrupted for delivery of non-emergency information.

GRADING GUIDELINES

DAILY GRADES

Teachers will take at least ten daily grades each six weeks.

MAJOR GRADES

Teachers will take at least three major grades each six weeks (test, projects, presentations, etc.)

SIX WEEK GRADES

Daily grades will count as 50% and major grades will count as 50% of the six week grade.

SEMESTER GRADES

Each six week grade will count as 2/7 of the semester grade with the semester exam grade counting as 1/7 of the semester grade.

INSTRUCTIONAL ASSISTANCE

Instructional help will be provided free of cost to students after school or by arrangement with individual teachers. Tutorials are held Monday through Friday from 7:30 a.m. – 8:00 a.m. for all core classes and 3:40 p.m. – 4:00 p.m. if arrangements are made with the teacher. CPS- Cameron Prep Center is provided weekly for those in need of academic assistance and times will be posted at the beginning of the school year.

LIBRARY/MEDIA CENTER

The library is available to students and faculty between the hours of 7:15 a.m. and 4:30 p.m. on scheduled school days. It will be open late on days when CPS (Cameron Prep School) is offered. It will close by 4:45 on these days.

The library is open before and after school, during lunch periods and every period of the school day unless it has been closed for testing or related school functions. If it is closed, notification will be given.

Faculty may send students during their regular class periods. No more than one (1) student should be sent from any one class without being accompanied by a teacher.

Student passes are required for entry into the library.

Upon entering the library, all passes must be handed to the librarian or student aide, and then deposited at the circulation desk. The student must sign the sign-in sheet and note the time of entry beside his/her name. The librarian will also instruct students and teachers on the use of technology in the library, including Internet access. Students must have their student ID to check out library materials or use computers.

The librarian will teach library skills in conjunction with the classroom teacher at the teacher's request. The librarian is also available for guest lectures.

The computers in the library are available to faculty and students for academic purposes related to assignments. Games cannot be played on the computers at any time. No games, songs, programs can be downloaded on the computer. No PSP can be attached to the computer for any reason. Printers in the library are for academic use only. If a student prints something, it must be related to an assignment.

Books may be checked out for two weeks. They may be renewed unless there is a special demand for the particular book.

Current magazines may not be checked out of the library until the new issue arrives. Magazines may be checked out for overnight use after 2:40 p.m. and must be returned the next day before 8:00 a.m.

LOST AND FOUND

Lost and found area is located in the main office.

PARKING PRIVILEGES

All students must present a copy of driver's license, proof of insurance, and must sign up for a tag to be displayed in the vehicle at all times. The rules for parking are a part of the Student Conduct and Discipline.

PRINTED MATERIAL

- School-sponsored newspapers and/or yearbooks are under the complete supervision of the teacher and campus principal.
- Written materials, handbills, photographs, pictures, petitions, films, tapes and other visual or auditory materials may not be sold, circulated or distributed on any school campus by students or non-students without the approval of the principal.
- All written material over which the District does not exercise editorial control that is intended for distribution to students shall be submitted to the principal for review and approval. If the material is

not approved within two days of the time it is submitted, it must be considered disapproved. Disapprovals may be appealed by submitting the material to the Superintendent. Material not approved by the Superintendent within three (3) days is considered disapproved.

Any student who posts or distributes material without the principal's approval will be subject to disciplinary action.

PROTECTION OF STUDENT RIGHTS

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of a federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and parent consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, anti-social, self-incriminating, and demeaning behavior.
- Critical appraisals of other individuals with whom the student or the student's family has close family relationship.
- Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers. Income other than what's required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

REGISTRAR

Students' academic records are kept in confidential and secure files by the registrar.

Copies of transcripts must be requested 48 hours prior to the date needed. There is a form that must be completed and turned in to the registrar.

Proof of Enrollment Forms – In the State of Texas, the school must certify that a student (under age 18) is enrolled in a public or private school and has attended school for at least 90% of the days in the fall or spring semester preceding the date of application. **Students must meet the attendance requirements for each class in which they are enrolled.** These forms are available in the registrar's office. There is a request form that must be completed and given to the registrar. The form may be picked up any time after 10:00 a.m. the first working day following the request.

REPORT CARD/PROGRESS REPORT

Student report cards will be mailed as soon as possible after each six-week grading period. At the end of the first three weeks of a grading period, C.I.S.D. teachers shall provide written notice of progress to the parent or guardian of every student. These will be mailed during the 4th week of each six weeks.

Teachers follow grading guidelines approved by the District that have been designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District's grading policy. **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 designated administrator.**

REQUESTING TRANSFERS FOR YOUR CHILD

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the [Mr. Hooker-Principal] to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the Assistant Superintendent for information. [See policy FDB.]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDD (LOCAL).]
- To request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDD (LEGAL) and (LOCAL).]

STUDENT IDENTIFICATION CARDS

Students will be required to have student identification cards at all times. The student ID card must be shown in order to check out books in the library and to eat in the cafeteria. Student ID cards may also be asked for in the halls and in the lunchroom. The first card will be issued at no charge. Replacement cost will be \$5.00. Failure to maintain the ID badge will result in a discipline action.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. These records are available to parents and guardians.

By law both parents, whether married, separated or divorced, have access to the records of a student who is a minor or a dependent for tax purposes, as do students who are 18 years of age or older. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is the custodian of all records for currently enrolled students and is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older) and school officials with legitimate educational interests are the only persons who have access to a student's records. "School officials with legitimate educational interests" include employees, agents, or trustees of the District cooperative of which the District is a member or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are (1) working with the student; (2) considering disciplinary or academic actions, the student's case or a handicapped student's Individual Education Plan (IEP); (3) compiling statistical data; or (4) investigating or evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records. The District forwards a student's records without prior consent on to a school in which a student intends to enroll. Records are also released

TRANSCRIPT REQUEST

Any student wanting an official transcript must submit a completed request form to the registrar 48 hours in advance.

VALUABLES/PERSONAL POSSESSIONS

Excessive amounts of money, jewelry or any items of real or sentimental value should be left at home. Radios, CD players, tapes, cameras, etc. are not allowed on campus. The school will not assume responsibility for lost or stolen items, nor will administrators use academic time to try to recover these items.

VENDING MACHINES

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

STUDENT HEALTH

BACTERIAL MENINGITIS

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 complication. 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 causes meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED? Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

Seek prompt medical attention.

FOR MORE INFORMATION – Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health Office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (www.cdc.gov) and the Texas Department of Health (www.tdh.state.tx.us).

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse or principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school while they are contagious. These include but are not limited to chickenpox, fever (100 or greater), nits/head lice, Type A viral hepatitis, measles, bacterial and viral meningitis, mumps, pink eye, ringworm, impetigo (that cannot be covered), and mononucleosis. If you have any questions about other communicable diseases, please contact your school nurse.

A student with a chronic reportable disease (Hansen's disease, viral hepatitis Type B, AIDS or HIV infection) shall be allowed to attend school in his/her usual instructional setting with the approval of his/her doctor. The District employee responsible for the school health program shall function as the liaison with the student's doctor and be the coordinator of services provided by other staff.

Only those persons with a direct need to know, such as the principal, school nurse or other person responsible for the school health program, shall be informed of the condition of the student who has a chronic reportable disease other than AIDS or HIV infection.

The only District employees who shall have access to medical records that a student has been tested for and/or has or does not have AIDS or HIV infection are professional personnel who meet both of the following:

1. Have received HIV in-service training that complies with Education Code 11.208 (see DMA).
2. Have a legitimate need to know in order to provide for their own protection or to provide for the student's health and welfare.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an emergency care form that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency. This information should be updated as often as necessary.

HEALTH AND MEDICATION RELATED ISSUES

1. A **parent** must deliver a prescription or non-prescription medication in its original, labeled container to the nurse or designee if the student needs to take the medication during the school day. The parent must complete the Medication Permission Form found in the appendix. If the medication is a prescription drug that is to be taken longer than two weeks, the physician must also sign the Medication Permission Form.
2. **All medication must be brought to school and picked up by a parent (legal guardian). No medicines of any kind will be allowed on the school bus.**
3. All medications must be in its original container. If medication is sent to school loose in a baggie, envelope, etc., it will be disposed of.
4. At the end of the school year, all medications will be disposed of if not picked up by the parent. A new medication along with a signed Medication Permission Form is required each school year.
5. If a student is coming to the Nurse's Station on a frequent basis asking to take Tylenol or other over-the-counter medication which the parent has brought for them, the parent will be notified regarding possible overuse of such a medication and the possible need for the child to be seen by their doctor.

6. If a student is taking a prescription medication and for a medical reason, the time or dosage is changed by the doctor, a letter of authorization from the doctor must be given to the nurse before she can make such a change in handling the way the student is receiving medication.
7. If a student needs to leave the classroom on a frequent basis due to a medical condition, the nurse will need to be contacted. If more than one day is involved, a medical authorization must be signed by the student's physician.
8. Bottles or cups of water will not be allowed in the classrooms. If a student needs to drink water on a regular basis due to some medical condition, then a doctor's authorization must be brought to the Nurse's Station. A parent's request will be granted on a one-day only basis.
9. For the safety of the student, we encourage parents to not give permission for their children to leave campus to take medicine, change clothes, or other personal reasons. Parent assistance in keeping students on campus is greatly appreciated.
10. The student may return to school when they are disease free, free of fever for 24 hours, and medicated for the required length of time as specified by your doctor. If diagnosed with meningitis, mononucleosis, or conjunctivitis (pink eye) a physician's letter of authorization stating that the child may return to school must be brought to the nurse at the time of returning to class.
11. Herbal medicines such as St. John's Wart, over-the-counter diet medications and steroids for bodybuilding, etc. will not be accepted in the Nurse's Station unless accompanied by a letter of authorization by the physician and co-signed by the parent. Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
12. Students may carry respiratory inhalers for asthma with them if their physician has requested in writing that the student may do so, the inhaler has the student's prescription label on it, if a second labeled inhaler is kept in the nurse's office for emergencies, if the student can demonstrate the correct use of the inhaler to the nurse, and if the parent has completed a permission to medicate form and filed it with the nurse.
13. Cameron ISD strongly discourages the use of prescription pain medication by our students during school hours. It is our feeling that a student in pain should be kept home under the supervision of the parent until his/her pain is relieved. Often students taking pain medication at school other than Tylenol, aspirin, or ibuprofen are not able to stay awake in class. This does not benefit the student. We are also concerned for their safety while under the influence of the pain medication.
14. Psychotropic Drugs – Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate. In addition, 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. "Psychotropic drugs" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood- or behavior-altering substance. [For further information, see policies at FFAC.]
15. 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 for information on policy FFAF (LEGAL).

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. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication.

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

INSURANCE

At the beginning of the school year, the District will make available to students and parents a low-cost student accident insurance program. If coverage is desired, parents are responsible for paying premiums and for submitting claims to the insurance carrier. The district shall not be responsible for costs of treating injuries or assume liability for any other costs associated with an injury. Claim forms may be obtained from the office or the athletic trainer. This insurance is provided by a firm selected by the Board of Trustees with the following provisions and limitations:

1. Students or their parents shall pay their own premiums.
2. The District is not responsible for any cost for the treatment of injuries, which are above and beyond the limits noted in the student insurance policy.

MEDICAL AND RELIGIOUS EXEMPTIONS TO IMMUNIZATIONS

If a student is not immunized for medical reasons, the student or parent must present a certificate, signed by a physician licensed to practice in the U.S. that states, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student, or any member of the student's family or household. This certificate must be renewed annually unless the physician specifies a life-long contraindication.

If a student's religious beliefs conflict with the requirement that the student be immunized, the student must present a notarized statement (may be obtained from the school nurse) signed by the student (or by the parent if the student is a minor), that states that immunization conflicts with the beliefs and practices of a recognized church or religious denomination of which the student is a member. This statement must be renewed annually.

Students may be restricted from physical activity in physical education classes. For permanent restrictions, a physician licensed to practice in Texas shall provide written documentation to the school as to the nature of the impairment and expectations for physical activity for the student. For temporary restrictions, less than four (4) weeks, a physician licensed to practice in Texas shall provide written documentation of the nature of the temporary impairment and the expected time for recovery. During the recovery time, the student shall continue to learn the concepts of the lessons but shall not actively participate in the skills demonstration. Physical activities which may serve as waivers for physical education are: Drill Team, Dance and Marching Band (in the fall semester).

NURSE'S STATION

The nurse's station is available for students who are ill, hurt or need medication at school. Trained personnel are available on a full-time basis. Parents will be notified when appropriate. Students must secure a pass from a teacher to go to the nurse's station. They should not go to the nurse's station between classes.

PHYSICAL EXAMINATIONS

A student desiring to participate in the UIL athletic competition shall submit annually a statement from a physician licensed to practice in the state indicating that the student has been examined and is physically able to participate in the athletic program.

The District may provide additional screening as District and community resources permit.

Parents of students identified through any screening programs as needing treatment or further examination shall be advised of the need and referred to appropriate health agencies.

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.

RANDOM DRUG TESTING FOR UIL PARTICIPANTS

Each year students participating in UIL events are subject to do an annual or random drug test. Failure to participate in the drug test will lead to suspension from the activity.

SAFETY/ACCIDENT PREVENTION

Student safety on campus or 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 ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the principal, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.
- 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.

SCHOOL HEALTH ADVISORY COUNCIL

During the preceding school year, the district's School Health Advisory Council will hold scheduled meetings. Additional information regarding the district's School Health Advisory Council is available in the nurse's clinic. [See also policies at BDF and EHAA.]

STEROIDS

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

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

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

STUDENT IMMUNIZATIONS

In accordance with the Texas Department of Health the following immunizations will be required prior to student's enrollment in Cameron ISD. Additional vaccines may be recommended during the year. **If students do not comply with the immunization schedule, he/she may be excluded from school.** Please contact the school nurses if you have questions.

Hepatitis B, (Hep B) Three doses prior to school entry. (Unimmunized adolescents/adults must complete three doses, second dose 1-2 months after the first, third dose 4-6 months after the first).

Diphtheria, Tetanus, Pertussis (DTP, DtaP/DT/Td) Four doses prior to school entry, with one dose having been received on or after the fourth birthday. In addition, (Td) is recommended at age 11-12 years if at least 5 years have elapsed since the last dose. Subsequent routine Td boosters are required every 10 years. (Unimmunized adolescents/adults must begin series of three doses. Two doses 4-8 weeks apart, third dose 6-12 months after the second). Boosters are recommended at 10 –year intervals throughout life.

Haemophilus influenzae type b (Hib) Three doses prior to school entry (No requirement for unimmunized adolescent/adults)

Polio (IPV/OPV) Four doses prior to school entry, with one dose having been received on or after the fourth birthday. (Unimmunized adolescents and adults: IPV is recommended two doses at 4-8 week intervals, third dose 6-12 months after the second and partially immunized adolescents/adults must complete schedule as above).

Measles Two doses prior to school entry (Unimmunized adolescents/adults must begin two doses with second dose at least one month after the first).

Mumps, Rubella One dose prior to school entry (Unimmunized adolescents/adults must get one dose).

Varicella vaccine One dose prior to school entry or present month/year documentation of previous varicella illness (chicken pox) by either physician or parent (Unimmunized adolescents age 13 and over/adults must begin two doses separated by 4-8 weeks).

STUDENT CONDUCT AND DISCIPLINE

LEVELS

Level I Misconduct: Teacher Directed Consequence

Level II Misconduct: Referral Directed Consequence

Level III Misconduct: Persistent Serious Misconduct, Severe Misconduct

Level IV Misconduct: Misconduct that leads to mandatory placement at CISD

Level V Misconduct: Misconduct that leads to expulsion

**LEVEL I
MISCONDUCT**

Teacher Directed Consequence

Definition: Level I refers to minor acts of misconduct. Discipline for Level I offenses will be managed by the classroom teacher. A formal Student Code of Conduct violation report is not required for Level I violations:

- Teacher directed disciplinary action
- No referrals – BUT in-class documentation required
- MUST include parent contact by the teacher
- Campus developed guidelines will be adhered to by each teacher in each classroom
- In the corrective action, teachers shall warn the student privately

Examples of Minor Misbehavior are:

- 1.1 Violation of written classroom guidelines, regulations, and expectations
- 1.2 Violation of written non-classroom guidelines, regulations, and expectations
- 1.3 Violation of dress code
- 1.4 Electronic devices and games

Right of Appeal: Any student and/or parent may appeal the decision of the teacher to the campus principal within 72 hours of the time the parent becomes aware of the discipline. The appeal decision of the campus principal is final.

LEVEL II MISCONDUCT

Referral Directed Consequence

Definition: Level II refers to a major act of misconduct that does not require immediate placement at the DAEP, unless persistent misconduct, or expulsion, but does require a Student Code of Conduct violation report.

- Administrator directed disciplinary action

- Any violation of the Penal Code is subject to a legal citation. School Resource Officers may issue Class C misdemeanor citation and/or arrest students and non-students within the boundaries of Cameron ISD. Student violations of district policy or school rules are considered to be civil violations. Student violations of criminal law are considered criminal offenses.
- Referral written by a teacher and submitted to administrator must be a detailed referral with exact explanation of the misconduct.

Examples of Level II Serious Misbehavior May Include, But Are Not Limited To:

- 2.1 Persisting in Level I misconduct (Definition: The student continues to engage in violation of written rule, regulation, or guideline after the teacher has completed the disciplinary techniques reflected in his/her plan of discipline.)
- 2.2 Failing to cooperate with the classroom teacher's discipline options. (Definition: The student is cited for violation of a written classroom rule, regulation, or guideline and thereafter fails to complete the approved disciplinary techniques as reflected in the teacher's plan of discipline.)
- 2.3 Gambling
- 2.4 Cutting class, including leaving campus or school-sponsored events without permission, or not being in assigned location
- 2.5 Harassing, which includes using abusive, indecent, or profane language either spoken or written and/or offensive body gestures toward a student.
- 2.6 Speaking, directing, or written language that is abusive, indecent, or profane
- 2.7 Possessing tobacco products
- 2.8 Possessing matches or lighters
- 2.9 Using items including, but not limited to electronic recording devices.
- 2.10 Using items that disrupt the school process.
- 2.11 Misusing food in the cafeteria and/or violating cafeteria rules
- 2.12 Violating required school attendance laws
- 2.13 Attempting physical contact with another student with the implied intent to intimidate or

cause harm (including throwing objects that can cause bodily injury or property/damage)

- 2.14 Engaging in acts of public displays of affection with another.
- 2.15 Selling or soliciting for sale unauthorized merchandise
- 2.16 Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence
- 2.17 Failing to comply with directives given by school personnel
- 2.18 Forging or writing parent's or staff's name (examples: notes, hall passes, school documents, etc.) (See 3.5)
- 2.19 Giving false information to a staff member
- 2.20 Violating traffic/safety rules (automobiles, bicycles, safely walking, etc.)
- 2.21 Violating dress code, repeatedly.
- 2.22 Possessing, using or giving another student any type of non-prescription medication
- 2.23 Bullying - Parents of victim may contact principal to discuss reassignment.
- 2.24 Violating any other written Code of Conduct as determined by the principal, approved by the superintendent, and communicated in writing to the students in which consequences have been previously communicated.

General Guidelines For Referral System:

1st Referral: Call parent or written correspondence with parent

Each time a Student Code of Conduct violation occurs the administrator shall inform the parent and/or student as to which discipline option will be used. Saturday school is 3 hours and evening detention hall shall be one (2) hour for secondary students.

- 1 Day of Detention Hall-2 hour (3:40-5:40)
 - Must be completed within 5 school days
 - Transportation must be provided by parent
 - Can still participate in extracurricular activities.

*Failure to attend detention will result in 1 day of suspension from school or ISS

- **No** extra-curricular participation permitted

- 1 In-School Suspension

2nd Referral: Parents will be contacted.

- 2 Days of Detention Hall-2 hour (3:40-5:40)
 - Must be completed within 5 school days
 - Transportation must be provided by parent
 - Can still participate in extracurricular activities.

*Failure to attend detention will result in 1 day of suspension from school or ISS

- **No** extra-curricular participation permitted
- 2 In-School Suspension

3rd Referral: Parent conference required with administrator and/or teacher

- 3 Days of Detention Hall-2 hour (3:40-5:40)
 - Must be completed within 5 school days
 - Transportation must be provided by parent
 - Can still participate in extracurricular activities.

*Failure to attend detention will result in 1 day of suspension from school or ISS

- **No** extra-curricular participation permitted
- 3 In-School Suspension

4th Referral: Referral becomes Level III Misconduct

- Administrator discretion for consequences to include one or more of the area below
with term to be determined by that administrator
- Saturday School
- Detention Hall
- Suspension
- DAEP Placement

- In-School Suspension

Right of Appeal: Any student and/or parent may appeal the decision of the assistant principal to the campus principal within three working days of the time the parent becomes aware of the Student Code of Conduct violation report. If due process has been followed, the decision of the assistant principal shall stand. The board designates to campus principals the right to hear appeals of campus based disciplinary decisions. All campus based decisions, except for DAEP placement, are final and may not be appealed beyond the campus level.

NOTE: Discipline Referral is sent to parents.

LEVEL III

MISCONDUCT

(Severe)

Definition: Level III Misconduct is defined as persistent Level II misbehavior.

- Administrator directed disciplinary action
- Any violation of the Penal Code is subject to a legal citation. School Resource Officers may issue Class C misdemeanor citation and/or arrest students and non-students within the boundaries of Cameron ISD (see pages 72-73). Student violations of district policy or school rules are considered to be civil violations. Student violations of criminal law are considered to be criminal offenses.
- MUST include a discipline conference with parent or guardian, administrator and teacher

Placement:

- Detention- minimum of 2 days, up to 3 days
- Extended Saturday school
- Suspension (up to 3 days)
- DAEP minimum 30 days
- In-School Suspension (up to 3 days)

Examples of severe misconduct may include but are not limited to:

- 3.1 Unauthorized actions (refusal of a student who is engaging in misbehavior or does not have legitimate business to obey a reasonable order in regards to the entry, ejection from school

- property, or fails to give identification of name when asked
- 3.2 Trespassing on school grounds
 - 3.3 Loitering (any student who remains on school property after being advised by the person in charge to leave)
 - 3.4 Disrupting activities; school process; **classes**
 - 3.5 Forging or writing another person's name (**Examples: on legal documents, school communications, doctor's note, etc.**)
 - 3.6 Disrupting transportation
 - 3.7 Personal hazing and/or organization hazing
 - 3.8 Stealing from students, staff, or the school
 - 3.9 Criminal mischief i.e., vandalism and marking on property unless a felony
 - 3.10 Reckless damage or destruction
 - 3.11 Possessing or displaying inappropriate materials including but not limited to; gang symbols, paraphernalia, or drawings.
 - 3.12 Offensive gesture towards an employee
 - 3.13 Possession or use of tobacco products
 - 3.14 Physical contact with another student with the implied intent to intimidate, **threaten**, or cause harm
 - 3.15 Incitement (abusive, indecent, profane, or vulgar language which implies intent to harm)
 - 3.16 Gross/willful insubordination as determined by the principal (Definition: Students willfully or intentionally disregards reasonable instructions that implies the intent to cause a disruption)
 - 3.17 Abusive, indecent, **threatening**, profane, or vulgar language directed towards an employee
 - 3.18 Possession or use of fireworks, stink bomb, smoke bomb, or other noxious chemical
 - 3.19 Non-minor sexual harassment as defined by school board policy
 - 3.20 Disruption of a lawful assembly

- 3.21 Disorderly conduct
- 3.22 Extortion, coercion, or blackmail
- 3.23 Possession and/or concealment of a weapon or look-alike weapon not included under expellable offenses
- 3.24 Perjury or lying as a witness during a school investigation
- 3.25 Hacking (illegal or unauthorized entry or attempted entry into computer files)
- 3.26 Mooning or other reckless type displays
- 3.27 Engaging in inappropriate sexual conduct
- 3.28 Behavior that is illegal that does not constitute an expellable offense
- 3.29 Persisting in Level II misbehavior (3 or more)
- 3.30 Accessing, exhibiting, displaying or possessing offensive or obscene material including, but not limited to, pornographic material, videos, magazines, vulgar song lyrics, or material from the internet.
- 3.31 Fighting, after a finding of fact a Student Code of Conduct violation report shall be processed with a three-day suspension, a citation, and the consequences of a Student Code of Conduct violation report. Self-defense will be considered as a mitigating circumstance **only** when the student has a reasonable belief that the force is immediately necessary to protect himself/herself against the other's use or attempted use of unlawful force that could result in serious bodily injury. Reasonable belief, in the school setting, means a belief that would be held by the school principal. Each student is responsible for making every effort to avoid the use of any force and is advised to remove him or herself from the situation if at all possible. The District does not condone or authorize students to use force against another individual, even if that individual provokes or instigates a fight or altercation. The district expects a student to prevent a fight by walking away, seeking adult help, not engaging in verbal altercations or incitement, and to report that trouble is coming if possible.
- 3.32 Possessing, using, or distributing to another student any type of medication or unauthorized substances.
- 3.33 Severe or persistent bullying - Parents of victim may contact principal to discuss

re-assignment.

3.34 Making hit lists - Parents of victim may contact principal to discuss reassignment.

3.35 Violating any other written Code of Conduct as determined by the principal, approved by the superintendent, and communicated in writing to the students.

If there are not definite or sufficient documentation and witness statements, then administrators shall modify the consequences as found in the Student Code of Conduct Handbook. These shall be referred to as a “principal directed option,” which will permit the principal to use any combination of suspension, detention hall, Saturday school or any other measure that he/she deems appropriate.

Right of Appeal: The decision of the campus principal in regards to Level III misconduct may not be appealed unless the assigned consequence is DAEP assignment. Any student and/or parent may appeal the decision of the principal to place a student in DAEP within three school days of the time the parent becomes aware of the Student Code of Conduct violation report and “Placement Notice” to the Superintendent. The student will be placed in a campus in-school suspension during the appeal of the principal’s decision. If DAEP placement is upheld at Level II, the student is placed in DAEP immediately pending any appeal to the Board of Trustees. (See FOAB Local & FNG Local)

LEVEL IV

MISCONDUCT

(Mandatory Referral CISD DAEP)

Definition: Mandatory Placement in DAEP is defined as those offenses that require placement by state law and those offenses designated by the Board of Education as to require mandatory placement.

Placement within a DAEP shall follow guidelines.

- Administrator directed disciplinary action
- Any violation of the Penal Code is subject to a legal citation.

- Within 72 hours, a discipline conference shall be held inclusive with parent, guardian, administrator and teacher
- Decision may be appealed to the principal (unless the principal has been directly involved in Levels II –III – IV)
- The principal’s decision **can be appealed** to the Superintendent within three school days.
- All DAEP placements will be reviewed at the end of each grading period.

* **First offense - Mandatory DAEP placement: 45 – 60 days**

* **Second offense - Mandatory DAEP placement: 60 – 90 days**

- 4.1 Engaging in conduct punishable as a Title V felony
- 4.2 Assault
- 4.3 Sells, gives, delivers to another person or possesses, uses or is under the influence of any amount of: (a) marijuana or a controlled substance, as defined by Chapter 481, Health and Safety Code or by 21 U.S.C. Section 801 et sec.; (b) a dangerous drug as defined by Chapter 483, Health and Safety Code.
- 4.4 Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
- 4.5 Sells, gives, **uses** or delivers to another person, possession of or is under the influence of alcohol
- 4.6 Offense relating to abusable substances – i.e. glue, markers, aerosol cans, or other items not limited to paint and ether based products.
- 4.7 Offense of public lewdness or indecent exposure
- 4.8 Offense of serious sexual contact.
- 4.9 Offense of retaliation
- 4.10 Terrorist threat

- 4.11 Physical contact with an employee with the implied intent to intimidate or cause harm
- 4.12 Off campus conduct in which the student received deferred prosecution for a Title V felony, engaged in delinquent misconduct, or the superintendent has a reasonable belief that the student has engaged in a Title V felony offense
- 4.13 A student who is younger than 10 engages in an expellable offense Placement by authority of the principal.
- 4.14 Persistent misconduct
- 4.15 Teacher-initiated removal [TEC section 37.002 (b)]
- 4.16 Burglary of district facility
- 4.17 False alarm/bomb threat/bomb hoax
- 4.18 Gang-related behavior, including pledging to become a member, solicits another student to join, clothing, drawings, signs, which includes “GANKING”, etc. (Definition: Gang related term used to intimidate non-gang members; use of fist/hand in a striking motion to the body.)
- 4.19 Any Level III or higher violation after being placed in DAEP may lead to expulsion. (TEC 37.007)

Right of Appeal: Any student and/or parent may appeal the mandatory decision of the principal to place a student in the

Discipline School within three school days of the time the parent becomes aware of the Student Code of Conduct violation report and Placement Notice to the Superintendent. The student will be placed in a campus in-school suspension during the appeal of the principal’s decision. If DAEP placement is upheld at Level II, the student is placed in DAEP immediately pending any appeal to the Board of Trustees. (See FOAB Local & FNG Local).

LEVEL V

MISCONDUCT

(Mandatory Expulsion)

Definition: Mandatory Expulsion is removal from all education services for the remainder of the school year, unless the misconduct occurred in the last nine weeks, in which case placement shall continue until the end of the following semester. Mandatory Expulsion is defined as those offenses that require expulsion by state law and those offenses designated by the Board of Education as to require mandatory expulsion.

- Principal directed disciplinary action
- Any violation of the Penal Code is subject to a legal citation
- Adherence to CISD Board Policy
- Level I Expulsion Hearing re: Recommendation to expel – Campus level
- Level II: If no appeal, District hearing officer authorizes expulsion. If appealed, District Hearing Officer conducts hearing
- Level III: Expulsion Hearing at Board Level
- Copy of order expelling student sent to Juvenile court after completion of hearing

Length of an expulsion will be based upon the following guidelines:

- Seriousness of the offense
- Age of the student
- Whether state law requires a particular consequence
- Whether District policy or provisions in the Code of Conduct require a particular consequence
- Premeditation of the student
- Student's previous disciplinary record
- Whether the offense is one in which a required length has been established by the District and contained in the Code of Conduct
- The effect of the misconduct on the school environment

- 5.1 Use, possesses, or exhibits a firearm, club, illegal knife as prohibited weapon
- 5.2 Aggravated assault
- 5.3 Sexual assault

- 5.4 Aggravated sexual assault
- 5.5 Arson
- 5.6 Murder
- 5.7 Indecency with a child
- 5.8 Aggravated kidnapping
- 5.9 Drug and alcohol offenses when punishable as felonies
- 5.10 Student commits retaliation against a school employee TEC 37.006 (c)
- 5.11 Federal firearm violations (18 U.S.C. Section 921) Mandatory Expulsion as designated by the Board of Education
- 5.12 Aggravated Robbery

Right of Appeal: Any student and/or parent may appeal the recommended decision of the principal to expel a student within three working days of the time the parent becomes aware of the Student Code of Conduct violation report and Notice of Expulsion to the assistant superintendent. The decision of the assistant superintendent may be appealed to the Board of Education within three working days.

The student shall be removed from the regular program or DAEP until the appeal process has been completed.

CONDUCT STATEMENT

- Students are expected to behave in a responsible manner, demonstrating courtesy and respect for the rights of other students and district staff. Student cooperation and respect for the property of others, including district property and facilities is essential to the maintenance of facilities, safety, order and discipline. Attending all classes regularly and on time, being prepared for each class, and taking appropriate materials and assignments to class is expected of all students. Students are to be well groomed and dressed appropriately each day.
- As required by law, the district has developed a Student Code of Conduct that establishes behavior standards, both on and off campus, and consequences for failure to abide by the standards. Students need to be familiar with the standard set out in the Student Code of Conduct, as well as campus and classroom rules, in order to avoid violation and the subsequent consequences.
- The district has jurisdiction over the students during the school day and while going to and from school on district transportation. The district's jurisdiction includes any activity during the school day on school grounds (or within 300 feet of school property) as measured from any point on the school's real property boundary line, or while attending a school sponsored or school-related activity on or off school property [TEC 37.006(a)]. Additionally, according to state law discipline may be imposed for certain off campus behavior(s) listed in this code of conduct.

BEHAVIOR EXPECTATION

Each student is expected to:

- Demonstrate courtesy and respect for others.
- Behave in a responsible manner
- Attend all classes, regularly and on time
- Prepare for each class; take appropriate materials, do assignments while in class, and bring homework assignments to class
- Be well-groomed and dress appropriately
- Respect the rights and privileges of other students and of teachers and district staff
- Respect the property of others, including district property and facilities
- Cooperate with or assist the school staff in maintaining safety, order, and discipline
- Avoid violations of the Student Code of Conduct
 - Record all assignments and due dates through use of planner
 - No electronic devices displayed: radio, telephones, and or blackberry
 - Take an active role in the learning process.
 - Show pride

CELL PHONES, PAGERS, TELECOMMUNICATION DEVICES, CD PLAYERS, AND OTHER ELECTRONIC DEVICES/GAMES

Students are not permitted to possess such items as 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.

Students are allowed to use a telecommunication device before school, after school and during lunch. Telecommunication devices are not allowed during all other times of the school day. A student who is in violation of the Student Code of Conduct concerning this matter will have the device confiscated and will receive a consequence based on the discipline plan. These items will be returned to the parent/guardian or student with parental note on the following timeline:

1st Offense- Warning to student/item may be confiscated

2nd Offense- Item will be confiscated and turned into the office. (The school will charge the owner for the release of the telecommunications devices a fee of \$15.00, but not to exceed this amount before the device is released back to the owner [See policy FNCE.] Electronic devices will be returned to the parent or student with parent note and a fee of \$15.00 after 3:45.

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 a fee of \$15.00, but not to exceed this amount before the device is released back to the owner [See policy FNCE.]

CLOSED CAMPUS

Students coming on campus in the morning are to remain on the school grounds for the rest of the school day. Students are not allowed in the parking area. Going to the parking area without approval shall result in disciplinary action. Permission from the office must be obtained before a student can leave the campus during the school day.

CONDUCT BEFORE AND AFTER SCHOOL

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

CONSEQUENCES

A student, whose behavior shows disrespect for others, including interference with their access to a public education and a safe environment will be subject to disciplinary action.

School rules and the authority of the district to administer discipline apply whenever the interest of the school is involved on or off school ground in conjunction with or independent of classes and school-sponsored activities. The district has disciplinary authority over a student:

- During the regular school day and while the student is going to and from school on district transportation
- While the student is participating in any activity during the school days on school grounds or within 300 feet of the school for some offenses
- While the student is in attendance at any school-related activity, regardless of time or location
- CISD students shall be subject to a disciplinary time out at varsity football games for inappropriate, disruptive misbehaviors such as, but not limited to, throwing objects, fighting, horse playing, loitering in aisles or walkways.
- For any school-related misconduct, regardless of time or location
- When retaliation against a school employee is involved, either on or off school property
- When the student commits a felony
- For certain acts of misconduct described in the Code of Conduct regardless of location or time

In general, discipline will be designed to correct the misconduct and to encourage adherence by all students to carry out their responsibilities as citizens of the school community. Discipline action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline action will be correlated to the seriousness of the offense, the student's age, grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

The district may impose campus or classroom rules in addition to those found in the Student Code of Conduct. These rules may be posted in classroom/hallways and may or may not constitute violations of the Student Code of Conduct.

The following discipline management techniques may be used alone or in combination for Student Code of Conduct and non-Student Code of Conduct violations:

- Oral correction
- Cooling off time or "time-out"
- Seating changes in the classroom
- Counseling by teachers, counselors, or administrative personnel
- Parent-teacher conferences
- Temporary confiscation of items that disrupt the educational process
- Grade reduction as permitted by policy
- Rewards
- Behavioral contracts
- Detention after school or Saturday
- In-School Suspension (ISS)
- Suspension
- Corporal Punishment
- Assigned school duties other than class tasks
- Withdrawal of privileges, such as participation in extracurricular activities, eligibility for seeking and holding honorary offices and parking permits withdrawn.
- Techniques or penalties identified in individual student organizations' code of conduct
- Withdrawing or restricting bus privileges
- School-assessed and school-administered probation
- Referral to outside and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the district. All students are subject to the Penal Code.
- Placement in Discipline Alternative Education Program
- Expulsion
- Other strategies and consequences as specified by the Student Code of Conduct.

Parental questions or complaints regarding disciplinary measures taken should be addressed to the teacher or campus administration as appropriate and in accordance with District Policy.

CORPORAL PUNISHMENT

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

DETENTION

Students may be detained outside of school hours on one or more days if a student violates the school's rules. The detention may begin the day after assignment; parents shall be notified by either the school or the student. Transportation arrangements should be made by parents on the day(s) of detention.

DISCRETIONARY REMOVAL

General misconduct violations will not necessarily result in the formal removal of the student from class or another placement, but may result in a routine referral to a campus administrator for application of appropriate discipline techniques.

DRESS AND GROOMING

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

Hair

- No distracting items stuck in the hair
- No nets on the head
- No sideburns below the earlobes
- Hair must be clean and well-groomed
- No pins or curlers
- Hair is not to cover the eyes
- Boy's hair is not to extend past the bottom of a dress shirt collar
- No distracting hairstyles
- No symbols or initials are to be cut into the hair

Footwear*

- No house shoes permitted and tennis shoes or fully closed shoes are recommended for safety and comfort

Hats**

- No hats, head coverings or headbands are to be worn during school hours.

Shirts

- Shirts must be either collared or T-shirt
- Shirts **must** have sleeves
- Young men's shirts are required to be tucked into the pants.
- No clothing is permitted which advertises Playboy, tobacco, alcohol, prohibited substances, vulgar or obscene topics, or that which implies any of the above
- Tops (shirts, blouses, etc.) must overlap waist bands so that **NO** midriff is showing at **ANYTIME**
- Clothing which reveals underwear or cleavage is prohibited

Other Clothing

- **NO** "sagging" of pants or shorts is allowed. Pants and shorts are to be worn at the natural waistline.
- Young men will wear a belt through their belt loops of the pants or shorts they are wearing. If the shorts do not have belt loops, they are to be worn at the natural waistline with the shirt tucked in.
- Any clothing which reveals underwear or cleavage is prohibited.
- Clothing which is torn or ripped is not permitted

Earrings/Piercing

- Boys are prohibited from wearing earrings or studs
- Body piercing other than ears is prohibited

Other Guidelines

- Students are to be clean shaven
 - Students are required to keep themselves clean and free of body odor
 - **Pants, shorts, and dresses must be at or below the knee
 - Tattoos with lewd writing, gang-related, obscene or offensive pictures or emblems must be covered
- * If the Principal or Assistant Principal determines that a student's dress or grooming violates the Dress Code, the student will be given an opportunity to correct the problem at school. If the problem is not corrected, the student will not be allowed to attend further classes until the infraction has been corrected. In all cases concerning the Dress Code, the Principal will have the final decision as to what dress is appropriate.

**Exceptions: Designated school events approved by the Principal

DRUG-TESTING

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

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***.

HARASSMENT/DISCRIMINATION

The district believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid 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.

Prohibited harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; 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 and on the district website.

Examples of prohibited discrimination 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. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer needs to be reported to an administrator immediately. Romantic and other inappropriate social relationships, as well as all sexual relationship, between students and district employees are prohibited, even if consensual.

Investigation of Reported Harassment

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

In the event alleged harassment involves another student, the district will notify the parents of the student alleged to have experienced the prohibited harassment when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by policy.

If the district's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The district may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

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

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

HAZING

Hazing includes any willful act by a student, either individually or with others, against another student for the purpose of subjecting the latter of dignity, humiliation, in

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

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 verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents.
- The principal ordinarily will be present unless the interviewer requests a meeting with just the student being questioned.
- The principal will cooperate fully regarding the conditions of the interviewer, if the questioning or interview is part of a child abuse investigation.

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 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.

Administrative tools used in campus investigations include, but are not limited to, digital alcohol detector, black lights, cameras, taking statements, etc.

The major objective of the Cameron Independent School District is to provide equal opportunity for all students to achieve their intellectual, social, emotional, and physical potential. This objective may only be realized if the school environment is free of disruptions and distractions that interfere with the orderly educational process. School personnel have the responsibility to establish and maintain an environment free of disruptions and distractions that interfere with that process.

Students have the responsibility to behave in a manner that helps establish and maintain an environment that is free of disruptions and distractions.

The District is committed to protecting those student's rights recognized by state and federal law, but it also expects students to behave in an appropriate manner and to contribute in a positive way to the educational process.

PUBLIC DISPLAY OF AFFECTION

Public display of affection is in poor taste and will not be permitted at school or at school sponsored activities. If behavior in class or on the school grounds is such that a teacher feels that disciplinary action is necessary, the students may be called aside for a conference or sent to the principal's office.

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 in 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.

REPORTING PROCEDURES

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal or other district employee. The report may be made by the student's parent.

REQUESTING NOTICES OF CERTAIN STUDENT MISCONDUCT

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

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.
- Student ID card must be presented for cafeteria and library service. Teachers and administrators may request the card to be presented at times of privilege (i.e.: computer labs sporting events) If the ID card is lost or stolen, see Mrs. Thweatt in the Office for a replacement. Replacement cards cost \$5.00 ea.

SCHOLASTIC PENALTIES

A student's grade may not be penalized for misbehavior. Teachers should not use grades for disciplinary purposes other than what is supported by District policy regarding unexcused absences, cheating and suspension.

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.

SEXUAL HARASSMENT/SEXUAL ABUSE

Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

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.

STUDENT 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.

STUDENT PARKING

Students who wish to drive their own vehicle to campus must register for a parking space and a designated parking tag. The following rules will apply:

1. Safety is our first priority. Students must abide by the posted signs in the parking lot. Students driving recklessly or dangerously will receive a 10-day parking suspension. Subsequent offenses will result in a permanent parking suspension.
2. Only the vehicle(s) registered for a parking space may occupy that space. All cars must have parking permits displayed by September 1st. If a vehicle is parked without a tag, a fine of \$10.00 will be assessed to continue with parking privileges. If an unidentified car is found parked on school premise, or is illegally parked, the license plate number will be shared with local police authority and is subject to be towed without warning.
3. Vehicles that are parked in an undesignated area or the band practice area will be **towed**.
4. Under no circumstances may a student park in the visitor's lot (in front of the main entrance), faculty lot, or in a handicapped space. Your car will be towed at the owner's expense. **This is no warning given.**
7. Parking Permits must be displayed on the mirror. Students may not loan or give their parking tag or space to anyone. This will result in a permanent parking suspension for both parties involved.
8. Upon arriving on campus students are to park their vehicles in the assigned area and go directly to the building. The parking lot is numbered and the parking permit number will correspond to a specific parking space.
9. There is to be no parking along the entrances at the rear of the building, in the fire lanes or in the area next to the vocational shops.
10. All parking is at your own risk. We do not assume responsibility for vehicles parked on campus.

STUDENT REMOVAL FROM CLASS

Formal Removal by a Teacher

A teacher may remove from class a student who has been documented by the teacher to have repeatedly interfered with the teacher's ability to communicate effectively with the students in the class or with the ability of the students' classmates to learn or whose behavior the teacher determines is so unruly, disruptive, or abusive, that it seriously interferes with the teacher's ability to communicate effectively with the students in the class. The principal may either:

- Place the student in another appropriate classroom;
- Place the student in in-school suspension; or
- Place the student in the DAEP location.

Placement Review Committee

Each school in the district will establish a three-member committee to determine placement of a student when a teacher removes a student and refuses to allow the student to return to his or her classroom. Each committee shall consist of two teachers and one teacher to act as an alternate chosen by the campus faculty, and one member chosen from the professional staff of a campus selected by the principal. The teacher refusing to re-admit the student shall not serve on the committee. The principal may not return the student to the classroom of the teacher who removed the student without the teacher's consent unless the placement review committee determines that such placement is the best or only available alternative. If the student is removed by a teacher, the student may be prohibited from attending or participating in school-sponsored or school-related activities.

Review for Students Removed by Teacher

Not later than the third class day after the day on which a teacher removes a student from class, the school principal or other appropriate administrator shall schedule a conference among the principal or designee, a parent or guardian of the student, the teacher removing the student if any, and the student. At the conference, the student is entitled to written or oral notice of the reasons for the removal, an explanation for the basis for the removal, and an opportunity to respond to the reasons for the removal. The student may not be returned to class pending the conference. Following the conference and whether or not each requested person is in attendance, after valid attempts to require a person's attendance, the principal shall order the placement of the student either in in-school suspension, a DAEP, or another teacher's classroom. If the teacher removed the student for a reason listed as a mandatory DAEP removal, the student will be placed in a DAEP. If the decision is to place the student in a DAEP, the campus will follow the procedures that are provided in the Code of Conduct for removal to a DAEP.

TARDIES

Promptness to class is very important and students are expected to be in their seats and ready to work when the tardy bell rings. Students who choose to neglect this responsibility will subject themselves to the following Truancy policy and discipline action will be considered.

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.

TRANSPORTATION

SCHOOL BUS AND OTHER SCHOOL VEHICLES

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling Donald Shepard in the transportation office @ 254-697-2016.

VIOLATION OF SCHOOL BUS RULES

Cameron I.S.D. schools will be consistent across the district with enforcement of school bus safety procedures and consequences for major and minor safety violations.

MINOR OFFENSE: An infraction of the following rules

Students will not engage in the following:

- 1) Excessive loud talking, yelling, or disturbing others.
- 2) Failure to stay in assigned seat while bus is in motion.
- 3) Throwing objects on the bus.
- 4) Arms, head, hands, out of the bus window.
- 5) Leaving paper or other debris on the school bus
- 6) Pushing, tripping, hitting other students
- 7) Not following the driver's instructions.
- 8) Keeping feet or backpacks, etc in the bus aisle.
- 9) Failure to board and exit the bus in an orderly and safe manner

MINIMUM CONSEQUENCES FOR MINOR OFFENSE CITATIONS:

1ST referral - School administrator will conference with student, bus referral mailed to parents, phone contact made with parent

2nd referral - Student is off the bus for 3 school days, bus referral mailed to parent, phone contact made with parent

3rd referral - Student is off the bus for 10 school days, bus referral mailed to parent, phone contact made with parent

4th referral - Student is off the bus 20 school days, bus referral mailed, phone contact made with parent

5th referral - Student is off the bus for the balance of the school year, bus referral mailed to parent, phone contact made with the parent

MAJOR OFFENSE: Any infraction of the following rules

- 1) Making offensive remarks toward the driver or other passengers
- 2) Distracting drivers attention from the safe operation of the vehicle
- 3) Fighting
- 4) Smoking
- 5) Causing damage to the bus
- 6) Throwing objects out of the window
- 7) Sexual, racial or gang related items or language
- 8) Possessing prohibited weapons, tobacco products, alcoholic beverages, harmful drugs or chemicals

MINIMUM CONSEQUENCES FOR MAJOR OFFENSE CITATIONS:

NO WARNING NOTICE FOR MAJOR OFFENSE

1st referral - Student is off the school bus for 3 days, bus referral to parents, phone contact made with parents

2nd referral - Student is off school bus for 10 school days, bus referral mailed to parents, phone contact made with parent

3rd referral - Student is off the school bus for 20 school days or balance of semester, bus referral mailed to parents, phone contact made with parents

4th referral - Student is off the school bus for the balance of school year, bus referral mailed to parents, phone contact made with parents

If the student's first offense is a major offense any future infraction (major or minor) during the school year would start with a minimum three day suspension

Video Cameras on School Buses

Video camera recording of bus trips has proven to be a valuable tool in maintaining safe student conduct. Cameron ISD utilizes bus video cameras on route buses on a regular basis. In the event that an incident occurs, videotapes will be retained, and segments may be provided to the appropriate campus administrator.

However, due to legal issues, the data on the video tape is considered confidential information and as a matter of privacy, will not be shown or released outside the campus or transportation department without the appropriate legal document.

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***.

VEHICLES ON CAMPUS

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

VIDEO CAMERAS

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

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

VIOLATION OF LAW - Alcohol, Drugs, Tobacco and Weapons

Under state law and federal law, a student is not allowed to possess, sell, give away, or use, **or be under the influence of** alcohol, illegal drugs, **or** tobacco products, **or use, exhibit or possess** guns or other weapons on, **or within 300 feet of**, school property, or at a school-related or school-sanctioned activity, on or off school property. Having one of these in a privately owned vehicle that the student may have driven to school on district property is also prohibited and would constitute possession. (See the Misconduct Levels for information regarding disciplinary consequences)

SERIOUS LEVELS OF DISCIPLINE

Emergency Placement or Expulsion (See Code of Conduct)

Suspension (See Code of Conduct)

Removal to a Disciplinary Alternative Education Program

State law provides that the student who commits certain offenses must be placed in a DAEP. It also outlines those offenses or acts of misconduct for which a student may be placed in a DAEP. These acts, as well as others determined by the District, are listed in the Code of Conduct.

Within three school days from the student being removed from class by principal, the principal or other appropriate administrator will schedule a conference with the parent or guardian of the student, the teacher removing the student, if applicable, and the student. At the conference, the principal will explain the allegations including the reasons for the removal and provide an opportunity for the student to respond to the reasons for the removal. Following the conference, and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal shall order the placement of the student for a period consistent with the student Code of Conduct. The Board delegates to the campus principal the authority to remove a student to DAEP. If a student's placement in a DAEP extends beyond 60 days or the end of the next grading period, whichever is earlier, a student's parent or guardian is entitled to notice of an opportunity to participate in a proceeding before the principal.

The District will comply with state law regarding a student's opportunity to complete course work when the student is placed in the DAEP.

At the review, the parent or the student will be given an opportunity to present arguments for the student's return to the regular classroom or campus.

If a student withdraws from the district before an order for placement in DAEP is entered, the principal may complete the proceedings and enter an order. If the student subsequently enrolls in the district during the same or subsequent school year, the district may enforce the order at that time except for any period of the placement that has been served by the student on enrollment in another district that honored the order. If during the term of a placement, a student engages in additional conduct for which placement in DAEP is required or permitted, additional proceedings may be conducted and an additional order may be entered.

If, during the term of removal to a DAEP, a student engages in additional conduct for which removal is required or permitted, additional proceedings may be conducted regarding that conduct and the principal may enter an additional order of removal as appropriate.

The length of the placement in DAEP will be made in accordance with the following guidelines:

- Seriousness of the offense
 - Age of the student
 - Requirements of state law
 - Whether District policy or provisions in the Code of Conduct require a particular consequence
 - Premeditation of the student
 - Student's previous disciplinary record
 - Whether the offense is one in which a required length has been established by the District and contained in the Code of Conduct
 - The effect of the misconduct on the school environment
- **First offense permissive DAEP placement: 30 days**
 - **Second offense permissive DAEP placement: 30-45 days**
 - **First offense mandatory DAEP placement: 30-45 days**
 - **Second offense mandatory DAEP placement: 45-60 days**

Cameron DAEP hours vary from campus-time will begin 7:30 and end at 3:15 daily

Mandatory Placement in DAEP -On school property or within 300 feet

A student shall be placed in a DAEP for the following conduct if the conduct occurs on or within 300 feet of school property or at a school related activity:

- Felony
- Assault under Section 22.01(a) (1)
- Sells, gives, or delivers to another person, possesses, uses or is under the influence of Marijuana or a controlled substance or a dangerous drug
- Sells, gives, or delivers to another person an alcoholic beverage as defined by the Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol, or possesses, uses or is under the influence of an alcoholic beverage
- Burglary of district facility
- An offense related to an abusable volatile chemical under Section 485.031-034, Health and Safety Code;
- Public lewdness or indecent exposure
- If the student is under ten (10) years old and commits an expellable offense, the student shall be placed in the DAEP

Mandatory Placement in DAEP - Regardless of location or time

A student shall be placed in DAEP for the following conduct regardless of location or time of the conduct:

- Conduct involving a public school that contains the elements of the offense of false alarm or report or terroristic threat
- Retaliation against any school employee (unless the student commits an expellable offense in retaliation against a school employee or volunteer, in which case the student will be expelled)
- Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law. Education Code Sec. 37.121
- Title V felony (Offenses Against the Person) if the student either received deferred prosecution, a court or jury finds that the student has engaged in delinquent conduct for a Title V felony, or the superintendent or designee has a reasonable belief that the student has engaged in a Title V felony.

Permissive Placement in DAEP

A student may be placed in the DAEP if the student commits a non-title V felony, regardless of where it took place, if the superintendent or designee determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process. A principal or other appropriate administrator may, but is not required to, remove a student to DAEP for off-campus conduct for which removal is required if the principal or other appropriate administrator does not have knowledge of the conduct until a year after it was committed.

A student may be placed in DAEP, if the board of trustees or designee after an opportunity for a hearing, if the student has received deferred prosecution for a Title V felony, or has been found by a court or a jury to have engaged in delinquent conduct for conduct defined as a Title V felony, provided the board or its designee determines that the student's presence in the regular classroom threatens the safety of other students or teachers, will be detrimental to the educational process, or is not in the best interests of the district's students. The student may be placed in DAEP regardless of the date on which the student's conduct occurred, the location at which the conduct occurred, whether the conduct occurred while the student was enrolled in the district, or whether the student has successfully completed any court disposition requirements. The length of the placement will be determined by considering safety issues, disruption issues, and the best interest of the district's students. A decision of the Board or designee is final and may not be appealed. The student will however, be entitled to periodic review applicable to long-term placements in DAEP.

A student may be placed in DAEP for multiple Level II misconduct and all Level III misconduct.

See Additional Information Related to DAEP in Code of Conduct.

Expulsion

State law provides that students who commit certain offenses on school property or at a school-related activity on or off school property must be expelled. State law also gives administrators authority to expel

students for other offenses that occur on school property, or in some circumstances, off school property. The acts for which a student must, or may be, expelled are listed in this Code of Conduct.

The board has delegated to the Superintendent and/or his designee the authority to expel students. Recommendations for expulsion are first made by the principal.

Expulsion – Due Process

The student shall have an opportunity for an informal hearing before the principal at which time she/he is informed of the charges. The parents of a student to be expelled shall receive a written notification of the proposed expulsion and hearing from the campus principal. At the hearing, the student shall be afforded due process that will include:

- Prior notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation; including a written invitation to the student's parent or guardian to attend the expulsion hearing.
- Right to a full and fair hearing before the campus principal;
- Right to an adult representative or legal counsel who can provide guidance to the student and who is not an employee of the district;
- Opportunity to testify and present evidence and witnesses in the student's defense;
- Opportunity to examine the evidence presented by the school administration.

The notice shall be in writing and shall advise of the date and time of the hearing, the nature of testimony, and copies of documentary evidence to be used at the hearing. The decision may be based exclusively on evidence presented at the hearing. The final decision shall be communicated promptly to the student and parent.

Before a student is expelled, the superintendent will provide the student a district-level hearing on expulsion.

The student is entitled to be represented by a parent or guardian or any other adult who can provide guidance to the student and is not an employee of the district. The student or the student's representative shall be notified in writing of the date, time, and place of the expulsion hearing to afford a reasonable opportunity for preparation. If the district makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the district may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. Pending the district-level hearing, a student may be suspended, placed in ISS, or DAEP.

Appeal to the Board

A decision by the Superintendent's designee to expel a student may be appealed to the Board of Trustees. The request for an appeal must be made in writing to the Superintendent within three (3) working days of the receipt of the Level II decision. The Superintendent shall inform the student or parent of the date, time and place of the meeting. Pending an appeal to the Board, the student will be placed in DAEP.

Not later than the second business day after the hearing on expulsion, the Board's designee shall deliver to the juvenile court a copy of the order expelling the student and the information required by Section 52.04 of the Family Code. The duration of the student's expulsion is set forth in the Code of Conduct. If a student withdraws from the district before an order of expulsion is entered, the principal, superintendent's designee, or Board, as appropriate, may complete the proceedings and enter an order. If the student subsequently enrolls in the district during the same or subsequent school year, the district may enforce the order at that time except for any period of the expulsion that has been served by the student on enrollment in another district that honored the order. If the principal or Board fails to enter an order after the student enrolls, the next district in which the student enrolls may complete the proceedings and enter an order.

If, during the term of expulsion, a student engages in additional conduct for which expulsion is required or permitted, additional proceedings may be conducted regarding that conduct and the superintendent's designee, as appropriate, may enter an additional order of expulsion.

Discipline of Special Education Students under the Individuals with Disabilities Education Act

Each disabled student's Individual Education Plan (IEP) shall address the student's specialized needs on discipline including positive behavioral interventions that can be appropriately used with the student. Only a duly constituted admission, review, and dismissal committee may make a change in placement of more than ten (10) days. A student with a disability may not be placed in an alternative educational program solely for education purposes if the student does not meet the criteria for alternative educational placement. When days of suspension, in-school suspension and/or placement in an AEP total 10 days in one school year, an

ARD committee shall review the student's IEP. If a student with a disability commits an offense under TEC 37.006 and/or engages in serious or persistent misbehavior, an ARD committee shall be convened to review the student's program and placement, including consideration for removal to an AEP.

A disabled student may be expelled or placed in an AEP for engaging in conduct that would warrant such action for a non-disabled student only if the ARD committee determines the misconduct is not related to the disabling condition or inappropriate placement.

Discipline of Students Served Under Section 504 of the Rehabilitation Act.

A student with a disability under Section 504 (District Policy FB) shall not be expelled unless the district first determines that the misbehavior is not a manifestation of the student's disability. The same group of people who make placement decisions may make that determination. The group must have available to it evaluation data that is recent enough to afford an understanding of the student's current behavior. At minimum, the group shall include persons knowledgeable about the student and the meaning of the evaluation data (34 C.F.R. 104.35; 161DELR 491).

See Additional Information Related to Expulsion in District Code of Conduct.

PARENT SERVICE

REQUIRED NOTICES AND INFORMATION FOR PARENTS

This section of the C. H. Yoe High 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.

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed.
- 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 at 254-697-3902 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.
- Becoming a school volunteer. [For further information, see policies at GKG and contact Melissa Shelton at 697-3902 email address mshelton@cameronisd.net.
- Participating in campus parent organizations. Parent organizations include:

VIPS: (Volunteers in public school) Contact Melissa Shelton email address mshelton@cameronisd.net

Agriculture Booster Club: Contact email address Lana McDermott at 254-697-2352 email address lmcdemott@cameronisd.net.

Athletic Booster Club: Contact Rick Rhoades at 254-697-2675 email address rrhoades@cameronisd.net

Band Booster Club: Contact Steve Moss at 254-697-3371 email address smoss@cameronisd.net.

- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact Margaret Thweatt at 697-3902.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**.]

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).]

STATEMENT OF NONDISCRIMINATION

In its efforts to promote nondiscrimination, Cameron ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the 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: George Willey- Acting Superintendent- 254-697-3512 email address gwilley@cameronisd.net .
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: George Willey- Acting Superintendent- 254-697-3512 email address gwilley@cameronisd.net .
- All other concerns regarding discrimination: contact Acting Superintendent: **George Willey- 254-697-3512**

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.

AUTOMATED CALLING SYSTEM

This automated system will be used to contact parents when a mass message needs to be sent or in the event that parents need to be notified for absences, change in extra-curricular activities, or any other event requiring parent notification.

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 a request.

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.”]

DIRECTORY INFORMATION FOR SCHOOL-SPONSORED PURPOSES

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

For these specific school-sponsored purposes, the district would like to use your child’s information and 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 the school-sponsored purposes listed.

DISPLAY OF 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.

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.

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).]

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.

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.

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).]

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.]

PARENTS OF STUDENTS WITH DISABILITIES

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs**.

RELEASE OF STUDENT INFORMATION TO MILITARY RECRUITERS AND INSTITUTIONS OF HIGHER EDUCATION

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

Please note:

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

The parent's or eligible student's right of access to 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.

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.

SCHOOL FACILITIES

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

SCHOOL PROPERTY

Students have been provided an attractive building and good equipment and are urged to help keep it attractive. Students who destroy or deface public property jeopardize their reputations among students and adults. Students who destroy school property are subject to disciplinary action.

SPECIAL PROGRAMS

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

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

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

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Amy Brashear-Diagnostician (Milam County Cooperative).

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).]

STUDENT AND PARENT COMPLAINTS

Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, they can request a conference with the principal or designee. If not satisfied at that level, they can request a conference with the Superintendent and, ultimately, appear before

the Board of Trustees, in accordance with District policy.

A student and/or parent with a complaint regarding possible discrimination on the basis of sex, race, or religion in any school program should contact the Principal.

A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education, or a complaint about the District's programs and services available to the student, should be brought to the District Special Programs Coordinator.

STUDENT RECORDS

Both federal and state laws safeguard 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. The address of the Cameron I.S.D. is 303 E. 12th Street.

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).

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.

TITLE I PARTICIPANTS

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is George Willey and may be contacted at (254) 697-3512.

VISITORS TO THE SCHOOL

GENERAL VISITORS

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

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

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

VISITORS TO CAMPUS

C. H. Yoe High School is a closed campus. All visitors must enter through the front doors of the main lobby and report to the welcome desk. Visitors will be required to present a government issued photo identification (valid driver's license) that will be scanned through the V-soft Security System. A photo visitor's pass will be produced and must be worn while on campus and returned to the welcome desk before leaving. Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **Students may not bring friends or relatives to school during school hours or after school practices.** Food being brought in by parents needs to be checked in at the front desk and should be on a limited basis. The school provides many opportunities for meals including a school snack bar at the designated lunch time.

VOLUNTEERS-VIPS (Volunteers in Public Schools)

The purpose of a school volunteer program is to provide an opportunity for parents and other interested adults to assist school personnel in the operation of the schools. In short, school volunteers are a valuable, needed, and appreciated resource to our students and staff alike.

All of our children are full of potential and promise. Each and every young person attending our schools must be provided a safe and secure environment that nurtures and enhances their learning. Screening our volunteers provides assurance to our parents and to our community that the District is taking the necessary steps to proactively and reasonably preserve a safe and secure learning situation.

Volunteers who work directly with campuses and with students will be required to complete a volunteer services form and an authorization for criminal history background check. The background check is strictly confidential and will be processed through the CISD office of Human Resources. The continued success of Cameron's young people depends on the steady increase of community support for the District's schools, and volunteerism is an excellent avenue to get involved and support our schools.

GENERAL INFORMATION

ANNOUNCEMENT/NOTICES/POSTERS

Before placing an announcement or notice in any school area, permission must be obtained from a campus administrator. All posters must be initialed. There is to be no glitter on posters. Any student who posts printed material without approval shall be subject to disciplinary action. Posters displayed without authorization will be removed.

ASSEMBLIES

On those occasions when the student body gathers for an assembly, students will report to the appropriate area with their classroom teacher. Books and other articles, excluding wallets and purses, should not be taken to assemblies. All students are expected to act in an appropriate manner at all times.

CAREER AND TECHNOLOGY PROGRAMS

The district offers career and technology programs in Agriculture, Business, and Technology. Admission to these programs is based on the pre-requisites for the course.

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

CHANGE OF ADDRESS OR TELEPHONE NUMBER

Please notify the registrar if your telephone number or address, home and/or work, has changed. This request is for your child's protection should an emergency arise. See **Change of Address** form in Appendix.

Class Favorites

Class Favorites will be elected by secret ballot. Each student will nominate from his/her Class one boy and one girl. The two boys and the two girls who receive the most nominations will be placed on a final ballot. (There will be no run-off unless there is a tie for the 2nd position.) Class Favorites will be announced immediately following the final balloting.

CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT

Valedictorian and Salutatorian

Candidates for Valedictorian and Salutatorian must be enrolled in Yoe High School during the first five days of the first semester of the senior year and must complete the remainder of their senior year at Yoe High School. Candidates for Valedictorian and Salutatorian must qualify for the RECOMMENDED High School Program at a minimum. In case of a tie for the two higher honors, calculating the cumulative numerical average of grades from only the following courses will be used to break the tie: English, Mathematics, Social Studies, Science, and Foreign Language. If there is still a tie, PSAT scores will be used to determine the order. If one or both students have not taken the PSAT then the most recent SAT scores will be used to break the tie. If there is still a tie **or** SAT scores are not available, TAKS Exit Level scores will be used to determine the order of these honors.

*****NOTE: The final calculations to determine the Valedictorian and Salutatorian will be completed after the fifth six-weeks and will not be recalculated at the end of the semester.**

Order of Graduation for Students with Academic Honors

The following students will be recognized at graduation exercises and will be awarded their diplomas in the following order: Valedictorian, Salutatorian, students earning Highest Honors (95.000+ cumulative numerical average for grades 9-12 using grade-point courses only), students earning Honors (90.000 – 94.999 cumulative numerical average for grades 9-12 using grade-point courses only), students (if not already recognized) earning the Distinguished Achievement High School Program, students (if not already recognized) earning the Recommended High School Program, and students (if not already recognized) earning the Achievement High School Program.

CORRESPONDENCE COURSES

The district permits high school students to take correspondence courses—by mail or via the Internet—for credit toward high school graduation. A maximum of TWO (2) credits may be earned through correspondence courses. Prior to enrollment in correspondence courses, a student shall make a written request to the counseling department for approval to enroll. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. Correspondence courses do not count for GPA. [For further information, see policies at EEJC.]

CREDIT BY EXAM—If a Student Has Taken the Course

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

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

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

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

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. The dates on which exams are scheduled during the school year will be arranged by the school counseling department.

- A student will earn credit with a passing score of at least 90 on the exam.
- If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will 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).]

COURSE SELECTION GUIDE

Annually, students are given a Course Selection Guide which includes academic policies. All parties should consider this guide a policy manual. Please refer to this document, which is also located in the counselor's office, if you have questions on the following:

Advanced Placement Courses, Award of Credits, CATE, Classification of Students, Class Ranking, College Credit Courses, College Enrollment, Eligibility, Course Descriptions, Grade Point System, Grades, NCAA, Registration and Class Schedule Changes, Special Programs and Testing Requirements for High School Graduation, along with sample graduation plans.

CURRICULAR, CO-CURRICULAR AND EXTRACURRICULAR ACTIVITIES

1. **Curricular** activities occur within the regular school day and include the delivery of instruction.
2. **Co-curricular** activities are an extension of classroom instruction in which participation is by the entire class or a significant portion of the class, such as field trips. Co-curricular activities that require a student to miss a class other than the sponsoring class or course will not be counted under the student excused absence rule.
3. **Extracurricular** activities are school-sponsored activities which are not directly related to instruction. Activities include, but are not limited to, performances, contests, demonstrations, displays, club activities and athletic activities. All UIL activities and other activities approved by the board are subject to these restrictions. A student who misses a class because of participation in a non-approved activity will receive an unexcused absence. ***Principal may excuse a student if they exceed 10 days and have prior approval for days missed.***

CLUBS AND ORGANIZATIONS

Athletics	Band	Cheerleaders
Fellowship of Christian Athletes	FCCLA	FFA
NHS (National Honor Society)	Student Council	UIL Academics
YBC (Yoe Business Club)	YOE High Leaders	History Club
Floral Club	Leo Club	Science Club
Yoe Brigade	Yoe Tech Club	Book Club
Yoe Babes		

EXTRACURRICULAR DISCIPLINE CODE

All students participating in extracurricular activities and representing C.H. Yoe High School in such activities are expected to display exemplary conduct at all times. **If a student/member/athlete is involved in any incident on or off campus which results in their being ticketed or arrested in any misdemeanor or felony activity (for example M.I.P., P.I., etc.) the student may be immediately suspended from participation in any school extracurricular activity.** Students who commit such infractions and do not report them to the coach, sponsor, or director within the proper time frame will be excluded from the program for one calendar year (a review of the student's status will occur after 50% of their competitive season has been completed). This time begins when the coach, sponsor, or director becomes aware of the incident. This code pertains to extracurricular activities only and does not in any way take the place of the discipline management plan of CISD, but will work, at times, in conjunction with the CISD Board Policy regarding student athlete discipline. Students missing contests because of DAEP placement will not be penalized twice for the same incident.

DISTANCE LEARNING

See district policy for distance learning on-line. Only 2 web-based programs are accepted for local credit.

DUAL CREDIT COURSES / COLLEGE COURSES

Students may enroll in Dual Credit Courses (Temple College and Cameron ISD) if they qualify for admission to Temple College. There are guidelines for meeting the criteria for being eligible for taking dual credit courses. Students receive credit for high school courses as well as receive college hours. Students are responsible for maintaining good grades while attending class there and will adhere to Temple College guidelines while attending class. Temple College furnishes the instructors. Students are limited to the number of hours they can take (15 – 21 per school year)

For information on early admission to college, see the Senior Counselor.

ELIGIBILITY FOR INTERSCHOLASTIC COMPETITION

Students in grades 7 through 12 may participate in extracurricular activities on-campus or off campus at the beginning of the school year only if they have earned the cumulative number of credits in state-approved courses as indicated below, with the exception of special education students whose status is defined by the ARD committee and their own IEP's.

1. Beginning in Grade 7 and continuing through Grades 8 and 9: must have been promoted from previous grade, not placed.
2. Beginning in Grade 10 or the second year of high school (Grades 9 through 12): must have earned five (5) state credits.
3. Beginning in the third year of high school: must have earned ten (10) state credits or must have earned five (5) state credits during the preceding 12 months.
4. Beginning in the fourth year of high school: must have earned 15 state credits or must have earned five (5) state credits during the preceding 12 months.

Credits earned in summer school or in correspondence may be used to determine eligibility.

A student who receives at the end of a grading period a grade below 70 (grade below 65 in an advanced placement or an honors or a dual credit course in English language arts, mathematics, science, social studies, economics, or a foreign language) in any academic class may not participate in extracurricular activities for at least three school weeks. The student becomes ineligible seven (7) days after the last day of the six-weeks grading period. **For example, if the six-weeks end is at 3:40 p.m. on Friday, October 5, the suspension would take effect at 3:40 p.m. on Friday, October 12.**

A student regains eligibility seven calendar days after the three school week evaluation period, if the student is passing all courses on the last class day of the three school week period. The student's work is evaluated from the first class day of the new grading period to the end of the three school week evaluation period. If the student has at least a minimum grade of 70 on a scale of 70 -100 for work done since the end of the previous grading period, the student may regain eligibility seven calendar days later at the time the regular school day ends. Parents and students are encouraged to consult the coach/sponsor if there is a question.

Note: Schools taking breaks of one week or more are reminded that those weeks do not count as part of this period. All students are eligible during this time.

Students who assist the sponsor or coach, such as student managers, must meet all academic eligibility requirements even though they do not participate in the performance or contest.

Students must be in attendance at least one-half day prior to competition or practice to be eligible for either practice or activity.

A student receiving a course grade of I (Incomplete, pending completion of required work) is considered ineligible until the I is replaced with a passing grade for that grading period.

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 a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 10 absences not related to post-district competition, (See local policy for more details)
- 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.

Each student club has its own unique mission and goals, criteria for membership, attendance and participation requirements, and membership dues or fees may be collected. See the individual sponsors for more information. [For further information, see policies 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.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.
- A fee covering cost of programs when providing an educational program outside of traditional offerings (like Temple College) when student has lost credit because of absences or has a serious discipline issue preventing them from completing the course.

FINAL EXAM EXEMPTION POLICY

Semester exams will count one fifth ($1/7^{\text{th}}$) of the semester grade. **Students will have one (1) week to make up final exams after the semester ends.** After that time the final exam grade becomes a 0.

The purpose of the exemption policy is to increase academic achievement, promote good attendance and encourage responsible behavior. The following procedures will be adhered to:

- 1.) For SENIORS to be considered for exemption, a student must have:
 - a. An average of 85-90 and no more than 2 absences; or
 - b. An average of 91-100 and no more than 3 absences. College visit day is not an absence.
- 2.) For 9th-11th Grade students to be considered for exemption, a student must have:
 - a. Perfect attendance or
 - b. November Benchmark student meets commended standard or
 - c. TAKS Commended on last test session for that subject exempt or
 - d. Exempt only if teacher approves for passing TAKS Exam at 2200
- 3.) All absences will count and there will be no exceptions whether medical, excused, or unexcused. Students who are out for school business will not be considered absent. Ex: UIL, One-Act, etc.
- 4.) Students who register after the 3rd school day of the semester is not eligible. Transfer students must show proof of meeting absence criteria from previous school and be in "good standing" with grades as determined by the principal.
- 5.) Absences will be counted up to the day of the exam.
- 6.) Student serving a DAEP or ISS placement for any whole day or more will NOT be exempt.

Students may be exempt for progress on local testing in preparation for the TAKS Assessment.

Flame King and Queen Court

Each Class will elect one boy and one girl to serve as candidates for Flame King and Queen. (There will be no run-offs unless there is a tie for the top position.) A final ballot will be prepared for all students. One boy and one girl from each Class will be included on the final ballot. The Flame King and Queen will then be elected by all students (grades 9-12). (There will be no run-off unless there is a tie for the top position.) The Flame Court and King and Queen will be announced during the Flame Pep Rally scheduled for a Tuesday or Wednesday of the week of the last out-of-town district football game.

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the Campus Principal and approved by the Assistant Superintendent at least 14 days before the event. [For further information, see policies at FJ and GE.]

FIELD TRIPS

Students will be provided the chance to participate in field trips when possible. Field trips are privileges students earn by displaying appropriate behavior. In order to be eligible to participate in a field trip, a student must have a permission form for the specific field trip signed by a parent or guardian.

GRADING GUIDELINES

In grades 9–12, achievement is reported to parents as number grades. Progress Reports are sent at the middle (after the 3rd week) of each six weeks, and Report Cards are sent at the end of each six weeks. See your student's individual teachers for additional information concerning their grading policies.

GRADING SYSTEM AND GRADE POINT SYSTEM

- Numerical grades will be used for all evaluation of students
- Transfer students will have letter grades converted to numerical grades as follows:
 - A+ = 99 A = 95 A- = 90
 - B+ = 89 B = 85 B- = 80
 - C+ = 79 C = 77 C- = 75
 - D+ = 74 D = 72 D- = 70
 - All Fs = 69
- Numerical grades are used for Class Rankings and Academic Honors. The following courses are **NOT** included for the calculation of Class Rankings and Honors:

Athletics	Band and Jazz Band	Applied Music
Computer Technology	Dual Enrollment Classes	SAT/ACT
Physical Education	TAKS Classes	Journalism
Athletic Training	Study Skills	Student Aide
Yearbook		
- Premium Points:** Students receive premium, or extra grade points for designated courses. Advanced sections of the same Premium Point courses may not be offered every year. Final semester grades do not change on the Report Card or permanent record. However, for Class Rankings and Academic Honors, five (5) Premium Points are added to final semester grades. **NO Premium Points are added for grades BELOW 70.**

Grading Policies

- A student will receive a grade each six weeks in each course (excluding non-grade point courses listed in the Grading System and Grade Point System section beginning on page 13).
- Teachers will return to students all tests, quizzes, homework, etc., where grades have been recorded, in a reasonable length of time.

- Yoe High School does not require Six Weeks Exams. However, teachers are required to give at least one exam during each six weeks, not counting the final semester exam.
- The final six weeks grade is calculated as follows:
 - **50% Daily Grades** (homework, class work, and assignments specified by the teacher). This may vary depending on department.
 - **50% Major Grades** (exams, major projects, research papers, sketch books, or other major assignments as specified by the teacher). This may vary depending on department.
- Zeroes are recorded for work missed as the result of truancy or unexcused absences.
- Semester exams are required in all courses that count toward a student's GPA unless they meet semester exam exemption policy

Final Semester Grade

- The final course grade for a two-semester course is calculated by averaging both semester final grades. (A student will receive credit for a course if the final course average is 70 or above. A course completed and passed during summer school is considered to be the same school year.)
- If the final course grade is below 70, but a student passes with a grade of 70 or higher for any one semester, the student must repeat only the semester failed.

GRADUATION

Requirements for a Diploma

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

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

All students must pass TAKS or will not be able to walk at graduation and will not receive a diploma.

Graduation Programs

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

Passing of TAKS is required to take part in Graduation Ceremony

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

- Recommended Program 25 credits
- Distinguished Achievement (Advanced) Program 26 credits
- **Required to take 4 years of math and science on the High school campus and IPC will not count for science course on the Distinguished Plan.**

Recommended High School Program- 26 credits

- English I – IV 4 credits
- Math (Algebra I & II, Math Model or Pre Calculus and Geometry required) 4 credits for 9th/10th/11th
(Algebra I, Geometry, and Algebra II as Minimum) 3 credits for 12th
- Science (Biology, Chemistry, Physics) 4 credits for 9th/10th/11th
(Biology, Chemistry, Physics, IPC, or Environmental Science) 3 credits for 12th
- Social Studies (includes Economics) 4 credits
- Physical Education 1 1/2 credits
- Health 1/2 credit
- Communication Applications (Speech) 1/2 credit
- Technology Applications 1 credit
- Spanish I & II 2 credits
- Fine Arts Elective 1 credit
- Additional Electives 3.5 credits
- **TOTAL CREDITS:** **26 credits**

Distinguished Achievement Program- 26 credits

- English I – IV 4 credits
- Math (Algebra I, Geometry, and Algebra II required) 4 credits for 9th/10th
3 credits for 11th-12th
- Science (Biology, Chemistry, Physics, Anatomy & Physiology or Independent study) 4 credits for 9th/10th
3 credits for 11th-12th
- Social Studies (includes Economics) 4 credits
- Physical Education 1 1/2 credits
- Health 1/2 credit
- Communication Applications (Speech) 1/2 credit
- Technology Applications 1 credit
- Spanish I & II 2 credits
- Fine Arts Elective 1 credit
- Additional Electives 3.5 credits
- **TOTAL CREDITS:** **26 credits**

Distinguished Achievement Continued – Advanced Measures

A student must achieve any combination of **FOUR** of the following:

- **Original research/project** - such as Science Fair (This may not be used for more than two of the four advanced measures.)
- **Test Data**
 - A score of 3 or above on an AP Exam

- A score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher
- **College Courses** (A grade point of 3.0 or higher on courses that count for college credit, including technical preparation programs.)

Credits Revised for Yoe High School

All students are classified by the following criteria:

- 6 Credits to be a Sophomore
- 12 Credits to be a Junior
- 18 Credits to be a Senior

Certificates of Coursework Completion

A certificate of coursework completion will be issued to a senior student who successfully completes State and Local credit requirements for graduation, but fails to perform satisfactorily on the exit-level tests.

STUDENTS WITH DISABILITIES

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

GRADUATION ACTIVITIES

Commencement Exercises: Seniors are recommended to attend Graduation. Students who have satisfactorily completed all coursework requirements for graduation, but failed any part of the TAKS Exit Level Exams and students who have not met the 90% attendance requirements shall be allowed to participate in the graduation exercise. Such students are issued a Certificate of Completion instead of the official High School Diploma.

Required Dress and Grooming for Students Participating in Commencement

Exercises: The dress and grooming requirements for Baccalaureate AND Graduation Exercises will be **STRICTLY** enforced. A senior will not be allowed to participate if he or she chooses not to abide by these rules. **Students and parents must sign an Acknowledgement Form agreeing to the rules below in order for the student to participate in Commencement Exercises.**

BOYS:

- Dark-colored slacks – **NO JEANS**
- Light-colored shirt **WITH COLLAR**
Dark tie
Dark boots or dress shoes – **NO TENNIS SHOES**
Dark socks
- The front of the cap and mortar board should be centered on the forehead, not tilted on the back of the head, and the top should be flat. The hair in front should be under the cap, not in bangs on the forehead.
- **Absolutely NO lettering or other symbols, or pins, beads, etc. may be worn on the mortar board or the gown.** The **ONLY** exception is the NHS cord.

GIRLS:

- V-neck or low-necked blouse or dress. **The dress or skirt should NOT be longer than the gown.**
- Dark shoes
- Dark hose
- Simple jewelry – small earrings; no beads, etc.
- The front of the cap and mortar board should be centered on the forehead, not tilted on the back of the head, and the top should be flat. The hair in front should be under the cap, not in bangs on the forehead. Use hair pins to secure cap if necessary.

- Pin the white collar on the gown
- **Absolutely NO lettering or other symbols, or pins, beads, etc. may be worn on the mortar board or the gown.** The **ONLY** exception is the NHS cord.

GRADUATION EXPENSES

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

HALL OF HONOR

2007 – Present

Criteria Established in the spring of 2008

1. Students named National Merit.
2. Students that place/medal (6th or better as individuals/3rd or better as a team) at State UIL Competition.
3. Students that participate in UIL Competitions and are named 1st or 2nd Team All-State based on that participation and students that receive individual honors at these state competitions (example: Honorable Mention All-Star Cast/OAP).
4. Students that are named to 1st or 2nd Team All-State Academic based on their participation in UIL activities.

Homecoming Court

1. Grades 9-12 will nominate by secret ballot **one Senior girl** for Homecoming Queen. The five girls who receive the highest number of nominations will be declared Homecoming Queen Candidates. (There will be no run-off except for a tied 5th candidate.)
2. Grades 9-12 will vote by secret ballot for one of the five Queen candidates. A run-off will be held only if there is a tie for the top position.
3. Students in each grade, 9-11, will nominate one girl from each respective Class. The two girls who receive the most nominations will be placed on a final Class ballot. (There will be no run-off unless there is a tie for the 2nd candidate.) Each Class will then elect by secret ballot the Class Duchess.
4. The Homecoming Court, consisting of the five Senior girl Queen candidates, and the 9th, 10th, and 11th grade Duchess representatives will be announced immediately after the balloting has been determined. The Homecoming court and Queen will be presented at the halftime of the Homecoming football game. A male parent or guardian will escort each girl.

HONOR ROLL

To be placed on the Principal's Distinguished Student Honor Roll, a student must make a grade of A in all courses taken. The A/B Honor Roll requires A's and B's in all courses taken.

INCOMPLETE GRADES ON REPORT CARDS

A student may receive an "I" (Incomplete) on their six weeks Report Card if the student has work to complete due to school-related or excused absences. The "I" must be removed and replaced by a numerical grade by the end of the fourth week of the next six-weeks grading period.

APEX Credit Recovery will be used for the semester needed to earn a core course credit.

AN "I", until removed by a teacher, is the same as a failing grade for eligibility purposes in UIL competition

LATE WORK

To maintain high academic standards the following procedure for handling late work will be followed. (This is a minimum standard.)

- Late work will not be accepted for full credit. Late is anytime after the assignment is collected by the teacher.
- Work turned in two (2) school days (one class period) or less after the due date will reflect in at least a 20-point or 20% loss of credit.
- Work turned in three days will result in 30 point loss and four school days late will lose 40 points or a 40% loss of credit. No student work is to be accepted beyond 4 class periods.

Except for extenuating circumstances, work will **not** be accepted more than four (4) school days (4 class periods) after the due date. Do not confuse with make-up work after being absent that is excused.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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.

MEETINGS OF NON-CURRICULUM RELATED GROUPS

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

Mr. and Miss Y.H.S.

Nominations are made by the Senior Class and the top two in each category are presented for a vote by the entire student body.

NATIONAL HONOR SOCIETY

The Yoe High School Chapter of the National Honor Society (NHS) is composed of 10th, 11th, and 12th grade students who have earned a 92.500 or better cumulative grade average for all grade-point courses. Students who qualify scholastically will then be submitted to a faculty committee appointed by the Principal. The committee will include the NHS local advisor and at least five high school teachers. Students will be evaluated on the basis of leadership in the school and community, service to the school and community, and moral and ethical character. Students will fill out a prescribed form listing their activities in the school and the community. Students are required to submit this form by a designated date in order to be considered for membership. (See Club Sponsor for more details if invitation is extended)

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.

PREMIUM POINT CLASSES

The following courses offer Premium Points:

1. All courses designated as Honors (previously referred to as Pre-AP or AP)
2. Agriculture courses identified - Ag 336, Ag 365, Ag 374
3. Art III & IV
4. Pre-Calculus
5. Calculus
6. Anatomy and Physiology
7. Spanish III
8. Accounting II and III
9. Business Computer Information Systems II
10. CISCO
11. Computer Science II
12. Advanced Academic Program (AAP) Independent Study
13. Business Independent Study
14. Theater Production II, III, and IV

Premium Points are used to calculate grades for Class Ranking and Academic Honors. Five (5) points are added to semester grades for Premium Point courses. Premium Points do not appear on Report Cards or permanent records.

PLACEMENT IN PREMIUM POINT CLASSES

The following criteria will be used for placement of students in Premium Point class sections for English and Social Studies. All three of these requirements **MUST** be met:

1. A student must have a passing score on the latest TAKS Reading and Writing Tests. Incoming 9th grade students must also have scored a passing grade on the 8th grade TAKS Social Studies Test.
2. A student must have a grade average of 85 or above in the preceding year's English course and/or the preceding year's Social Studies course.
3. If a student does not have a mid-term average of 85 or above, the student is subject to placement in a regular class.
4. Science and Math courses (Advanced) recommend a 2200 on the student's prior year TAKS Exam and student display an average of 85 or higher in the preceding year's course.

NOTE: Students enrolled in the Advanced Academic Program (AAP) are eligible for Premium Point sections without being required to meet the above requirements. However, if the student does not meet the requirements listed above, parental permission must be obtained before the student may be scheduled for a Premium Point section in English and/or Social Studies. AAP students will be required to meet standards set for projects within program according to the teacher of record. These projects will be above and beyond.

For two school years following their graduation, district graduates who rank in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor or administrator for further information about the application process and deadlines. Parents will be notified during the student's senior year if they meet this criteria of being in the top 10% of their graduating class.[For further information, see policies at EIC.]

Prom --

The Faculty will nominate three 11th grade girls and three 11th grade boys for Duchess and Duke. The 11th grade Class will then select one boy and one girl by secret ballot. (There will be no run-off unless there is a tie for the top position.) Senior students will nominate five boys and five girls for Prom King and Queen. (There will be no run-off unless there is a tie for the 5th candidate.) By secret ballot, The Senior class will then select the King and Queen. (There will be no run-off unless there is a tie for the top position.) The Junior Class President will crown the Duke and duchess, and the Duke and Duchess will then crown the King and Queen.

- **All students must have at least 90% attendance in order to attend**

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.

In grades 9-12, promotion is based on total credits earned and a 90% attendance rate or higher. Success on the required TAKS exam for the 11th grade is required to graduate with an official diploma [refer to your EIE (LOCAL)]. The only exception would be determination made in an ARD meeting by the committee for that student like accepting the TAKS-I score, etc.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the Texas Assessment of Knowledge and Skills (TAKS), if the student is enrolled in a public Texas school on any day between January 1 and April 15 and is a Texas resident during the week that the TAKS is administered the first time. **Students will be enrolled in a TAKS Prep course if mastery on exam is not achieved.**

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

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the

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 each grading period, parents will be given a written Progress Report (mailed during the 4th week of Six Weeks period) of their child's performance in all courses. If the student receives a grade lower than 70 in any class or subject during a grading period, **the parent will need to request a conference with the teacher of that class or the teacher may request a conference.**

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

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

The Report Card or unsatisfactory Progress Report will state identified problem for a student who receives a grade lower than 70 in a class or subject and tutorials are recommended to prevent failure from resulting.

SAT, ACT, AND OTHER STANDARDIZED TESTS

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. (Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]). These will be offered at Cameron I.S.D. facilities one or more times per year.

Schedule Request

Students will have a course selection meeting the spring prior to the fall enrollment. Students will select courses with parents and submit their request via ESC Region VI program (computerized registration). Schedules will be distributed prior to the start of school. Any course change request will be made through the counselor's office and must take place within ten school days of each semester.

SCHOOL FACILITIES use time (*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.

The following areas are open to students before school, beginning at 7:15 a.m.

- Cafeteria – opens at 7:20 a.m. for breakfast
- Classrooms – open at 7:30 a.m. for tutorials with pass from teacher
- Commons Area – opens at 7:15 a.m.

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.

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.

Senior Personalities

Each Senior will nominate by secret ballot a classmate for each of the following: Most Intellectual Boy and Girl; Most Beautiful Girl, Most Handsome Boy, Most Athletic Boy and Girl, Most Courteous Boy and Girl; Most Friendly Boy and Girl; Most Talented Boy and Girl; Most Likely to Succeed Boy and Girl. A student will be limited to one honor, and if a student is selected for more than one personality, he or she will receive the honor where the most votes were received. There will be no run-offs. The Senior Personalities will be announced at the Junior/Senior Prom.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, and 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 grade level counselor.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take State assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills, End of Course Exam) in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any assessment test that includes Algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English Language Arts in grade 10
- Social Studies in grades 8 and 10
- Science in grades 5, 8, and 10 [See note below.]
- Any other subject and grade required by Federal law.

Special TAKS Incentive: If a student has a commended score on TAKS for any of the 4 subjects, they will be exempt from the final unless absences or discipline are an issue. Teachers may assess students individually and can exempt students for the spring final if they pass this section of the TAKS test. However, if a student would like to attempt to improve his or her grade in that class, he or she may elect to take the exam, and doing so can only improve the grade average. In other words, if taking the final exam *lowers* the grade average, then the score on the final exam will not count.

STATE SCHOLARSHIPS, CAMERON ISD, CALLAWAY, AND GRANTS

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Distinguished Achievement (Advanced) High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early

college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program's eligibility requirements.

- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or Distinguished Achievement Program (Advanced) may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. [For further information, see the principal or counselor and policy EJ (LEGAL).].

STEROIDS

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

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

Student Officers/Representatives and STUCO Officer and Elections

The following general regulations apply to **Student Council Officers and Representatives, Class Officers, and Officers of all school organizations.**

Requirements for a student to become a candidate for election or to be selected by judges:

1. Students must have the proper grade classification.
2. Students must have had **NO** disciplinary infractions (for the school year when elections or tryouts are held) which result in the student being assigned one or more periods of ISS, AEP, or out-of-school suspension, or prohibited from attending extracurricular activities, either for a temporary or permanent length of time. Any student who has been disciplined for more than one infraction during the school year when elections or tryouts are held is ineligible.
3. Students must have an 80 or higher average for all high school work at the time of filing for the position.
4. Students must have attended a school in the Cameron ISD for one full six-week period immediately prior to the time of filing.
5. Students must meet other requirements as established by the organization.

Restrictions

1. A student who falls below the required grade average of 80 for any six-week period shall be placed on probation for one six-weeks grading period. If the student fails to raise his or her average to an 80 during that period of time, then he or she shall forfeit that position.
2. A student who has been assigned one or more disciplinary penalties, as listed below, shall forfeit the position.
 - Corporal Punishment
 - Placement in ISS (one or more periods)
 - Suspension
 - Placement in AEP
 - Prohibition from attending extracurricular activities because of misbehavior.
3. A student who fails a course for any six weeks period becomes ineligible to participate in any extracurricular activities according to the rules of the TEA for the No Pass-No Play legislation.

Student Council Officers

Candidates file for position for the following year during the spring semester of the current year at a designated time. Students in grades 9-11 shall elect the officers by secret ballot. A student must receive a majority of the votes or else a run-off will be held between the two students who received the most votes. There will be only 2 candidates in a run-off unless there is a tie between the 2nd and 3rd candidates.

The Student Council Officer positions are: **President, Vice-President, Secretary, Treasurer, Parliamentarian, and Historian.**

The student who receives the second-highest number of votes for President will be declared the Vice-President.

The elected Officers will serve for the following school year. Newly elected officers are in charge of the Yoe Day ceremonies for the current school year.

Student Council Representatives

Students may file for a position as Student Council Representative during the spring of the preceding year at a designated time. Each Class will elect, by secret ballot, three (3) Student Council Representatives. There will be no run-off except for the 12th position.

Students should not run for Student Council positions unless they are sincere about serving and willing to attend all meetings and participate actively in all projects and activities. Students who do not demonstrate responsibility and dedication to the Student Council will be dismissed.

Class Officers

Class Officers are automatically members of the Student Council. Because unsuccessful candidates for Class Officers may also want to run for a Student Council Representative position, the Class Officer election will be held prior to Student Council Representative filing and elections.

Elections will be held in the spring of the current school year at a designated time. Voting will be by Class and secret ballot. There will be no run-off unless there is a tie. Students elected as Class Officers will begin their term of office the following school year.

The Class Officer positions are:

- 9th and 10th grade: **President** and **Vice-President** (Students file only for the position of President; the candidate receiving the second-highest number of votes will be declared the Vice-President.)
- 11th and 12th grade: **President, Vice-President, Secretary, and Treasurer.** (As above, students file only for the position of President; the candidate receiving the second-highest number of votes will be declared the Vice-President.)

SUMMER SCHOOL (Academy)

Students needing to earn credit due to attendance exceeding the required limit allowed by TEA, may complete projects during the allotted summer school time or any other time designated by the principal.

Students needing to earn credits due to the loss of credit in any core area will be required to use the Plato Credit recovery system in summer school.

Yoe High School offers summer school **remedial** classes as needed to meet the needs of students, and also depending upon the availability of Certified Teachers. These classes are for high school credit, but only for students who have failed a course. Summer school classes are offered free to Cameron I.S.D. students. A tuition fee of \$100.00 is charged to students outside the Cameron District boundaries.

Summer school classes are scheduled for 4 weeks in June/July. Students cannot be absent more than one day or high school credits cannot be earned.

TELEPHONE

Students will be permitted to use the office telephones only in extreme emergencies.

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.

Textbooks are issued at no charge to students. Students are responsible for keeping up with their own books. State law requires that all textbooks issued be covered. Covers are provided, and teachers will check to insure that they are used. Students who are issued a damaged book should report that fact to the teacher. No mark should be made inside the book. A student may be required to pay for any book that has been unduly damaged or marked.

Should a book be lost or misplaced, a teacher will require the student to come to the office and pay for it. Upon payment, a replacement will be issued. If the lost book is found, it should be brought to the office with teacher verification, and the student's money will be refunded.

TRANSFER HONOR STUDENTS

Transfer students may receive **Premium Points** (5 points/semester) **ONLY** if the same courses are identified as Premium Point courses at Yoe High School. However, in order to receive Premium Points for advanced courses in English and/or Social Studies, the transcript from the sending school must clearly state the courses are Advanced Sections or Honors Courses. ***In order to be ranked, a senior must attend Yoe High School for at least the 2nd semester of his/her senior year.***

Semester grades for all courses **EXCEPT THOSE LISTED BELOW** will be used to calculate grade point averages for Class Ranking and Academic Honors:

1. **ALL concurrent enrollment courses**
2. Athletics
3. Band and Jazz Band
4. Athletic Training
5. Physical Education
6. Student Aide
7. TAKS and Test Prep Classes
8. Yearbook

Premium Point Courses

The following courses offer Premium Points:

- All courses designated as Honors (previously referred to as Pre-AP or AP)
- Accounting II and III
- Ag Courses considered Premium (Ag 336, Ag 365, Ag 374)
- Anatomy and Physiology
- Advanced Academic Program (AAP) Independent Study
- Art III and IV
- Business Computer Information Systems II
- Business Independent Study
- Calculus
- CISCO
- Computer Science II
- Pre-Calculus
- Spanish III
- Theater Production II, III, & IV

Premium Points are used to calculate grades for Class Ranking and Academic Honors. Five (5) points are added to semester grades for Premium Point courses. Premium Points do not appear on Report Cards or permanent records.

Valedictorian and Salutatorian

See the Graduation Requirement section. *The final calculations to determine the Valedictorian and Salutatorian will be completed after the fifth six-weeks and will not be re-calculated at the end of the year.

Acceptable Use Policy

ELECTRONIC COMMUNICATION AND DATA MANAGEMENT

**CQ
(LOCAL)**

PHILOSOPHY AND

PURPOSE

The District provides network and Internet access to electronic mail, databases, libraries, museums, and other information sources for the following limited purposes:

1. Promote educational excellence in its schools by facilitating resource sharing, innovation, and communication.
2. Improve learning and reach the District's instructional goals.
3. Achieve effective and efficient administration at the District and campus levels.
4. Comply with the Texas Education Agency's guidelines for technology in schools.

Any use of the District's electronic information systems and resources by authorized users must be in furtherance of these limited purposes and conform to the District's expectations for legal, efficient, and ethical use.

INTERNET SAFETY AND LIMITATIONS ON SITE ACCESS

Recognizing that the Internet can give access to sites containing information that is obscene, child pornography, or harmful to minors or that would be otherwise inappropriate for distribution to students, unsuitable for use in the approved curriculum, or irrelevant to accomplishing the District's stated purposes for operating an Internet-accessible network, the District has installed technology protection measures to filter, screen, analyze, and block site content in an effort to make it more difficult for students or staff to gain access to such material through the District's network.

The technology director or designated campus administrators may disable technology protection measures during use by an adult to allow access to otherwise prohibited or blocked sites or information

for bona fide research or other acceptable purposes under this policy.

Nonetheless, the District makes no representation that it can control access to all inappropriate Internet sites. Network users are responsible for their actions in accessing available resources and shall be held accountable for receiving information that is inconsistent with the requirements for acceptable and unacceptable use of the network and Internet.

AUTHORIZED USERS

The District permits individuals in the following categories to become authorized users of its computer network and/or have access to the Internet, subject to administrative regulations developed by the technology director and approved by the Superintendent.

1. Campus administrators and campus administrative support employees.
2. Central office administrators (department or division directors) and their administrative support employees.
3. Instructional personnel.
4. Instructional support and student services personnel, i.e., librarians, counselors, and school nurses.
5. All Cameron ISD students may have access to the network and internet through class accounts and/or individual accounts. All accounts must have principal approval.

All persons, groups, or entities requesting a connection to or the use of the District's computer network are required to have prior permission from the technology department. To become an authorized user, a person must complete an application, sign the user agreement form, and return both forms to the technology director or designee. Minor students applying for a user account must also return a signed parent agreement form. Permission shall be granted on the basis of need, responsibility, liability, security, and compliance to network standards of the District.

GENERAL REQUIREMENTS FOR NETWORK AND INTERNET USE

Student and employee use of the District's computer network

and/or access to the Internet must be in accordance with this policy. All persons, groups, or entities shall have approval from the technology department in order to obtain a connection to or the use of the District computer network. Approval shall be granted on the basis of need, responsibility, liability, security, and compliance with the network standards of the District.

No account sharing shall be permitted, and each authorized user shall be responsible for all activities, transmissions, or actions that occur under that account identifier.

All computers, servers, and any other devices that are connected to the District computer network shall have installed and running a current version of anti-virus software that is approved by the Technology department.

Any user who identifies a security problem with the network must immediately notify the District technology director and may not communicate the problem to any other person.

MONITORING USE

Use of a personal network account through the District's system is voluntary and constitutes a privilege provided by the District, not a right. All network usage is subject to monitoring, examination, and investigation by the system administrators without prior notice or the specific consent of the user. By signing the user agreement form, each authorized user acknowledges the possibility of such Professional employees overseeing student instructional use of the District's computer network or access to the Internet shall be vigilant in determining that students are using the District's system only in compliance with this policy, to enhance student safety and security, particularly when students are using electronic mail, school sanctioned chat rooms authorized under this policy, and other forms of direct electronic communications.

SUSPENDING OR REVOKING PRIVILEGES

Access to the network, the Internet, or both may be suspended or revoked and user IDs deleted if a student or employee is determined to have failed to comply with the standards set by the technology

department or violated this policy or the user agreement each user signs as a condition for obtaining access to the District's network and/or the Internet.

Any user identified as a security risk or who has a history of violations with other computer systems shall be denied access to the network. A user whose access has been suspended or revoked may request a conference with the principal and technology director to discuss the basis for that action and have an opportunity to respond. A decision by the technology director to suspend or revoke system privileges may be appealed to the Superintendent or the Board. System privileges are revoked during any appeal.

ACCEPTABLE USE

Any use described below is deemed "acceptable" and consistent with the user agreement and this policy. The final decision regarding whether any given use of the network or Internet is acceptable lies with the Superintendent or designee, in consultation with the technology director. Acceptable use:

1. Supports instructional purposes and goals.
2. Furthers the District's educational and administrative purposes, goals, and objectives.
3. Furthers research related to education and instruction.
4. Does not violate the Student Code of Conduct or employee standards of conduct.
5. Is consistent with network rules established by the Technology Director.

UNACCEPTABLE USE

Any of the following uses is deemed "unacceptable" and a violation of the user agreement and this policy. The final decision regarding whether any given use of the network or Internet is unacceptable lies with the Superintendent or designee, in consultation with the Technology Director.

UNACCEPTABLE USAGE AND SYSTEM CONDUCT

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
3. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.

4. System users must purge electronic mail and data in accordance with established retention guidelines.
5. System users may not redistribute copyrighted programs or data without the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
6. Real-time discussions, such as in a chat room and instant messaging may only be used for academic purposes under the direct supervision of a teacher. Prior principal approval must be obtained.
7. Students may not distribute personal information about themselves or others by means of the electronic communication system.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or violent.
9. System users may not purposefully access or redistribute materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, illegal, or violent.
10. System users may not waste District resources related to the electronic communications system
11. System users may not gain unauthorized access to resources or information that is currently blocked by Cameron ISD filtering. This includes the use of proxy servers and other hacking software that defeats installed filtering.
12. All system users are prohibited from playing any type of computer or network game, downloading music, or accessing streaming media not directly related to an approved Cameron ISD curriculum.
13. A system user must receive permission from the Principal or Director of Technology before sending any mass emails to all employees. This will help conserve disk space on the email server.
14. Vandalism and mischief are prohibited. Vandalism includes any attempt to harm or destroy another user's data on the network or streaming media not directly related to an approved CISD curriculum.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or data or data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited. The person's user I.D. and/or password are for the exclusive use of the person to whom it has been assigned. The use of another person's user ID and/or password is prohibited.

INFORMATION SUPPLIED BY A THIRD PARTY

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

A student who gains access to such material is expected to discontinue the access as quickly as possible

and to report the incident to the supervising teacher.

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

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. [See DH]

DEVELOPMENT OF WEB PAGES

The following Standards will apply to all web sites published in the name of Cameron Independent School District on the World Wide Web or a district Intranet:

Any web pages that are created and maintained in the name of any part of Cameron Independent School District must follow all policy regulations of the school board and district even if the web pages are maintained on a server not owned and operated by Cameron ISD.

1. Web pages for educational purposes will be housed on the Instructional Technology web server. Any department or campus that houses its own server for the purpose of web publishing is responsible for upkeep and maintenance of the web server. All school district policies and regulations including those regarding the Internet must be followed.
- 2a. To access the Instructional Technology web server, an FTP account will be established in the name of a school district employee. Only this employee will have access privileges.
- 2b. The campus or department supervisor must authorize the creation of any web site. This supervisor must approve the web site and is responsible to ensure that the web site meets all district policies and regulations. If the web site is to be connected to the official district web site, then the Director of Technology must also approve the web site.
3. The campus or department supervisor is responsible for continuous review of the web site to ensure the site meets district policies and regulations including those regarding the Internet.
4. The campus or department is responsible for maintenance and upkeep of the web site.
5. Any links connected to a district approved web site must meet district policy and regulations.
6. All copyright laws must be followed. One should assume that use of anything found on the Internet or the World Wide Web is restricted unless the author gives notice that it is not.
7. Students or employees must obtain a release form to electronically display original work and/or personal images.
8. A release form must be obtained from a parent or guardian before allowing a photograph of a student or any other personally identifiable information to be posted on an Internet page under the District's control.
9. The District will not host or endorse any student's personal web site. If a student creates a website for educational purposes then the district guidelines apply.
10. The district may restrict the size of a web site because of server space.

EMERGING TECHNOLOGIES

New and emerging technologies such as communication devices and software are permitted when used for academic purposes. All new and emerging technologies must have prior approval from the Cameron ISD Technology Director and campus principal. All existing Cameron ISD policies apply.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT

The District may suspend or revoke a system user's access to the District's system upon violation of District

policy and/or administrative regulations regarding acceptable use.

Termination of a user access will be effective on the date the principal or District coordinator receives notice of student/staff withdrawal or resignation or of revocation of system privileges.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

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

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

GLOSSARY

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

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.

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

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

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

Attendance Review Committee is responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating

circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the **Student Code of Conduct**. Students in the DAEP will be separated from students not assigned to the program. The DAEP 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.

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

Dress and grooming (see discipline Code of Conduct for details)

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 a DAEP, ISS removes the student from the regular classroom.

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

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

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

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

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

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

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

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

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

REQUIRED FORMS

- Parent/Student Receipt of Handbook
- District Electronic/Internet Use Policy Acknowledgement
- Exceptions Form
- Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education
- Drug Testing policy for all students in Extra-curricular Activities

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 Cameron ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing by September 14th.

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 8 for more information.]

Consent/Opt-Out Procedure

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) for your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as "protected information survey" that concerns one or more of the following eight areas:

4. Political affiliations or beliefs of the student or student's parent;
5. Mental or psychological problems of the student or student's family;
6. Sexual behavior or attitudes;
7. Illegal, antisocial, self-incriminating, or demeaning behavior;
8. Critical appraisals of others with whom the student has a close family relationship;
9. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
10. Religious practices, affiliations, or beliefs of the student or parents; or
11. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings. Following are activities requiring parental notice and consent or opt-out for the 2007–2008 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to the administrative staff. The Campus Principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to a student.

Acknowledgment Form

My child and I have received a copy of the C. H. Yoe High School Student Handbook [and the ***Student Code of Conduct***] for 2009–2010. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Code.

EXCEPTIONS FORM

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below.

The District ___may/ ___may not release my child’s name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

For limited school-sponsored purposes (student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media), the District has my permission to release the following information. **I have marked through the items I do not want released.**

For the following school-sponsored purposes, Cameron ISD 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

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

Print name of student: _____

I ___do give, or ___do not give the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent/Student signature: _____ Date: _____

Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 8 for more information.]

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

Student's name: _____

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

Parent signature _____

Date _____

ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK

Parents must fill out the following form, detach it, and return it to the Main Office within 10 days of the receipt of this handbook.

I, the parent of _____, have received and read the Student-Parent Handbook and acknowledge the responsibilities outlined. (If you have more than one child at Cameron ISD, please fill out one of these for each child and sign.)

Signature of Parent/Guardian X _____ **Date** _____

I, the parent, give written permission for an administrator to use corporal punishment, not to exceed three swats.

Signature of Parent/Guardian X _____ **Date** _____

I, the parent, **DO NOT** give permission for the administrator to use corporal punishment. If a problem arises, please contact me at any time at this phone number _____.

Signature of Parent/Guardian X _____ **Date** _____

I, the parent, give permission for my child to be photographed / videotaped and that photograph / video be published in communications from the school.

Signature of Parent/Guardian X _____ **Date** _____

I, the parent, give permission for my child to go on a school-sponsored field trip during the school term of 2010-2011.

Signature of Parent/Guardian X _____ **Date** _____

I, the parent, have read the Cameron ISD Board approved Acceptable Use Policy and agree to abide by its terms and conditions.

Signature of Parent/Guardian X _____ **Date** _____

Cameron ISD 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.

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of _____, **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Signature of Parent/Guardian X _____ **Date** _____