

Student Handbook

2009 – 2010

Cross Roads Elementary School

14434 FM 59

Malakoff, TX 75148

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Phone (903) 489-2001

CROSS ROADS SCHOOL SONG

Cross Roads Bobcats we salute you
And to you will faithful be
Cross Roads Bobcats we will boost you
To fame and victory
And when our school days are all over
And we have drifted far apart
We will always remember
The little school of our heart

School Mascot: Bobcat

School Colors: Green and White

FOREWORD

Parents:

The home is the greatest influence upon the child during the formative years. From these influences, the child develops his/her first habits and obtains most of his/her values and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your child.

Please make every effort to encourage your child to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities.

The purpose of this handbook is to supply you and your child with information about Cross Roads Elementary. Please take time to read and discuss the contents of this book with your child. Frequent reference to this handbook will acquaint you with the functions of your school. Please feel free to confer with teachers and the administration when you deem it necessary. Office hours for the elementary are 7:45 a.m. until 3:30 p.m.

The cooperation of school patrons, based on the knowledge of the functions of the school will result in a more efficient and successful school program.

In addition, all agreements in Appendix 1 need to be removed, signed and returned to your child's teacher.

Cross Roads Independent School District

Cross Roads Elementary

2009– 2010

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ELEMENTARY STAFF

Beverly Carter	Pre-Kindergarten	Cheryl Hope	5 th Grade
Shelley Cole	Kindergarten	Gail Chaffin	5 th Grade
Marion Silvey	Kindergarten	Keith O'Brien	P.E.
Donna Blake	1 st Grade	Giff Durham	P.E./Girls A.D.
Pam Allen	1 st Grade	Patti Thomas	Reading Specialist
Kim Ivey	2 nd Grade	Ashley Wittram	Reading Specialist/Coach
Cheriece Blake	2 nd Grade	Debbie Vieregge	Nurse
Julie Durham	2 nd Grade	Cathy Sulak	Student Services
Loretta Campbell	3 rd Grade	Chancz Johnson	P.E./Boys A.D.
Marjorie Gleason	3 rd Grade	Kathy Dupree	Speech Specialist
Krisi Cole	4 th Grade	Barbara McKinnerney	Librarian
DeLain Pryor	4 th Grade	Claudia Castillo	Educ. Diagnostician
Patti Thomas	4 th Grade	Branson Blake	Technology

Support Staff and Other Employees

<i>NAME</i>	<i>POSITION</i>	<i>NAME</i>	<i>POSITION</i>
Lisa Pryor	Campus Secretary	Patti Corbell	Instructional Aide
Diana Bell	Instructional Aide	Melanie Stovall	Instructional Aide
Sharon Fleming	Instructional Aide	Sandy Trammel	Business Manager
Debbie Emola	Central Office	Glenda Gunnels	Central Office
Darren McCracken	Director Maint./Trans	Mike Smith	Maintenance Tech.
Chad Smith	Maintenance Tech	George Taylor	Grounds
Michelle Dekker	Custodial	Manual Frias	Custodial

CROSS ROADS ELEMENTARY

Mission Statement

Cross Roads Independent School District works through a team effort between home, school and community to:

- ◇ Provide a safe and nurturing learning environment
- ◇ Provide opportunities for social and academic growth
- ◇ Produce positive and productive members of society

The School Year

The school year is divided into two semesters. Semesters are divided into three periods of six weeks each; grade reports will be issued at the end of each period. Duplication of any grade reports will cost \$1.00.

Daily Time Schedule

All teachers on duty.....	7:45
First Bell.....	7:55
Classes Begin.....	8:00
Lunch Schedule.....	
Pre-K	10:45 – 11:20
Kindergarten	10:50 – 11:25
1 st grade	10:55 – 11:30
2 nd grade	11:10 – 11:45
3 rd grade	11:15 – 11:50
4 th grade	11:25 – 12:00
5 th grade	11:30 – 12:05
Final Bell.....	3:05

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PREFACE

To Students and Parents:

Welcome to the 2008–2009 school year! The best education results from a team effort and we know that students, teachers, parents, and other school staff working together will make this a successful year for our students.

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

Section I—IMPORTANT INFORMATION FOR PARENTS—with information all parents will need about assisting their child and responding to school-related issues;

Section II—CURRICULUM-RELATED INFORMATION—to provide information to students and their parents about graduation programs, required courses, class rank, and extracurricular and other activities; and

Section III—GENERAL INFORMATION AND REQUIREMENTS—describing school operations and requirements such as safety procedures, the dress code, and fees that may be charged.

Each section has a Quick Reference component to serve as a guide for day-to-day questions that may arise.

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

Both students and parents must be familiar with the Cross Roads ISD Student Code of Conduct and Discipline Management Plan required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as a supplement to this handbook and is available in the principal’s office and on our website: www.crossroadsisd.org

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 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 student handbooks, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that parents review the entire handbook with their children and 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, or the principal. Also, please complete and return the parental acknowledgment and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 10.]

Please note that references to alphabetical policy codes are included so that parents can refer to current District policy. A copy of the District’s policy manual is available in the district central office or online at www.crossroadsisd.org

SECTION I IMPORTANT INFORMATION FOR PARENTS

This section of the Cross Roads Elementary Student Handbook includes information on topics of particular interest to you as a parent.

QUICK REFERENCE:

Where to look when you need information about...

- Parental involvement page 10
- Grading guidelines page 14
- Report cards/progress reports and conferences page 14
- State-mandated tests page 15
- Medicine at school page 15
- Psychotropic drugs page 16
- Student records page 16
- Student or parent complaints and concerns page 18
- Release of students from school page 18

PARENTAL INVOLVEMENT

Working Together

Both experience and research tell us that a child’s education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. 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. Ensure that your child completes all homework assignments and special projects. Be sure your child 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. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child.

- 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 (903) 489-1774 an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 13.]
- Becoming a school volunteer. [For further information, see policy GKG and contact the principal.]
- Participating in campus parent organizations. Parent organizations include: VIP – Very Important Parents.
- Offering to serve 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 the principal.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FAA and **School Health Advisory Council** on page 27.]
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

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.]

“Opting Out” of Surveys and Activities

As a parent, you also have a right to receive notice and opt your child out of participating 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.

Display of your child’s artwork, projects, and other special work products:

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s Web site, in printed material, by video, or any other method of communication, you must notify the principal in writing.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child’s teachers, including whether the 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.
- 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.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child’s student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,

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

[See **Student Records** on page15.]

- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape 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.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To 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 moment of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 36 and policy EC.]
- To 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]
- To request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

GRADING GUIDELINES

In Kindergarten grades are reported to the parents as: Satisfactory and Unsatisfactory. A child may be retained when it is felt by the teacher that, (1) the child has done a majority of the work unsatisfactorily and (2) it is felt that he/she needs improvement before he/she can do the work in the next grade.

In grades 1 – 5 grades are reported to the parents as: Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level standards (TEKS) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science and social studies (policy EIE). Grades for P.E., health and fine arts shall be numerical but will not be used in determining pass or fail.

Six Weeks Exams: Six weeks exams will be given in grade 3 – 5. In determining students' grades for the six weeks, the daily average will count 75% of the grade and the exam will count 25%. In determining daily averages, the minimum number of daily grades per six weeks is ten (10). Homework shall count for no more than 25% of the daily average.

Semester grades: At the end of each semester, the semester grade will be determined by averaging the three six weeks' grades. Semester exams are to be eliminated. Copies of six weeks exams must be on file for documentation.

Honor Roll: A Honor Roll – All A's (90 +) in academics and all E's in citizenship

A/B Honor Roll – All A's (90+) & B's (80-89)s in academics and all E's in citizenship.

*There is not an A or A/B Honor Roll for the first six weeks of 1st grade.

REPORT CARDS / PROGRESS REPORT AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course (in English language arts, mathematics, science, or social studies) is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject during a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 9 for how to schedule a conference.]

Teachers follow grading guidelines approved by the principal 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 whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 2 days. Charge to replace a lost report card is \$1.00.

STATE-MANDATED ASSESSMENT TESTS

Students at certain grade levels will take state assessment tests (such as TAKS: the Texas Assessment of Knowledge and Skills) 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
- Science in grades 5, 8, and 10 [See note below.]
- Any other subject and grade required by federal law.

MEDICINE AT SCHOOL

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

- Only authorized employees, in accordance with policy FFAC, may administer:
 - Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.
 - Medication from a properly labeled unit dosage filled by an RN or other qualified district employee from the original properly labeled container.
 - Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.
 - 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.
- 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 or related events only if he or she has written authorization from his/her physician and parents or other licensed health care provider. The student must also demonstrate to his/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 principal or school nurse.

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 or equipment while at school or at a school related event. See the school nurse for information. (See policy FFAF)

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.

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; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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

[For further information, see policies at FFAC.]

STUDENT RECORDS

Both federal and state law 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 parental rights have been legally terminated and if the school is given a copy of the court order terminating these 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. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. 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 or in response to a subpoena or court order.
- A school to which a student transfers 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 District must 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.

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 requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 14434 FM 59 – Malakoff, TX 75148-9772.

The address of the principals’ office is:

14434 FM 59 – Malakoff, TX 75148-9772

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) 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 defined by policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 13, and **Student or Parent Complaints and Concerns** on page 17 for an overview of the process.]

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records. The District's policy regarding student records is available from the principal's or Superintendent's office.

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

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed simply—by a phone call or a conference with the teacher. 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.crossroadsisd.org.

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and 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.

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

Late Arrival to School

Promptness to class exemplifies a sense of responsibility on the part of both students and parents. Excessive tardiness is not acceptable. Students with tardiness in excess of 4 in any six-week period, or chronic tardiness during the semester, will be subject to assignment to Saturday School, Summer School, or After School as assigned by the attendance committee. Students with tardiness may be subject to, but not limited to, loss of play time, detention, In-School Suspension, and/or alternative placement at the Disciplinary Alternative Education Program (DAEP) in Malakoff. Unexcused tardiness is a Student Code of Conduct Level 1 Violation, as well as violation of the Compulsory Attendance Law for the parents and student (TEC 25.094). Repeated instances of tardiness will result in more severe disciplinary action. [See **Attendance for Credit** on page 24.]

Withdrawing from School

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

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

SECTION II CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them—especially if you are entering 9th grade or are a transfer student. The section includes information on graduation programs and requirements; options for earning course credit; extracurricular activities and other school-related organizations; and awards, honors, and scholarships.

QUICK REFERENCE:

Where to look when you need help with...

- Awards and honors page 20
- Computer resources page 20
- Counseling: personal page 21
- Promotion and retention page 21
- Special programs page 22
- Textbooks page 22

AWARDS AND HONORS

Academic Honor Certificate: Students who achieve an overall yearly A average in each academic subject will receive a certificate to recognize their dedication.

Academic Honor Trophies: Students who achieve an A average in each academic subject for all six weeks are awarded a trophy or plaque to honor their dedication.

Outstanding Citizenship: This award is given to students who earn an “E” in each six weeks during the school year.

Perfect Attendance: Students attending school each day of the year will be recognized for the year. Other incentives may include ribbons for each six week’s attendance, classroom flags and field trips for perfect attendance each semester.

Physical Education Awards: P.E. Awards may be presented for Top Boy Athlete, Top Girl Athlete, Best Attitude Girl, and Best Attitude Boy.

President’s Outstanding Academic achievement Award: Students, in the 5th grade, who achieve all “A”s for the year and pass the mandated state tests are awarded recognition by the President and the Department of Education. A certificate is presented to each winner.

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.]

Counselor

The counselor is available one day a week to assist students with a wide range of needs and concerns. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should express their wishes to their teacher.

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

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

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted. (See Policy EIE Local)

Parents of students in grades 1–8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the

decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

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

SPECIAL PROGRAMS

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

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/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 Charles Taylor at (903) 489-1774.

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, a student will be provided textbooks for use at school during the school day.

SECTION III GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct (other than Student Code of Conduct requirements); use of facilities, such as the cafeteria, library, and transportation services; and emergency closings. For additional information or questions you may have, please see the principal.

QUICK REFERENCE:

Where to look when you need information about...

- Attendance page 24
- Makeup work page 25
- Communicable diseases/Conditions page 26
- Health-related matters page 27
- Freedom from Discrimination page 28
- Conduct page 30
- Disruptions page 30
- Law enforcement agencies page 32
- Distribution of published materials or documents page 33
- Dress and grooming page 34
- Student fees page 36
- Immunization page 37
- Pledges of allegiance and a minute of silence page 38
- Prayer page 38
- Safety page 38
- Emergency school-closings information page 39
- School facilities page 39
- Searches page 40
- Transportation page 41

- Videotaping of students page 42
- Visitors to the school page 42
- Glossary page 43

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. State attendance is taken at 10:45 each day. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents. They are discussed in the following sections:

Compulsory Attendance

State law requires that a student between the ages of 6 and 18 attend school as well as any applicable accelerated instruction programs, extended year programs or tutorial sessions unless the student is otherwise legally exempt or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student 18 or older has more than five unexcused absences in a semester, however, the District may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespass.

If Kindergarten, first grade, or second grade students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies to attendance in the reading program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of the reading diagnosis test.

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

A school-aged student’s deliberately not attending school 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 school year, or
- Is absent on three or more days or parts of days within a four-week period.

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 will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days and health-care appointments will 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 a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

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.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

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

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

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

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.

In-school Suspension Makeup Work

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete the work missed.

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

COMMUNICABLE DISEASES / CONDITIONS

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

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

Bacterial Meningitis

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional 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, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary Grades

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information

regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

School Health Advisory Council

Information regarding the District's School Health Advisory Council, including the number of meetings scheduled or held during the year, and information regarding vending machines in District facilities and student access to the machines is available from the principal. [See also policies BDF and EHAA.]

Other Health-Related Matters

Tobacco Prohibited

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

Asbestos Management Plan

The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, and is available in the Superintendent's office. If you have any questions, please contact (903) 489-2001.

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(ren)'s school assignment area may contact the Superintendent's office.

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age, or disability. [See policy FFH] 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; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs,

taunting, teasing (even when presented as “jokes”), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or 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 does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Any student (or the student’s parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee.

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, or by another student, when the allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by District 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. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation 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.

In its efforts to promote nondiscrimination, the District makes the following statements:

Cross Roads 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 requirements:

- Title IX Coordinator, for concerns regarding discrimination: Glenda Wisenbaker at 903 489-2667.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Cathy Sulak at (903) 489-1275
- All other concerns: See the Superintendent, Clay Tompkins at (903) 489-2001.

Services for the Homeless and for Title I Participants

Other designated staff you may need to contact include:

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: Cathy Sulak at (903) 489-1275
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Barbara Stone at (903) 489-1275

Services for 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 page 21 and contact the Principal at (903) 489-1774

CONDUCT

Applicability of School Rules

As required by law, the Board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Corporal Punishment

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

Disruptions

As identified by law, disruptions include the following:

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

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

School Events

School rules apply to all school events. Guests who attend these events are expected to observe the same rules as students and that person who invited the guest will share the responsibility for the conduct of his or her guest.

A person attending a social event shall 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.

Paging Devices

Possession of paging devices: Students are prohibited from possessing paging devices, including camera/photo cellular phones while on school property or while attending school-sponsored or school-related activities on or off school property. The display or use of other cellular phones by students during instructional time shall be prohibited.

Students who violate this policy shall be subject to established disciplinary measures. District employees shall confiscate any paging device, including camera/photo cellular phones found on school property or found while attending school-sponsored or school-related activities on or off school property. District employees shall confiscate any other cellular phone displayed during instruction time.

Parents shall be notified within two school days after the paging device is confiscated. Notification shall also be made to the paging company whose name and address appears on the device. Confiscated paging devices shall be held by the District for a period of 30 days after notification has been made. Parents or paging companies may obtain release of the paging device for a fee to be determined by the Board of Trustees. After the 30-day period had expired, the District shall dispose of the paging device. Policy FNCE (Local)

Students may not have or possess cell phones inside school buildings between the hours of 8 AM and 3:10 PM. Two exceptions being, students may leave a cell phone at the

office, upon arriving at school, for use after school, or as approved by the principal for a legitimate emergency reason. Cell phones may also be kept in the student's personal vehicle during school hours.

Consequences for violation of this rule shall be as follows:

- 1st offense- the phone is collected from the student and sent to the principal's office. The student is allowed to get the phone at the end of the same school day.
- 2nd offense- the phone is collected from the student and sent to the principal's office. The student shall receive 1 disciplinary point, and the phone will be held until it is collected, in person, by a parent. The principal has the option of any consequences that fall within the guidelines of the discipline management plan.
- 3rd and subsequent offenses- the phone is collected from the student and sent to the principal's office. The student shall receive 2 disciplinary points, and the phone will be held until it is collected, in person, by a parent. The principal has the option of any consequences that fall within the guidelines of the discipline management plan.

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 unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, 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 a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.
- To comply with a properly issued directive to take a student into custody.

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

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

Notification of Law Violations

The District is required by state law to notify:

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

[For further information, see policy GRA.]

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, *The Scratching Post*, and the yearbook, *The Bobcat*, are available to students.

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

Non-school Materials ... from students

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

The principal has designated the office bulletin board located in the front hallway as the location for approved non-school materials to be placed for voluntary viewing by students. See policy FNAA.

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

Non-school Materials ... from others

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards and teach respect for authority.

Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration or hair style extreme enough to create a distraction or disturb the normal routine of school shall be deemed inappropriate. The district prohibits any clothing or grooming that, in the principal's judgment, may be expected to cause disruption of or interference with normal school operations.

The following are examples of inappropriate dress at school or school-related activities with all standards of measurement taken while the student is standing at normal posture:

1. Hats or caps worn in academic buildings.
2. Bandannas worn anywhere.
3. House shoes or shoes designed for beach or bath wear. Shoes must be worn at all times.
4. Obscene language or symbols, provocative pictures, advertising of tobacco, alcohol or narcotics on clothing, jewelry or exposed body parts.
5. Symbols on clothing or jewelry that would distract or cause undue attention.
6. Racially related symbols, emblems, pictures, words, slogans or tattoos.
7. Symbols, words or slogans cut in to hair that are obscene, racially related, provocative, or otherwise deemed inappropriate by the campus principal.
- 8. Clothing with holes or tears.**
9. Clothing worn in a manner for which it was not intended; i.e., backwards, inside out, off-the-shoulder suspenders, etc.
10. Any accessory or clothing article deemed gang related as determined by the school administration.
11. Boys may not wear earrings. Girls may wear earrings in ears only. Nose rings, eyebrow rings, lip rings or earrings worn on other visible parts of the body are prohibited.
12. Dark glasses (unless prescribed by a physician).
13. Tank tops or low cut clothing (neck or underarm).
14. Clothing that exposes midriffs when arms are extended to the side or forward; i.e. crop tops.
15. Excessive or distracting makeup/hair color/conspicuous fads.
16. See-through, provocative or excessively tight clothing; i.e. spandex tights, shorts or pants and excessively tight dresses and skirts.
17. Dresses, skirts and all split garments must be no shorter than 2 inches below fingertips. Any exposed leg must be at least 2 inches below fingertips.
18. Shorts must be hemmed or cuffed garments that are designed for outer wear. Shorts are to be not shorter than fingertips.
19. Cutoffs, wind shorts, short shorts, boxer shorts, P.E., athletic or jogging shorts, bicycling shorts or pants.
20. Students must wear appropriate undergarments.
21. Boys' pants must be worn in a manner to not expose underwear or skin and to avoid sagging. Girls' pants must be worn no lower than hips and not expose underwear.

22. Boys must be clean shaven. Sideburns must be neatly trimmed and no longer than the bottom of ear lobes.
23. Hair must be neatly groomed at all times. Boys' hair cannot touch the collar in the back, cannot be longer than the eyebrows in the front and cannot be longer than the middle of the ear on the sides.
24. Shirts that were made to be tucked in should be tucked in.
25. Excessively large clothing may not be worn.
26. Cross Roads ISD discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.
27. Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extracurricular activities. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.

Final decisions on the appropriateness of school dress rests with the campus administration. If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

STUDENT FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.

- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation for a student who lives within two miles of the school.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a District-provided request form.

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

FUND RAISING

Student clubs or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the principal at least ten days before the event. (for further information see policies FJ, GE)

IMMUNIZATION

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

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

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Each school day, students to 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.

A minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC 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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity.

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 safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to

obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

Emergency School-Closing Information

Please listen to local radio KCKL (Malakoff) and KLTV (Tyler) in case of school closings due to weather, etc.

SCHOOL FACILITIES

Use By Students Before and After School

Supervision of students before and after school is a genuine concern to us. The buildings are not open, and there is no supervision provided before our school day begins. Therefore, we cannot assume responsibility for the safety and welfare of your son/daughter before 7:45 AM or after 3:05 PM.

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 rehearsal, club meetings, athletic practice, 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 for behavior for extracurricular participants established by the sponsor in accordance with Board policy.

Use of Hallways During Class Time

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

Cafeteria Services

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

Campus is closed for lunch. Students must eat on campus. The district participates in the National School Lunch Program, which offers free/reduced lunches to qualifying students. An application is provided with each student packet.

Lunches are \$1.60, breakfast is \$ 1.10, and ice cream is \$.50. Charging is only allowed in emergency situations, not to exceed two. After two charges, the student must go to the office and call home for lunch money. Prepayments are encouraged.

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. As of August 1, 2003 the DOA issued a policy change that states an elementary campus may not serve or allow access to Foods of Minimum Nutritional Value (FMNV) **at any time or place** on school premises during the school day. This includes carbonated soft drinks, any types of flavored water ices, chewing gum or candy. As amended by the TDA on March 3, 2004, FMNV may be served up to three different times during the school year. Those times have been designated as the Christmas party, Valentine’s Day party, and Easter party. [For more information, see policy CO.]

Library

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

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 in the coming years—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.

SEARCHES

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

Students’ Desks and Lockers

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that their lockers are locked, and that the combination is 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 Board policy, whether or not a student is present.

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

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student.

Trained Dogs

Cross Roads ISD, in coordination with Dogs Against Drugs (DAD) may use trained dogs in order to search for tobacco, drugs and alcohol on the school grounds.

TRANSPORTATION

School-Sponsored

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

Buses and Other School Vehicles

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling (903) 489-2001.

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

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

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

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

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

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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

VISITORS TO THE SCHOOL

General Visitors

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

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and 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.

GLOSSARY

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

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

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

DAEP stands for a disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. The DAEP will be separated from students not assigned to the program. It will focus on English language arts, mathematics, science, history, and self-discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such

as directory information, unless the 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, and program modifications or support for 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 Disciplinary Alternative Education Program (DAEP), ISS removes the student from the regular classroom.

NCLBA is the federal No Child Left Behind Act of 2001 that, along with other requirements for schools, provides information for parents and opportunities for "opting" their students out of certain activities or surveys.

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 assessment tests are required of students at certain grade levels and in specified subjects. Successful performance is a condition of promotion and the grade 11 exit-level test is a condition of graduation. Students have multiple opportunities to take the tests.

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

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

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

APPENDIX I
ACKNOWLEDGMENT FORM & Agreements

***NOTICE REGARDING DIRECTORY INFORMATION AND PARENTS’
RESPONSE REGARDING RELEASE OF STUDENT INFORMATION***

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that 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 my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

1. Name,
2. Address,
3. Telephone listing,
4. Date and place of birth,
5. Photograph,
6. Participation in officially recognized activities and sports,
7. Weight and height of members of athletic teams,
8. Dates of attendance,
9. Grade level,
10. Enrollment status,
11. Honors and awards received in school,
12. Most recent previous school attended, and
13. E-mail address.

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

CROSS ROADS ISD

Electronics Communications Acceptable Use Policy Agreement

Student

(You must read and sign this agreement)

Student Printed Name

Grade Level and/or Teacher

I have read and understand the District's Acceptable Use Policy. I agree to follow the rules contained in this policy. I understand that if I violate the rules my access can be terminated and I may face other disciplinary measures. Depending on the seriousness of the violation, appropriate legal action may be taken.

Student Signature

Date

Parent/Guardian

(You must read and sign this agreement)

As the parent or guardian of this student, I have read the Cross Roads Independent School District Acceptable Use Policy. I understand that this access is designed for educational purposes. I also recognize that it is impossible for the District to restrict all controversial materials, and I will not hold them responsible for controversial materials acquired on the Internet or for the unauthorized use of the system to purchase products or services.

I will instruct my child regarding any restrictions against accessing material that are in addition to the restrictions set forth in the District Acceptable Use Policy. I will emphasize to my child the importance of following the rules for personal safety. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian Signature

Date

**Publications, Video, Internet Consent and
Release Agreement**

Students who attend school in the Cross Roads Independent School District are occasionally asked to be a part of school and/or District publicity, publications and/or public relations activities. In order to guarantee student privacy and ensure your agreement for your student to participate, the District asks that you and the student sign and return this form to the school for each of your children.

The form referenced below indicates approval for the student's name, picture, art, written work, voice, verbal statements or portraits (video or still) to appear in school publicity or District publications, videos, or on the District's website. For example, pictures and articles about school activities may appear in local newspapers or district publications. These pictures and articles may or may not personally identify the student. The pictures and/or videos may be used by the district in subsequent years.

Agreement:

Student and Parent/Guardian release to Cross Roads ISD the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) and consent to their use by Cross Roads Independent School District.

Cross Roads ISD agrees that the student's name, picture, art, written work, voice, verbal statements, portraits (video or still) shall only

be used for public relations, public information, school or district promotion, publicity, and instruction.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid;
- Consent and release have been given without coercion or duress;
- This agreement is binding upon heirs and/or future legal representatives;
- The photo, video or student statements may be used in subsequent years.

If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

Effective Date of Agreement: _____

Student's Name: _____ Signature: _____
(Please Print) (Student Signature)

Parent/Guardian: _____ Signature: _____
(Please Print) (Student Signature)

Pursuant to Texas Education Code, Section 26.009(b)(2)C.R.I.S.D. has no control of media use of pictures/statements which are taken without permission.

**Acknowledgment of Electronic Distribution of
Student Handbook**

My child and I have been offered the option to receive a paper copy or to electronically access at www.crossroadsisd.org. the Cross Roads Elementary School Student Handbook and the Student Code of Conduct for 2009-2010

I have chosen to:

- Receive a paper copy of the Student Handbook.
- Receive a paper copy of the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook by visiting the Web address listed above.

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 ***Student Code of Conduct***. If I have any questions regarding this handbook or the Student Code of Conduct should direct those questions to the principal at 903 489-1774 or ctaylor@crossroads.esc7.net.

Printed name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

CONSENT/OPT-OUT FORM

To the Parents of _____:

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

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

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and certain physical exams and screenings.

Please sign below to give your consent for _____ (student name) to be involved in any of the above mentioned activities should any be given.

Parent Signature _____

Please mark through any activities in which you do not wish your student involved.

APPENDIX 2

Electronic Communications Acceptable Use Policy

Electronic Communications

Electronic communications are available to students, teachers, administrators, and staff in the Cross roads Independent School district. Electronic communications services include email, internet access, local and wide-area networks and any other resources available through the use of the District's network.

We are very pleased to offer this service to Cross Roads ISD and believe electronic communications offer vast, diverse and unique resources to both students and teachers. Our goal in providing this service to teachers and students is to promote educational excellence in Cross roads Schools by facilitating resource sharing and innovation amid communication.

Internet

The in is an electronic highway connecting thousands of computers and millions fo individual subscribers. This gives access to the following:

- Electronic mail communication with people all over the world.
- Information and news from a variety of sources such a NASA and other research agencies.
- Public domain software and shareware of all types.
- Discussion groups on a plethora of topics
- Access to many university library catalogs, the Library of Congress and others.

Network

Networks are groups of people and computers who share information and services. Networks can share information and services within a location (school) within an organization (CRISD), and worldwide through the internet. With access to computers amid people also comes the availability of material that may not be considered to be of educational value in the context of the school setting. CRISD has taken precautions to restrict access to controversial information. CRISD firmly believes the valuable information and interaction available on this network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Privileges

Electronic Communication is coordinated through a complex association of government agencies, regional, state, and local networks. In addition, the smooth operation of all electronic communications relies upon the proper conduct of the end users that must adhere to strict guidelines. These guidelines are provided within this AUP so those users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical, and legal utilization of all electronic resources. If a CRISD user violates any of these provisions, his/her account may be terminated and/or limited, and future access could possibly be denied. Violations will be deal with according to district, state, and /or federal policies and laws. The signatures at the end of this are legally binding and indicate the parties who signed have read the terms and conditions carefully and understand their significance.

Regulations and Guidelines

Cross Roads Independent School District is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making

them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measure for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by CRISD.

Disclaimer

The District's electronic communications are provided on an "as is, as available" basis. CRISD does not warrant that the functions or services performed by, or that 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 shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or costs incurred by users. The user agrees that this limitation is intended to and does release the District from any claims, damages, or losses that may occur out of the use of this system. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuse of the District's electronic communications system.

SPECIFIC TERMS AND CONDITIONS

Acceptable Use

The purpose of providing electronic communications is to support education and research by providing access to unique resources and the opportunity for collaborative work. The use of your account must be in support of education and research and consistent with the rules appropriate for that resource.

Acceptable use prohibitions include, but are not limited to the following:

- Copying commercial software or other material in violation of federal copyright laws
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- Causing unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction regardless of system location or time duration
- Accessing another user's account without prior consent or accessing a restricted account without the prior consent of the responsible party
- Transmission of pornographic material
- Violation of the law by transmission of any material in violation of any U.S. or state regulation. This includes but is not limited to, copyrighted material, threatening or obscene material protected by trade secret. If such an event should occur, the CRISD will fully comply with the authorities to provide any information necessary for the litigation process.
- Gaining illegal access to computer networks (hacking)
- Use for financial gain or commercial activity, such as product advertisement or personal advertisement
- Sending unsolicited junk mail or chain letters
- Use of electronic communications for political lobbying

- Vandalism, which is defined as any malicious attempt to harm or destroy data of another user, the electronic communications, or any networks that are connected to the electronic communications. This includes, but is not limited to, the uploading or creation of computer viruses
- Forgery of electronic mail
- Downloading software will not be allowed on District hardware without permission of the supervising teacher or administrator. Teachers must contact the Technology Director before downloading software
- The person in whose name an account is issued is responsible at all times for its proper use

Privilege Use

The use of electronic communications is a privilege, not a right, and inappropriate may result in cancellation or restriction of those privileges. All electronic communications, including, but not limited to, e-mail, internet activity and network resources may be monitored at any time by the system administrators. No electronic communications activity using District resources is considered private. The system administrators will routinely perform maintenance and monitoring of the system that may lead to the discovery that a user has violated policy or law. Additionally, an individualized search will be conducted if there is reasonable suspicion that a user has violated a policy or law. The system administrators will deem what is appropriate use and their decision is final. Also, the system administrators may deny access at any time as required or as they deem appropriate and without notice. The administration, faculty, and staff of CRISD may request the system administrators to deny, revoke, or suspend specific user accounts.

Network Etiquette

Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- Be polite. Do not get abusive in messages to others.
- Use appropriate language. Do not swear, use vulgarities or any other inappropriate language, as accepted by community standards. Illegal activities are strictly forbidden.
- Do not reveal personal addresses or phone numbers or those of students or colleagues.
- Note that electronic mail is not guaranteed to be private. People who operated the system do have access to all mail. Messages relating to or in support of illegal activities will be reported to the authorities.
- Do not use electronic resources in such a way that would disrupt their use by others.
- Do not attempt to gain access to locations on networks where specific privileges have not been given
- All communications and information accessible via electronic communications should be assumed to be copyrighted unless otherwise stated.

Warranty

CRISD, its Board, agents, and staff members make no warranties of any kind, whether expressed or implied, for the service it is providing. CRISD will not be responsible to users or liable for any

claims, losses, or damages you suffer. This includes loss of data resulting from delay, non-delivery, mis-delivery, or service interruption caused by its on negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CRISD specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Security

Security on any electronic communications system is a high priority, especially when the system involves many users. If a user can identify a security problem on the network, the user must notify a system administrator. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to log on the network as another user will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network. *The system administrators can monitor all computers at any time.*

Vandalism

Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user or any of the other networks connected to the internet backbone. This includes, but is not limited to, the uploading/downloading or creation of computer viruses, gaining illegal access to a computer or network, or altering electronic information belonging to others. When applicable, law enforcement agencies may be involved.

Damages

The user specifically agrees to reimburse CRISD and the system administrators for any losses, costs, or damages, including reasonable attorney's fees incurred by the CRISD and the system administrators relating to or arising out of any breach of the electronic communications policy by the user.

Antiviral Software

A computer virus is a malicious program that can attach itself to executable files and operating system files on floppies, CDs, and hard disks. Viruses can destroy data and in some cases damage hardware. Viruses are spread by sharing files and disks, and by downloading programs for the internet or e-mail. If you have antiviral software loaded on your computer, this software must not be tampered with. Virus attacks should be reported to the system administrators. Intentionally introducing or spreading a virus will be considered vandalism and will result in the cancellation of privileges.

Portable Computers

Portable computers, which are not purchased by CRISD, may not be connected to the District's network or phone lines without the expressed permission of the Technology Director.