

**Cross Roads Independent School District  
Administration & High School Staff  
2009-2010**

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Mr. Charles Taylor, Elem. Principal

The Superintendent and Principal are responsible to organize, supervise and administer the affairs of the school as they affect students, teachers and patrons. They will be glad to help you with any of your problems.

**High School Faculty**

Ms. Amy Bellah.....Special Education/Speech  
Mr. Steve Blake.....Business/Yearbook  
Mrs. Kathy Carnes.....Family Consumer Science  
Mrs. Jennifer Davis.....Art  
Mr. Eddie Ervin.....Social Studies/Boy's Athletics  
Mrs. Joanne Hann.....English  
Mr. Chancz Johnson.....Health/Athletic Director  
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Mr. Tim Kennedy.....Science/Athletics  
Mrs. Angela Lassiter.....English/GT  
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Mr. Beau Stutts.....Agriculture  
Mrs. Beth Stutts.....Agriculture  
Mrs. Cathy Sulak.....Student Support Services  
Mr. Steve Tardiff .....History/ Girl's Athletics  
Ms. Kaylene Ward.....P.E./Girl's Athletics  
Mrs. Ashley Wittram.....Girl's Athletics

Your teachers are specialists in the field in which they teach and are eager to help you get the most from your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers will be on duty each school day at 7:45 AM for the purpose of helping any student desiring to report at that time.

**Other Employees**

**Office Area**

Mrs. Delana Newman.....High School Secretary  
 Mrs. Kay Lock.....Receptionist

**Other Areas**

Mrs. Gracie Johnson.....Library Aide  
 Mrs. Dora Estes.....In-School Suspension  
 Mr. Terry Doss.....Custodian  
 Mrs. Sandy Fulton .....Special Education Aide  
 Mrs. Tracie Johnson.....OdysseyWare Lab  
 Mrs. Barbara McKinnerney.....Librarian  
 Mrs. Cindy Green.....Cafeteria Director  
 Mrs. Debbie Vieregge.....Nurse

**Cross Roads High School Bell Schedule**

<b>Teachers on Duty</b>	<b>7:40 a.m.</b>
<b>First Bell</b>	<b>7:55 a.m.</b>
<b>1<sup>st</sup> Period</b>	<b>8:00 – 8:48 a.m.</b>
<b>2<sup>nd</sup> Period</b>	<b>8:52 – 9:40 a.m.</b>
<b>3<sup>rd</sup> Period</b>	<b>9:44 – 10:32 a.m.</b>
<b>Break</b>	<b>10:32 – 10:47 a.m.</b>
<b>4<sup>th</sup> Period</b>	<b>10:51 – 11:36 a.m.</b>
<b>5<sup>th</sup> Period</b>	<b>11:40 a.m. – 12:25 p.m.</b>
<b>Lunch</b>	<b>12:25 – 12:55 p.m.</b>
<b>6<sup>th</sup> Period</b>	<b>12:59 – 1:43 p.m.</b>
<b>7<sup>th</sup> Period</b>	<b>1:47 – 2:32 p.m.</b>
<b>8<sup>th</sup> Period</b>	<b>2:36 – 3:21 p.m.</b>

**Supervision of Students**

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 school opens. Therefore, we cannot assume responsibility for the safety of your son/daughter before 7:45 a.m. or after 3:30 p.m. We ask that you make a special effort to see that your child does not arrive at school before 7:45 a.m. and is picked up by 3:30 p.m., unless he/she is transported by CRISD buses. A 30 minute curfew is in effect following the conclusion of any ball game or other event held at Cross Roads School.

## **General Information**

### **What to do if...**

#### **...you need to see the principal.**

Let the receptionist know that you need to see the principal. She will see you as soon as possible.

#### **...you need advice about schedules, academic problems, and/or personal problems.**

If possible, visit with the counselor before school, during lunch or break, or after school. Do not leave class to see a counselor without permission from your teacher. Do not miss or be tardy for class waiting for the counselor. These absences or tardies will be unexcused.

#### **...you need to see a certain teacher.**

Make arrangements with the teacher. Teachers are available before and after school to meet with students.

#### **...you have been absent.**

Bring a note stating the reason for the absence, signed by a parent or guardian. The note must be presented to the office before school begins.

#### **...you need to leave school.**

If you have a doctor's appointment or must leave school for some other reason, present a note signed by your parent or guardian in the office before 8:00 a.m. Before leaving school, check by the office and sign the checkout sheet. Failure to properly check out through the office will result in disciplinary action. A student who attends school for a part of the day and visits a doctor or dentist must furnish a note from the doctor in order to not be counted absent.

#### **...you are hurt or ill.**

After receiving a note from the teacher, go immediately to the nurse's office. If the nurse is not present, report to the main office. If necessary, you will be allowed to call your parent to arrange transportation. Never leave school, with or without your parents unless you have signed out through the office.

#### **...you have lost a book.**

Pay for the book as soon as possible. If the book is found, your money will be refunded.

#### **...you have found a book or personal item that is not yours.**

Turn it in to the Lost and Found in the office or to a teacher.

**...you want an announcement made.**

Turn in a written request to the secretary before 3:00 p.m. the day before the announcement is to be made. The request must be signed by a faculty member before it is approved for announcements.

**...you want to withdraw from school.**

Your parent/guardian must sign a withdrawal form in order for a student to withdraw from school.

**...you want a poster or sign displayed.**

Bring the poster or sign to the principal for approval before placing it on school property.

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## **PREFACE**

To Students and Parents:

The Cross Roads High School 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 any 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, required by state law and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook and available in the principal’s office.

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 encourage parents to 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, the counselor, or the principal. Also, please complete and return the parental acknowledgment, student directory information, release of information to military recruiters and institutions of higher learning, and consent/opt-out forms so that we have a record of your choices. [See **Obtaining Information and Protecting Student Rights** on page 13 and **Directory Information** on page 20 for more information.]

Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at [www.crossroadsisd.org](http://www.crossroadsisd.org) .

## **SECTION I**

### **IMPORTANT INFORMATION FOR PARENTS**

This section of the Cross Roads ISD 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 12
- Grading guidelines page 16
- Report cards/progress reports and conferences page 17
- State-mandated tests page 17
- Other standardized testing: college requirements page 18
- Medicine at school page 18
- Psychotropic drugs page 19
- Steroids page 19
- Student records page 19
- Student or parent complaints and concerns page 21
- Release of students from school page 22

#### ***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 Student Support Service Director or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the graduation programs with your child. Monitor your child's academic progress and contact teachers as needed. [See **Academic Counseling** on page 26 and **Academic Programs** on page 23.]

- 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) 489-1275 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 17.]
- Becoming a school volunteer. [For further information, see policy GKG and contact Regina Davis].
- Participating in campus parent organizations. Parent organizations include: Campus Improvement Committee
- 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 Regina Davis.
- 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, FFA and **School Health Advisory Council** on page 41.]
- 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 of and deny permission for your child’s participation in:

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

## **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 by 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 page 19.]

- 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 minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 51 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.
- To request the transfer of your child to another classroom or campus if your child has been determined by the Board or its designee to have been a victim of bullying as the

term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for information. [See policy FDB]

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

## **GRADING GUIDELINES**

In grades 9 - 12 achievement is reported to parents as:

**SIX WEEKS GRADES** – Six weeks exams must be given in each class. In determining students' grades for the six weeks, the daily average will count  $\frac{3}{4}$  of the grade and the exam grade will count  $\frac{1}{4}$  of the grade. In determining daily averages, the minimum number of daily grades per six weeks is ten. Homework shall count for no more than 24% of the daily average.

**SEMESTER EXAMS** – All high school students will be required to take both six weeks and semester exams unless the student is exempt. A student who is not exempt from a semester exam and fails to take the test will be subject to failing the entire semester. Any test missed must be made up. Semester exams will count  $\frac{1}{7}$  of the semester grade.

**EXEMPTIONS** – The purpose of any exemption plan is to promote academic achievement, regular attendance and responsible behavior. One of our district's goals is to improve student attendance. We feel this exemption policy will help raise our average daily attendance and give students a positive incentive to perform successfully. It is important that students still gain experience in taking final examinations throughout their high school years. In addition, this plan is designed to offer at-risk students a reasonable opportunity to participate in the exemption program. We believe the eligibility criteria are within reach of all Cross Roads High School students.

Students who meet the following absence/grade average criteria may be eligible for exemption:

- \*1 absence with an 80+ grade average
- \*2 absences with an 85+ grade average
- \*3 absences with a 90+ grade average

\*School related absences do not count.

Seniors are eligible for exemption from all semester exams if the above eligibility criteria are satisfied. Juniors meeting the eligibility criteria are eligible for exemption from two final exams during the spring semester.

<b>A</b>	<b>90 – 100</b>	<b>Excellent</b>
<b>B</b>	<b>80 – 89</b>	<b>Good</b>
<b>C</b>	<b>70 – 79</b>	<b>Fair</b>
<b>F</b>	<b>69 or below</b>	<b>Failing</b>

**WEIGHTED GRADES** – In order to encourage and reward participation in advanced courses ten points will be added to the recorded semester grades for the academic college classes that students take. No grade higher than 100 will be recorded on a students’ transcript or permanent record.

**INCOMPLETE GRADES** – Any student receiving an incomplete for the six weeks will be ineligible for extracurricular activities until the incomplete is cleared. If the incomplete is not removed within 10 school days, the student’s grade may be computed using only work completed during that grading period.

***REPORT CARDS / PROGRESS REPORTS AND CONFERENCES***

Report cards with each student’s grades or performance and absences in each class or subject are issued to parents at least once every 3 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 at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 12 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal and 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.

***STATE-MANDATED TESTS***

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

- Mathematics, annually in grades 3–7 without the aid of technology and, in grades 8–11, with the aid of technology on any test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 and 11
- Social studies in grades 8, 10, and 11
- Science in grades 5, 8, 10, and 11
- Any other subject and grade required by federal law

[See policy EKB.]

### ***OTHER STANDARDIZED TESTING: COLLEGE REQUIREMENTS***

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

### ***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, in the original, properly labeled container, provided by the parent, along with a written request.
  - Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
  - Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
  - 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 may be permitted to possess and use prescribed asthma medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health-care provider. The student and parents should discuss this with the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

## ***PSYCHOTROPIC DRUGS***

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

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

## ***STEROIDS***

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

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

## ***STUDENT RECORDS***

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless 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. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.

- District staff members who have what federal law 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 principal is custodian of all records for currently enrolled students at the assigned school. The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the superintendent’s and principal’s office is 14434 FM 59 Malakoff, TX 57148.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG. [See **Report Cards/Progress Reports and Conferences** on page 17 and **Student or Parent Complaints and Concerns** on page 21 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.

## **Directory Information**

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of the child's first day of this school year. [See the "Notices Regarding Directory Information and Parent's Response Regarding Release of Student Information" attached to this handbook.]

### **Directory Information for School-Sponsored Purposes**

The district often requires the use of student information for the following school-sponsored purposes: participation in officially recognized activities and sports; and weight and height of members of athletic teams. FL(LOCAL).

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

### **Release of Student Information to Military Recruiters and Institutions of Higher Education**

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

#### **Please note:**

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

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 by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at [www.crossroadsisd.org](http://www.crossroadsisd.org).

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

## **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 and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

### **Late Arrival to School**

A student who is tardy to class by more than 10 minutes will be assigned to detention hall. Repeated instances of tardiness will result in more severe disciplinary action.

### **Withdrawing from School**

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

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

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

## **SECTION II**

### **CURRICULUM-RELATED INFORMATION**

This section of the handbook contains information on academics and school activities, which is of particular interest to students. Students should take the time to review this information with their parents—especially if they are entering 9th grade or is 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 24
- Class rank/top ten percent/highest ranking student page 25
- State scholarships and grants page 25
- Computer resources page 26
- Academic Loads page 26
- Advanced Placement page 26
- Correspondence courses page 26
- Counseling: academic page 26
- Counseling: personal page 27
- Credit by exam page 27
- Career and technology programs page 28
- Extracurricular activities, clubs, and organizations page 28
- Grade classification page 30
- Graduation page 31
- Homework page 36
- Nontraditional academic programs page 36
- Special programs page 36
- Textbooks page 37

#### ***ACADEMIC PROGRAMS***

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices. [For more information, see page 26 of this handbook and policy EIF.]

## **AWARDS AND HONORS**

[See **Academic Counseling** on page 26.]

**Academic Letter** – Awarded to any student who maintains a cumulative 90 average or higher for two consecutive years. Activity classes such as Band, P.E. and Athletics are not to be counted in the average computation. Students must be advancing toward graduation on a recommended or distinguished achievement academic program.

**Beta Club** – Students who maintain an overall A average on the recommended or distinguished achievement academic program are eligible for membership in this national honor society.

**Bobcat Award** – Awarded to 2 senior students, one male and one female, selected by the high school faculty. These students are chosen on the basis of their cooperative spirit, desire, effort, leadership and sportsmanship.

**Departmental Awards** – Awarded to students maintaining high standards in individual content areas and selected by the teachers of those content area courses.

**Honor Graduates** – Seniors graduating with a cumulative average of 90 or above on the regular graduation plan earn the designation of Honor Graduates. The activity classes such as Band, P.E. and Athletics are not counted in the total average.

**Distinguished Honor Graduates** – Seniors graduating with a cumulative average of 90 or above on the recommended or distinguished achievement graduation plans earn the designation of Distinguished Honor Graduates. The activity classes such as Band, P.E. and Athletics are not counted in the total average.

### **Honor Roll**

#### ***“A” Distinguished Honor Roll***

All A’s in academics

All A’s in citizenship

#### ***“A/B” Distinguished Honor Roll***

All A’s & B’s in academics

All A’s in citizenship

The Distinguished Honor Rolls will recognize those students completing either the recommended or distinguished achievement academic program.

#### ***“A” Honor Roll***

All A’s in academics

All A’s in citizenship

#### ***“A/B” Honor Roll***

All A’s & B’s in academics

All A’s in citizenship

**Honors Night Out** – An evening of recognition for seniors is offered to the top five ranking graduates and five seniors chosen at large by the faculty. The seniors select an educator who has made a difference in their lives to share in this banquet which is held off campus.

**Valedictorian and Salutatorian** – The two seniors ranking first and second in their graduation class will be awarded the designation of Valedictorian and Salutatorian, respectively based on Board Policy.

**Scholarship Opportunities** – Possible scholarships available to Cross Roads Seniors include, but are not limited to:

**Scott Anding Memorial Scholarship**

**Oddfellows Scholarship**

**Band Boosters Scholarship**

**James Starkes Scholarship**

**Athletic Boosters Scholarship**

**Memorial Scholarship**

**Other Scholarships and Grants** – Under the Early High School Graduation Scholarship Program, the state provides eligible students financial credits in varying amounts, depending on the number of consecutive months in which the students completed graduation and the number of early college credits earned, to public or private Texas High Education Institutions. Except for 9<sup>th</sup> graders entering high school in the 2003-2004 school year, the program will be limited to students who complete the Recommended or Advanced (Distinguished Achievement) High School Program. The exception will apply only for a student unable to complete the Recommended or Advanced High School Program because necessary courses were unavailable at the appropriate times in the student's high school due to course scheduling or lack of enrollment capacity or another reason outside the student's control. If the exception applies, the District will indicate the fact on the student's transcript. The counselor can provide additional information about meeting the program's eligibility requirements.

For two school years following their graduation, district graduates who ranked in the top ten percent of their graduating class are eligible for admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadline for application.

[For further information, see policies at EIC.]

### ***CLASS RANK / TOP TEN PERCENT / HIGHEST RANKING STUDENT***

Class rank or standing, including valedictorian and salutatorian, will be determined by calculation of numerical grade point averages on a scale of 0 to 100 accrued during the freshmen, sophomore, junior and through the 5<sup>th</sup> six weeks of the senior year through the 5<sup>th</sup> six weeks of the senior year. All courses, except activity courses such as Band, P.E. and Athletics will be averaged together to determine the student's class rank. Due to the more rigorous academic challenges involved, all students on the recommended and distinguished achievement academic programs will be ranked above students on the general academic program. College courses taken for dual credit will be included in the calculated grade point average, as well as grades received through credit by examination. Exchange students will not be ranked. The following courses will be weighted for GPA and Rank: Algebra II, Pre-Calculus, Chemistry, Physics, Anatomy and Physiology, Spanish III, Theatre I, and Art I.

### ***STATE SCHOLARSHIPS AND GRANTS***

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

state. The counselor can provide additional information about meeting the program's eligibility requirements.

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

## **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 are not private and may be monitored by district staff.

[For additional information, see policy CQ.]

## **ACADEMIC LOAD**

All students regardless of the number of semester credits previously earned will be required to register for a minimum of four credits each semester. These are to be credits in residence or college credits taken for dual credit not correspondence courses. Students may take extra classes with the approval of the principal. These could be correspondence, summer school or college courses.

## **ADVANCED PLACEMENT**

Students in all grades may take exams in accordance with the credit by examination policy to receive credit for high school courses. Students or parents who have questions about credit by exam may discuss this with the counselor or principal.

## **CORRESPONDENCE COURSES**

The district permits high school students to take correspondence courses— by mail or via the Internet—for credit toward high school graduation.

[For further information, see policy EEJC.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a Student Support Service Director, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 11 will be provided information on anticipated course offerings for the next year

and other information that will help them make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor in order to take the high school courses that best prepare them for attendance at a college, university, or training school, or for pursuit of some other type of advanced education,. The counselor can also provide information about entrance exams and deadlines for application, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

## **Personal Counseling**

The school counselor is available one day a week to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should check with the receptionist in the front office to schedule an appointment.

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

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

## ***CREDIT BY EXAM—If a Student Has Taken the Course***

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, Student Support Service Director, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

In all instances, the district will determine whether any opportunity for credit by exam will be offered.

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

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

A student will be permitted to take an exam to earn credit for an academic course for which the student has no prior instruction. A student will earn credit with a passing scored of at lease 90 on the exam.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district may honor a request by a parent to administer a test on a date other than the published dates. The parent will be responsible for paying an appropriate fee to the district or for purchasing the test from

a university approved by the State Board of Education. [For further information, see policy EEJB.]

## **CAREER AND TECHNOLOGY PROGRAMS**

The district offers career and technology programs in Business, Home Economics and Agriculture. Cross Roads ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

School clubs and organizations shall have a faculty sponsor appointed by the principal and these organizations shall be under the supervision of the school administrative officials. No school organization is permitted to hold a meeting, have a social party, make a trip or enter into any activities unless a faculty sponsor is present and supervising the event. The Superintendent or Principal must approve all class trips if buses are used.

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

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

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than a class identified as honors or advanced by either the State Board of Education or by the local board of trustees—may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

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

by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

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

## **Offices and Elections**

In all elections any candidate must have a majority of votes in any election to win. Classes, clubs or organizations will use a secret ballot to elect its officers or representatives. School-wide elections will be conducted as follows:

- Students will vote by secret ballot.
- The election will include the entire student body involved and present on the day of elections.

This election will be conducted, supervised and conducted by teachers selected by the principal and student council members selected for such purpose.

**Homecoming Elections** – Eligibility requirements for candidates participating in the homecoming court:

- 1) **Grades** – Candidates must have maintained at least a 70 average in all classes from the beginning of the school year through the homecoming event. Everyone must adhere to the “no pass, no play” rule.
- 2) **Discipline** – Candidates must not have been placed in an alternative school program throughout their high school career. Candidates must not have been placed in ISS from the start of the school year through the completion of the homecoming events.
- 3) **Limits** – There will be no limits placed on the number of times a student can be nominated. Positions on the court may change from year to year.
- 4) **Structure of the court will consist of:**
  - a. One King – elected from 3 nominees. Open only to Senior males.
  - b. One Queen – elected from 3 nominees. Open only to Senior females.
  - c. One Princess – elected from 2 nominees. Open only to Junior females.
  - d. Two Duchesses – elected from 2 nominees each from the Sophomore and Freshman class. One Sophomore duchess and one Freshman duchess will be elected.

### **5) Voting –**

**Who** – Each individual class will vote for their nominees and select who will move on to the “final round”. (Ex: junior class members will only be allowed to nominate Junior class members. Voting for the Homecoming Court will be open to all grade levels.

**When** – Class meetings will be held on a Wednesday, three weeks prior to homecoming to nominate students for their class according to the rules of

parliamentary procedure. Voting for the homecoming court will take place during break and lunch in the library on the Wednesday of homecoming week.

**How** – First nominations - Will be completed using parliamentary procedure. If there is more than the allotted number nominated, a vote by secret ballot will be done to narrow down the number of nominees. Homecoming Court – Final voting will be done by secret ballot.

- 6) **Definitions** – All results will be determined based on a plurality. Plurality is defined as the excess of votes in an election that a candidate has over his/her nearest rival.
- 7) **Ties** – In the event of a tie, students who have the same number of votes will share the honor. Both will be named to the position voted upon.

**Students holding offices and positions of honor** – In order to obtain the best possible student leadership and to prevent interference with academic achievement, students must apply to run for elected positions of student office. Student office applications will include a complete grade report and the approval of the instructor of each course the student is currently taking. To be eligible for election to positions of honor, students must meet these criteria as well. The areas suggested to the teachers for consideration and approval are:

**Scholarship** – Each student must be passing in all subjects at the time of the election. If a grading period has already been completed, the student candidates must have recorded passing grades in all subjects for the most recently completed grading period. President and Vice President officeholders must maintain a B average or better in all required courses.

**Citizenship** – Each candidate must be an exceptional student-citizen.

**Dependable & Cooperative**

After gaining an office, any student failing to maintain these requirements will be placed on probation for a period of six weeks. A second negative report, including a B or less in citizenship will cause removal from office. Further causes for disqualification include suspension from school, failure to comply with the rules and regulations of the school, lack of interest in fulfilling duties of office and lack of cooperation with the faculty sponsors.

## **GRADE CLASSIFICATION**

A student is classified according to the number of credits he/she has earned. This classification system is shown below. Students' grade classification may be updated at the beginning of each semester.

<u>Credits Earned</u>	<u>Classification</u>
5	Grade 10 (Sophomore)
10	Grade 11 (Junior)
15	Grade 12 (Senior)

A personal growth plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is determined by the District as not likely to earn a high school diploma before the 5<sup>th</sup> school year following enrollment in the 9<sup>th</sup> grade. The PGP will be designed and implemented by a guidance counselor, teacher or other staff member designated by the principal. The plan will identify the student's educational goals and include consideration of the parent's educational expectations for the student. [For additional information, see the Counselor and Policy EIF].

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.

## **GRADUATION**

### **Requirements for a Diploma**

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

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

Any student who was in grade 9 or higher on January 1, 2001, is eligible to graduate under the former TAAS exam.

### **Graduation Programs**

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level exam. The grade 11 exit-level test, required for students in grade 11 covers English Language Arts, mathematics, science and social studies and requires a knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III and early American and United State History. A student who does not pass the exit-level assessment will have additional opportunities to take the test. The state mandated the current exit-level TAKS test effective for school year 2003-2004; previously students had taken an earlier version of the exit-level test beginning in grade 10 that was known as Texas Assessment of Academic Skills (TAAS). Any student who was scheduled to graduate during the administration of the TAAS exit-level exam will be permitted to take it.

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

### Number of Credits

- Minimum Graduation Plan 22 Freshmen 07/08 24
- Recommended High School Program 24 Freshmen 07/08 26
- Distinguished Achievement Program 24 Freshmen 07/08 26

Cross Roads High School is required by the State of Texas to certify that its graduates have satisfied the state requirements for graduation from Texas public high schools. Decisions regarding these requirements are determined by the Texas State Legislature, the Texas Board of Education, the Texas Commissioner of Education, the Texas Education Agency and the local school district. Students and parents will be informed about curriculum changes affecting Cross Roads students as soon as possible after the district is notified of such changes.

NOTE: When a student attempts to attain credit from another institution (i.e. correspondence or attendance at TVCC), Cross Roads High School will award credit only if that institution awards credit. This does not apply to students transferring credits from another public school.

### **Cross Roads High School Graduation Requirements (Freshmen prior to 07/08)**

#### **Minimum Graduation Plan – 22 Credits**

Cross Roads ISD does not require additional credits for graduation under the Minimum Plan beyond those mandated by the state.

**English I, II, III, IV** (4 Credits)

**Mathematics** (3 Credits) including Algebra I

**Science** (2 Credits) to include 1 credit from Biology, Chemistry or Physics

**Social Studies** (4 Credits) U.S. History, World History, World Geography, U.S. Government, Economics

**Health** (0.5 Credit)

**Speech** (0.5 Credit)

**Technology Applications** (1 credit) Choose from Computer Science, Business Computer Information Systems or any Technology Application course

**Physical Education** – (1.5 Credits) Fall semesters of Band may count for P.E. Credit (Maximum of 2 Credits counting towards the 22 credits needed to graduate.)

**Electives** – (5.5 Credits)

#### **Recommended Graduation Plan – 24 Credits**

**English I, II, III, IV** (4 Credits)

**Mathematics** (3 Credits) Algebra I, Geometry, Algebra II

**Science** (3 Credits) selected from IPC, Biology, Chemistry or Physics

**Social Studies** (4 Credits) U.S. History, World History, World Geography, U.S. Government, Economics

**Foreign Language** (2 Credits) Both credits must come from the same language

**Fine Arts** (1 Credit)

**Health** (0.5 Credit)

**Speech** (0.5 Credit)

**Technology Applications** (1 credit) Choose from Computer Science, Business Computer Information Systems or any Technology Application course

**Physical Education** – (1.5 Credits) Fall semesters of Band may count for P.E. Credit

- **Option I – Mathematics, Science, Elective**

  - Pre-Calculus (1 Credit)

  - Science Elective (1 Credit)

  - Other Electives (1.5 Credits)

- **Option II – Career and Technology**

  - 3.5 credits in a coherent sequence of courses for career and technology preparation.

- **Option III – Academic**

  - 3.5 credits in elective courses in language arts, science, social studies, mathematics, languages other than English, fine arts or technology applications.

**Distinguished Graduation Plan – 24 Credits**

Cross Roads ISD requires no additional credits for graduation under the Distinguished Achievement Program beyond those mandated by the state.

Students must complete the requirements for the recommended graduation plan, complete a third credit in the same foreign language and receive a combination of 4 of the following advanced measures:

- **Test Data**

  - a. A score of 3 or above on The College Board Advanced Placement examination.

  - b. A score of 4 or above on an International Baccalaureate examination.

  - c. A score on the PSAT that qualifies a student for recognition as a Commended Student or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Program. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

- **College Courses**

  - A grade of 3.0 (B) or higher on any semester course that counts for college credit, including Tech-Prep programs.

- **Original Research Project**

Conducted under the direction of mentor(s), reported to an appropriate audience and judged by a panel of professionals in the field that is the focus of the project.

The district shall award credit for a full-session high school course on a term-by-term basis. In a full-session course, one credit shall be awarded at the end of the 2<sup>nd</sup> semester of each school year provided a student passes both semesters or attains an average of 70 or above for both semesters. If a student passes one semester but fails the other semester, credit shall be awarded for the semester passes.

## **Cross Roads High School Graduation Requirements (Freshmen 07/08)**

### **Minimum Graduation Plan – 24 Credits**

Cross Roads ISD does not require additional credits for graduation under the Minimum Plan beyond those mandated by the state.

**English I, II, III, IV** (4 Credits)

**Mathematics** (3 Credits) including Algebra I

**Science** (3 Credits) to include 1 credit from Biology, Chemistry or Physics

**Social Studies** (4 Credits) U.S. History, World History, World Geography, U.S. Government, Economics

**Health** (0.5 Credit)

**Speech** (0.5 Credit)

**Technology Applications** (1 credit) Choose from Computer Science, Business Computer Information Systems or any Technology Application course

**Physical Education** – (1.5 Credits) Fall semesters of Band may count for P.E. Credit (Maximum of 2 Credits counting towards the 22 credits needed to graduate.)

**Electives** – (6.5 Credits)

### **Recommended Graduation Plan – 26 Credits**

**English I, II, III, IV** (4 Credits)

**Mathematics** (4 Credits) Algebra I, Geometry, Algebra II, Pre-Cal

**Science** (4 Credits) selected from IPC, Biology, Chemistry, Physics

**Social Studies** (4 Credits) U.S. History, World History, World Geography, U.S. Government, Economics

**Foreign Language** (2 Credits) Both credits must come from the same language

**Fine Arts** (1 Credit)

**Health** (0.5 Credit)

**Speech** (0.5 Credit)

**Technology Applications** (1 credit) Choose from Computer Science, Business Computer Information Systems or any Technology Application course

**Physical Education** – (1.5 Credits) Fall semesters of Band may count for P.E. Credit

- **Option I – Mathematics, Science, Elective**

Math Elective (1 Credit)

Science Elective (1 Credit)

Other Electives (1.5 Credits)

- **Option II – Career and Technology**

3.5 credits in a coherent sequence of courses for career and technology preparation.

- **Option III – Academic**

3.5 credits in elective courses in language arts, science, social studies, mathematics, languages other than English, fine arts or technology applications.

**Distinguished Graduation Plan – 26 Credits**

Cross Roads ISD requires no additional credits for graduation under the Distinguished Achievement Program beyond those mandated by the state.

Students must complete the requirements for the recommended graduation plan, complete a third credit in the same foreign language and receive a combination of 4 of the following advanced measures:

- **Test Data**

d. A score of 3 or above on The College Board Advanced Placement examination.

e. A score of 4 or above on an International Baccalaureate examination.

f. A score on the PSAT that qualifies a student for recognition as a Commended Student or higher by the National Merit Scholarship Corporation; as part of the National Hispanic Scholar Program of The College Board; or as part of the National Achievement Scholarship Program for Outstanding Negro Students of the National Merit Scholarship Program. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

- **College Courses**

A grade of 3.0 (B) or higher on any semester course that counts for college credit, including Tech-Prep programs.

- **Original Research Project**

Conducted under the direction of mentor(s), reported to an appropriate audience and judged by a panel of professionals in the field that is the focus of the project.

The district shall award credit for a full-session high school course on a term-by-term basis. In a full-session course, one credit shall be awarded at the end of the 2<sup>nd</sup> semester of each school year provided a student passes both semesters or attains an

average of 70 or above for both semesters. If a student passes one semester but fails the other semester, credit shall be awarded for the semester passes.

### **Certificates of Coursework Completion**

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

### **Students with Disabilities**

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

### **Graduation Expenses**

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

### ***HOMWORK***

In determining students' grades for the six weeks, the daily average will count  $\frac{3}{4}$  of the grade and the exam grade will count as  $\frac{1}{4}$  of the grade. In determining daily averages, the minimum number of daily grades per six weeks is ten. Homework shall count for no more than 25% of the daily average. Copying another person's work, such as homework, class work or a test is a form of cheating.

### ***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 or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Amy Bellah at (903) 489-1275.

## **TEXTBOOKS**

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

## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions on 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 39
- Driver license attendance verification page 41
- Makeup work page 41
- Communicable diseases/conditions page 42
- Health-related matters page 43
- Freedom from discrimination page 44
- Conduct page 46
- Disruptions page 46
- Law enforcement agencies page 48
- Distribution of published materials or documents page 49
- Dress and grooming page 52
- Student fees page 52
- Fund-raising page 53
- Immunization page 53
- Physical examinations/health screenings page 53
- Pledges of allegiance and a minute of silence page 53
- Prayer page 54
- Safety page 54
- Emergency school-closings information page 55
- School facilities page 55
- Searches page 57
- Transportation page 58

- Video cameras page 59
- Visitors to the school page 59

## **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. 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 session, 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 without permission from school; 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 compulsory attendance law and subject to disciplinary action.

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

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

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

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

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. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

**Perfect Attendance** – For a student to receive the perfect attendance award, he/she must attend school every day during 3<sup>rd</sup> period and not have missed more than a total of 2 class periods during the entire year.

**College Visitation** – Students will be allowed one day per school year for college campus visitation. Students will receive an excused absence and must provide proof of the campus visit from an official representative of the college. Students should arrange for a college campus visit prior to the absence.

## **Tardiness**

Definition of Tardy – A student who is not in class and ready to begin work when the tardy bell rings will be considered tardy. Promptness to class exemplifies maturity and a sense of responsibility on the part of students. Excessive tardiness is not acceptable. The following tardy policy will be followed:

*1 <sup>st</sup> tardy	Free
*2 <sup>nd</sup> tardy	Warning by Teacher
*3 <sup>rd</sup> tardy	Discipline write-up

\*Tardies are cumulative during the semester. Tardies will start over each semester. Students arriving to class must sign in at the office to receive a tardy admit slip.

Tardiness seriously interferes with the work of the pupil and of the school. In order to secure punctual and regular attendance, the cooperation of both pupil and parent is requested. It may be necessary for the principal to confer with the student and his/her parent if tardiness is excessive. If a student is detained by a teacher, it is the student's responsibility to secure a written note from the detaining teacher. Late buses will be announced; in that situation, students should go directly to class upon arrival.

### **Driver License Attendance Verification**

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

## ***MAKEUP WORK***

### **Routine and In-depth Makeup Work Assignments**

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

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

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

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

### **DAEP or In-school Suspension Makeup Work**

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, coursework needed to fulfill the student's high school graduation requirements. The district may provide the opportunity to complete the coursework through an alternative method, including a correspondence course, distance learning, or summer

school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA.]

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

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 Department of State Health Services 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 Department of State Health Services 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 Department of State Health Services, <http://www.dshs.state.tx.us/>.

## ***HEALTH-RELATED MATTERS***

### **School Health Advisory Council**

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

## **Vending Machines**

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

## **Other Health-Related Matters**

### **Tobacco Prohibited**

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

### **Pest Management Plan**

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

## ***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 and at [www.crossroadsisd.org](http://www.crossroadsisd.org) .

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.

## **Reporting Procedures**

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

## **Investigation of Reported Harassment**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the district, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by board policy.

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

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

A student or parent who is dissatisfied with an 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 on the basis of sex: Mrs. Glenda Wisenbaker, (903) 489-2667.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Clay Tompkins, (903) 489-2001
- All other concerns: See the superintendent, Mr. Clay Tompkins, (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: Mrs. Cathy Sulak, (903) 489-1275
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Mrs. Barbara Stone, (903) 489-1274

## **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 **Student Fees** on page 50 and contact Ms. Amy Bellah at (903) 489-1275.

## **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.

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

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

Students may not have or possess cell phones inside school buildings between the hours of 8:00 a.m. and 3:10 p.m. 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:

- 1<sup>st</sup> 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.
- 2<sup>nd</sup> 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.
- 3<sup>rd</sup> 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.

### **Social Events**

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

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

## ***LAW ENFORCEMENT AGENCIES***

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- 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.

### **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 are available to students.

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

[See **Directory Information for School-Sponsored Purposes** on page 21]

### **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 will designate a 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.

## ***ATHLETICS***

Students must meet the requirements as outlined in the University Interscholastic League rules regarding attendance, passing courses, etc., before they are eligible to participate in extracurricular activities. Students who are taking dual credit courses at TVCC must provide the counselor proof of passing each 6 week period in order to be eligible for UIL events. Providing this proof is the student's responsibility.

All students participating in athletics for the first time at Cross Roads High School must take and pass a drug test in order to be eligible. In addition, athletes will be given random drug tests throughout their school career. For more information regarding consequences of a positive drug test, refer to the CRISD drug testing policy available through the Athletic Director.

## ***DISCIPLINE***

Students are expected to:

- \*Behave responsibly, demonstrating courtesy and respect for the rights of other students and district staff. Student cooperation and respect for the property of others, including district property, is essential to maintaining safety, order and discipline.
- \*Attend all classes regularly and on time; be prepared for each class; and take appropriate materials and assignments to class.
- \*Be well groomed and appropriately dressed each day.

As required by law, the district has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes 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 in order to avoid violations and the subsequent consequences.

Students who violate the district's Student Code of Conduct shall be subject to disciplinary action. The district's disciplinary options include using one or more discipline management techniques, removal to an alternative education program,

suspension or expulsion. Disciplinary measures are applied depending on the nature of the offense. The principal can give more information about the Student Code of Conduct and Discipline Management Plan and/or give you a copy of the plan.

### **Cheating/Plagiarism/Academic Dishonesty**

Copying another person's work, such as homework, class work or a test is a form of cheating. Plagiarism, which is the use of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty may be subject to disciplinary penalties as well, according to the Student Code of Conduct.

**Gum Chewing** - Careless disposal of gum in drinking fountains, furniture and floors presents sanitation and cleaning problems and costly repair. Therefore, gum chewing is not permitted.

**Laser Pointers** - Student may not possess or use laser pointers while on school property, while using district transportation or while attending school-sponsored or school related activities, whether on or off school property. Laser pointers will be confiscated and students will be disciplined according to the Student Code of Conduct.

**Paging Devices** - Students are prohibited from possessing a paging device while on school property or while attending a school-sponsored or school-related activity on or off school property. Paging devices will be confiscated and students will be disciplined according to the Student Code of Conduct.

**Public Display of Affection (PDA)** – Students should conduct themselves in a dignified manner at all times while at school, at a school-sponsored event or while representing our school away from the campus. Absolutely no appearance of tangible courtship shall take place on the school campus. No misunderstanding can result on the matter if all students interpret this to mean that students are to keep their hands and arms off each other. It is considered inappropriate for students to embrace, kiss or hold hands. Failure to follow this rule will result in disciplinary action.

**Sexual Harassment** – Sexual harassment is defined as offensive conduct of a sexual nature, whether the conduct is by word, gesture, sexual/physical contact or other intimidating sexual conduct that the other student regards as offensive or provocative which may include requests for sexual favors. In the case of sexual harassment, the offended student should bring a complaint to the principal.

**Violence** – Verbal, nonverbal and physical violence aimed at persons or property will not be tolerated at Cross Roads High School. Violence is defined as any mean work, look, sign or act that hurts a person's body, dignity or possessions.

**Gangs and other prohibited organizations** – Under state law, a student is prohibited from membership or involvement in a public school fraternity, sorority, secret society or gang.

**Hazing activities** – State law also prohibits a student from participating in any hazing activities. A student is guilty of hazing when he or she takes direct hazing action; encourages or assists someone else to take action; recklessly permits such action; has knowledge or planned action or action that has occurred without reporting that knowledge in writing to a school official.

## ***DRESS AND GROOMING***

The district's dress code is established to teach grooming and hygiene, prevent disruption and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the Student Code of Conduct and Student Dress Code.

## ***STUDENT FEES***

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credits 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 to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 56.]

- 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 fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 14 days before the event. [For further information, see policies FJ and 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 Department of State Health Services, Immunization Division, can be honored by the district. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza 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 Department of State Health Services. 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 Department of State Health Services Web site: [http://www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm)]

## ***PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE***

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

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

The district has developed a Safety Response and Contingency Plan to protect students and employees during emergency situations. The complete plan is available for review in the high school office. The three responses to be taken, determined by the specific emergency situation, are:

- Shelter in place – Students are maintained in a safe classroom until a clear signal is given by the campus safety team.  
Building evacuation – Students should leave and return in a single file and with no talking. Students should be familiar with the exits and routes and the alternate routes which are posted in each room.
- Site Evacuation – Students will be escorted to predetermined safe location away from the building. Students will be maintained at these locations until the district administrators give the clear signal, at which time district procedures will be followed to return students to the campus or to their homes.

## **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.

### **Fire Drill Bells**

3 bells	leave the building
1 bell	halt; stand at attention
2 bells	return to the classroom

### **Tornado Drill Bells**

1 continuous bell	move quietly but quickly to the designated locations
2 bells	return to the classroom

## **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**

In the event there is an emergency school closing, it will be announced on KCKL FM Radio in Malakoff and on Channel 7 and Channel 5 TV News.

## ***SCHOOL FACILITIES***

### **Use By Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the

instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior for extracurricular participants established by the sponsor.

### **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 Cafeteria Manager to apply.

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

### **Cafeteria and Snacks**

Cafeteria facilities for hot lunches, as well as sandwiches, French fries, etc., are available at the choice of the student. Students must observe orderly conduct in the cafeteria area and should place trays, disposable cartons, etc. in the proper area. Students who are assigned to ISS must eat from the hot lunch line.

Cross Roads High School campus is closed during lunch for all students. All students must bring their lunch or buy their lunch and must eat in the cafeteria. The district participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information about this program can be obtained in the office. Students participating in the free and reduced lunch program must eat from the plate lunch line. Students may not charge in the lunch line. If a student does not have lunch money, he/she should contact the office and make arrangements. The cost of the regular lunch is \$2.20 and the cost of breakfast is \$1.10.

Students will not be permitted to take food out of the cafeteria. The drink machines and snack bar in the high school building have been placed there for student use. These foods and drinks must be eaten in the proper areas. Students must not take the drinks or food into the cafeteria or the classrooms. Personal drink containers such as sports bottles or water bottles are not allowed in school buildings, lockers or on the school bus.

### **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 following times with a teacher permit:

## **Meetings of Noncurriculum-Related Groups**

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

A list of these groups is available in the principal's office.

## **Vandalism**

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

## **SEARCHES**

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

## **Students' Desks and Lockers**

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by 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 permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

## **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on lockers and vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not

present. A locker, a vehicle, or an item in a classroom to which a trained dog alerts may be searched by school officials.

### **Metal Detectors**

Cross Roads ISD does not currently utilize metal detectors, but may do so at any time if administration deems it necessary to ensure safety.

## ***TRANSPORTATION***

### **School-Sponsored Trips**

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

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted 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, 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. A parent who wants to view a videotape of the incident leading to the discipline of her or her child may request access in accordance with policy FL.

## **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 only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

## **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.

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

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

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

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

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct. Students in the DAEP will be separated from students not assigned to the program. The DAEP will focus instruction on English language arts, mathematics, science, history, and self-

discipline, and provide for students' educational and behavior needs, as well as supervision and counseling.

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

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

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

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

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

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

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

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

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and 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 subjects in grades 3–11.

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

# REQUIRED FORMS

## Acknowledgment Form

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

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

**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](http://www.crossroadsisd.org) the Cross Roads High School Student Handbook for 2009–2010.

I have chosen to:

- Receive a paper copy of the Student Handbook.
- 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 I should direct those questions to the principal at (903) 489-1275 or [rdavis@crossroads.esc7.net](mailto:rdavis@crossroads.esc7.net).

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

Date: \_\_\_\_\_

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

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

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not, use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See **Directory Information** on page 19 for more information.]

Cross Roads ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent school previously attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team
- Enrollment status
- Student identification numbers or identifiers that cannot be used alone to gain access to electronic education records
- **Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give) (do not give)** the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## Exceptions

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

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

Printed name of student: \_\_\_\_\_

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

Student signature: \_\_\_\_\_ Date \_\_\_\_\_

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

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Release of Student Information to Military Recruiters and Institutions of Higher Education** on page 20 for more information.]

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

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

Parent signature \_\_\_\_\_ Date \_\_\_\_\_

## **Consent/Opt-Out Form**

Dear Parent:

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

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. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
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 or to receive financial assistance under such a program.

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

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## **NOTICES TO PARENTS**

### **Statement of Nondiscrimination**

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Mrs. Glenda Wisenbaker, (903) 489-2667.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mr. Clay Tompkins, (903) 489-2001
- All other concerns regarding discrimination: See the superintendent, Mr. Clay Tompkins (903) 489-2001.

[See FB(LOCAL) and FFH(LOCAL)]

### **Asbestos Management Plan**

The district's Asbestos Management Plan, designed to be in compliance with state and federal regulations addressing asbestos, is available in the Superintendent's office. If you have any questions, please contact Mr. Clay Tompkins, (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's school assignment area may contact Mr. Clay Tompkins.

### **Additional Notices**

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

- Student participation in a survey, analysis, or evaluation;
- Opting out of surveys and data collection activities;
- Requesting the professional qualifications of teachers and staff;
- Requesting a transfer of your child to a safe public school;
- Assistance to students who have learning difficulties;
- Student records;
- Bacterial meningitis;
- Career and technology programs;
- Homeless students; and
- School lunch programs.

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