

# **Student Handbook**

## **2008-2009**

### **Cross Roads Junior High School**

**14434 FM 59**

**Malakoff, Texas 75853**

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#### **CROSS ROADS SCHOOL SONG**

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

**SCHOOL MASCOT: Bobcat**

**SCHOOL COLORS: Green & White**

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## **PREFACE**

To Students and Parents:

Welcome to school year 2008–2009! For this new year to be successful for your child, we must all work together: students, parents, teachers, and other school staff members.

The Cross Roads Junior 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 programs, courses, 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.

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

Both students and parents must be familiar with the Cross Roads ISD Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning. That complete document is 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 strongly recommend that parents review the entire handbook with their children and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the parental acknowledgment and student directory information form.

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

## School Calendar 2008 - 2009

<u>Date</u>	<u>Description</u>
<b>August 18-22</b>	<b>Staff Development</b>
August 25	First Day of School
<b>September 1</b>	<b>Labor Day (Holiday)</b>
October 3	Early Release @ 1:05
October 3	End of First Six Weeks
October 6	Begin Second Six Weeks
November 7	End of Second Six Weeks
November 10	Begin Third Six Weeks
November 25	Early release @ 1:05
<b>November 26-28</b>	<b>Thanksgiving Holidays</b>
December 19	Early Release @ 1:05
December 19	End of Third Six Weeks; End of 1 <sup>st</sup> Semester
<b>December 22-January 2</b>	<b>Christmas Holidays</b>
January 5	Begin Fourth Six Weeks
<b>January 19</b>	<b>Staff Development</b>
February 13	Early Release @ 1:05
February 13	End Fourth Six Weeks
February 16	Begin Fifth Six Weeks
<b>March 23-27</b>	<b>Spring Break</b>
April 9	Early Release @ 1:05
April 9	End 5 <sup>th</sup> Six Weeks
<b>April 10</b>	<b>Bad Weather Day</b>
April 13	Begin Sixth Six Weeks
<b>May 25</b>	<b>Bad Weather Day</b>
May 29	End Sixth Six Weeks; End of 2 <sup>nd</sup> Semester
May 29	Early Release @ 1:05
<b>May 30</b>	<b>Staff Development</b>
<b>June 1-2</b>	<b>Staff Development/Comp Days</b>

*May 28 - JH Graduation*

*May 29 - HS Graduation*

**\*\*Students do not attend school on dates in bold print**

Early Release: October 3; November 25; December 19; February 13; April 9; May 29

## **SECTION I IMPORTANT INFORMATION FOR PARENTS**

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

### **PARENTAL INVOLVEMENT**

#### **Working Together**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 903-489-2667 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. (For further information, see policy GKG and contact Glenda Wisenbaker.)
- 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 Glenda Wisenbaker.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

#### **Obtaining Information and Protecting Student Rights**

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

- Political affiliations or beliefs of the student or the student's parent.

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

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

### **“Opting Out” of Surveys and Activities**

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

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, 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.

### **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.

- 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 cocurricular or extracurricular activity;  
or

When it relates to media coverage of the school.

- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows.
- 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 noncustodial 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 a transfer of your child to another classroom or campus if your child has been verified 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 transfer to another campus.

### **GRADING GUIDELINES**

In grades 6-8, achievement is reported to parents as number grades:

- A.....90-100.....Excellent
- B.....80-89.....Good
- C.....70-79.....Fair
- D.....69 or below.....Failing

Six weeks exams will 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  $\frac{1}{4}$ . In determining daily averages, the minimum number of daily grades per six weeks is ten (10). Homework shall count for no more than 25% of the daily average.

### **Honor Roll**

#### A Honor Roll

All A's in academics

All E's in citizenship

#### A-B Honor Roll

All A's & B's in academics

All E's in citizenship

### **Incomplete**

Any student receiving an incomplete for the 6 weeks will be ineligible for extracurricular activities until the incomplete is cleared. If the incomplete is not removed within 10 days, a grade of 50 will be recorded for that six weeks.

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

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

At the end of the first three weeks of a grading period, parents will be given a written unsatisfactory progress report if their child's performance in any course is near or below 70. If the student receives a grade lower than 70 in any class or subject during a grading

period, the parent is requested to schedule a conference with the teacher of that class or subject.

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and should be returned to the school within 2 days.

### **STATE-MANDATED ASSESSMENT TESTS**

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

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

### **MEDICINE AT SCHOOL**

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

- Authorized employees, in accordance with policy FFAC, may administer:

Prescription medication provided by the parent, along with a written request, and in the original, properly labeled container.

Medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.

Nonprescription medication provided by the parent along with a written request, and in the original, properly labeled container.

Herbal or dietary supplements provided by the parent 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 who has written authorization from his or her parent and physician or other licensed health-care provider may be permitted to possess and use prescribed asthma medication at school or school-related events. The student and parents should see 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 for information.

### **STEROIDS**

Parents and students should be aware that 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.

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

### **PSYCHOTROPIC DRUGS**

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they will not recommend use of psychotropic drugs. A District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

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

[For further information, see policies at FFAC.]

### **STUDENT RECORDS**

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

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

Release of any or all directory information regarding a student 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 acknowledgment form attached to this handbook.]

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 the student becomes 18 or is emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as Board members, the Superintendent, and principals), school staff members (such as teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

The District 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.

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

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office and the principal’s office is 14434 FM 59, Malakoff 75148.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student’s records and request a correction if the

records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process defined by policy FNG.

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

**Please note:**

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

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

**STUDENT OR PARENT COMPLAINTS AND CONCERNS**

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

In general, the student or parent should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

**RELEASE OF STUDENTS FROM SCHOOL**

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

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

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

**Late Arrival to Class**

Definition of Tardy: A student who is not in class and ready to begin work when the tardy bell rings will be considered tardy.

Excessive tardiness is not acceptable. According to our Discipline Management Plan, an unexcused tardy is a Level 1 offense and is, accordingly, assigned 1 point. Therefore, after 5 unexcused tardies, a student may be assigned to Alternative School.

The following tardy policy will be followed:

- 1<sup>st</sup> .....Free
- 2<sup>nd</sup> .....Discipline note & warning
- 3<sup>rd</sup> .....Discipline note & office referral

\*\*\*Tardies are cumulative during a 6 weeks period. Tardies will start over each 6 weeks.

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; therefore, students should go directly to class upon arrival.

**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.

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 cafeteria for clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy 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 pertinent requirements for academics and activities. Much of this information will also be of interest to your parents and should be reviewed with them.

#### **ACADEMIC PROGRAMS**

The school counselor provides students and their parents information regarding academic programs to prepare for higher education and career choices.

#### **AWARDS AND HONORS**

Cross Roads Junior High School recognizes the importance of students maintaining a good academic grade in each class. Academic awards will be given to students as an incentive to keep high grade averages. An academic awards program will be conducted at the end of the school year to honor these students.

##### High Honors

Students who maintain an “A” average for the year in any academic class (including math, English, social studies, science, and reading) and an “A” average in citizenship in that class will receive a High Honor certificate.

##### Merit Award

One student in each of the academic subjects at each grade level will be chosen to receive the merit award. These students will be chosen by their teachers based on academics, attitude, cooperation, dedication, and effort.

##### Perfect Attendance Award

Any student who has been present at school every day during the 3<sup>rd</sup> period class, and who has not missed more than a total of 2 class periods during the entire year will receive this award.

##### Presidential Academic Award

Eighth grade students who have scored at at least the 85<sup>th</sup> percentile on their most recent achievement test and who have maintained at least a 90 average in their core subjects (math, English, social studies, science, and reading) during their 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years will receive this award. This award is presented at 8<sup>th</sup> grade graduation.

##### Top 2 Eighth Grade Students

The two top-ranking 8<sup>th</sup> grade students will receive an award. This is based on grades during their 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years from all classes, excluding P.E., Band, Fine Arts, and other electives.

## **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 review and sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

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

[For additional information, see policy CQ.]

## **COUNSELING**

### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, student support director, teacher, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 6-8 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school, or pursuit of some other type of advanced education, students should work closely with the counselor in order to take the high school courses that best prepare them. The student support director 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. Counseling resources are available for limited English proficiency and hearing-impaired students through district and/or Region 7 personnel.

### **Personal Counseling**

The school counselor is available one day per 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 meet with her before school, during lunch, or after school. If that is not possible, the student should leave his/her name with the school secretary, and the counselor will send for them at her earliest convenience.

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

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

### **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, counselor, principal, or

attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. Student is responsible for the cost of the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

### **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. The dates on which exams are scheduled during the 2008–2009 school year include:

October, 2008

March, 2009

Summer testing is provided through Region 7 Service Center. Information regarding time and place can be obtained through the student support service's office.

The passing score required to earn credit on an exam is 90.

If a student plans to take an exam, the student (or parent) must register with the student support director no later than 30 days prior to the scheduled testing date. The District will not honor a request by a parent to administer a test on a date other than the published dates. 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.]

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

Participation in school and 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 as well as 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 15 absences not related to post-district 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 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.

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

## **PROMOTION AND RETENTION**

A student will be promoted on the basis of academic achievement. In order for students in Grades 6-8 to be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students must attain an average of 70 or above in at least three of the following subjects: language arts (average of reading and English), mathematics, social studies, and science.

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

- In order to be promoted to grade 4, students must have performed satisfactorily on the Reading section of the grade 3 assessment test in English or Spanish.
- In order to be promoted to grade 6, students enrolled in grade 5 must have performed satisfactorily on the Mathematics and Reading sections of the grade 5 assessment test in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment test in English.

In addition, students in grades 3, 5, and 8 must meet promotion standards established by the District in order to be promoted.

Parents of students in grades 3, 5, and 8 who do not perform satisfactorily on their exams will be notified that their child will participate in special instructional programs designed to improve performance. These students will also have two additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the District, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policy EIE.]

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment test or is

determined by the District as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the 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]

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 or counselor.

## **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 Barbara Stone.

### **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 their rights if they disagree with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*.

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

## **TEXTBOOKS**

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any

student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, a student will be provided textbooks for use at school during the school day.

## **SECTION III**

### **GENERAL INFORMATION AND REQUIREMENTS**

Topics in this section of the handbook contain important information regarding school operations and requirements. Included are provisions such as student welfare; health and safety issues; fees; the school's expectations for student conduct; 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.

#### **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. Each is discussed in the following sections:

#### **Compulsory Attendance**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property thereafter is then unauthorized and may be considered trespass.

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

A school-aged student's deliberately not attending school may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

## **Attendance for Credit**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

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

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

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.

## **MAKEUP WORK**

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

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

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

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

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

### **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 coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, 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 Texas Department of Health regarding these diseases.

#### **Bacterial Meningitis**

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

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an

uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

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

## **HEALTH-RELATED MATTERS**

### **School Health Advisory Council**

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

### **Other Health-Related Matters**

#### **Tobacco Prohibited**

The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or 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, is available in the Superintendent's office. If you have any questions, please contact the Superintendent's office at 903-489-2001.

#### **Pest Management Plan**

The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child(ren)'s school assignment area may contact the Superintendent's office at 903-489-2001.

## **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 Superintendent's office and/or on the school's website.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name-calling or slurs, taunting, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

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

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

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

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

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

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

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex:  
Glenda Wisenbaker.

- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Clay Tompkins
- All other concerns: See the Superintendent 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: Cathy Sulak
- Parent Involvement Coordinator, who works with parents of students participating in Title I programs: Barbara Stone

### **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, contact Cathy Sulak at 903-489-1275.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the District has established 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 of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student 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.

### **Social Events**

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the 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.

### **Disruptions**

As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, an entrance, or a 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 radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, teachers will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be required to pick up the item.

The District prohibits students from possessing paging devices, including cell phones, inside school buildings between the hours of 8 AM and 3:10 PM. Two exceptions are: (1) 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; or (2) Cell phones may 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 collected, in person, by a parent. The principal has the

option of any consequences that fall within the guidelines of the discipline management plan.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

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

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The District is also 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 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.

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

### **Nonschool Materials ... from students**

Unless a student obtains specific prior approval from the principal, 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 may not be posted, sold, circulated, or distributed on any school campus. To be considered, any nonschool material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. 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.

### **Nonschool 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 nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring organization or individual, and be submitted to the principal for specific 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.]

## **DRESS AND GROOMING**

- The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards, and teach respect for authority. Student dress reflects the quality of the school and affects students' conduct. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. Any article of clothing, jewelry, body decoration, or hair style extreme enough to create a distraction or disturb the normal routine of the school shall be deemed inappropriate. The district prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.,
- The following are examples of inappropriate dress at school or school-related activities:
- All standard of measurement will be taken while student is standing at normal posture, unless otherwise noted.
- Hats or caps worn in academic buildings.
- Bandannas worn anywhere.
- House shoes or shoes designed for beach or bath wear. Shoes must be worn at all times.
- Obscene language or symbols, provocative pictures, advertising of tobacco or narcotics or alcohol on clothing, jewelry, or body parts.
- Symbols on clothing or jewelry that would distract or cause undue attention.
- Racially related symbols, emblems, pictures, words, slogans, or tattoos.,
- Symbols, words, or slogans cut into hair that are obscene, racially related, provocative, or otherwise deemed inappropriate by the campus principal.
- Clothing with holes or tears
- Clothing worn in a manner for which it was not intended; i.e., backwards, inside out, off the shoulder suspenders, etc.
- Any accessory or clothing article deemed gang related as determined by the school administration.
- Boys may not wear earrings. Girls may wear earrings in ears only. Nose rings, eyebrow rings, lip rings, or earrings worn on other visible parts of the body are prohibited. Visible tattoos on girls or boys are prohibited.
- Dark glasses (unless prescribed by a physician).
- Tank tops or low cut clothing (neck or underarm).
- Clothing that exposes bare midriffs when arms are extended to the side or forward; i.e. crop tops.
- Excessive or distracting makeup/hair color/conspicuous fads.

- See-through, provocative, or excessively tight clothing; i.e. spandex tights, shorts or pants and excessively tight dresses and skirts.
- Dresses, skirts, and all split garments must be no shorter than 2 inches below fingertips. Any exposed leg must be at least 2 inches below fingertips.
- Shorts must be hemmed or cuffed garments that are designed for outer wear. Shorts are to be no shorter than fingertips.
- Cutoffs, wind shorts, short shorts, boxer shorts, P.E., athletic or jogging shorts, bicycling shorts or pants are not allowed.
- Students must wear appropriate undergarments.
- Boys' pants must be worn in a manner to not expose underwear or skin and to avoid sagging. Girls' pants must be worn no lower than hips and not expose underwear.
- Boys must be clean shaven. Sideburns must be neatly trimmed and no longer than the bottom of ear lobes.
- Hair must be neatly groomed at all times. Boys' hair cannot touch the collar in the back, cannot be longer than the eyebrows in the front, and cannot be longer than the middle of the ear on the sides.
- Shirts that were made to be tucked in should be tucked in.
- Excessively large clothing may not be worn.
- Cross Roads ISD discourages the wearing of expensive jewelry and other apparel and is not responsible for lost or stolen items.
- Teachers/coaches/sponsors may define appropriate dress for school-sponsored trips and extracurricular activities. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to other disciplinary action.
- **FINAL DECISIONS ON THE APPROPRIATENESS OF SCHOOL DRESS REST WITH THE CAMPUS ADMINISTRATION.**
- If the principal determines that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem. If not corrected, the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected.

## **STUDENT FEES**

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

- Costs for materials for a class project that the student will keep.
- Admission fees to extracurricular activities.

- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Fees for lost or damaged textbooks, or lost, damaged, or overdue library books.
- Fees for optional courses offered for credit that require use of facilities not available on District premises.
- 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.]

## **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 influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the 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.tdh.state.tx.us/immunize/school\\_info.htm](http://www.tdh.state.tx.us/immunize/school_info.htm).]

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

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. 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. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or distract others. [See policy EC for more information.]

## **PRAYER**

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

## **SAFETY**

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

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

### **Accident Insurance**

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

### **Drills: Fire, Tornado, and Other Emergencies**

The District has developed an Emergency Operations Plan to protect students and employees during emergency situations. The complete plan is available for review in the junior high 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 with no talking. Students should be familiar with the exits and routes and the alternate routes which are posted in each room. Building evacuation will be practiced with voice commands as well as with the following bell signals:

3 bells	Proceed to building evacuation location
2 bells	Return to classroom

1 bell                      Halt in place

- Site evacuation – Students will be escorted to predetermined safe locations 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.

### **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 will 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**

Any announcements concerning emergency school-closings will be announced on Radio Station KCKL, as well as television channels 4, 5, and 8.

## **SCHOOL FACILITIES**

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

Supervision of students before and after school is a genuine concern to us. The buildings are not open, and there is no supervision provided before our school day begins. Therefore, we cannot assume responsibility for the safety and welfare of students before 7:40 AM or after 3:30 PM. We ask that you make a special effort to see that your child does not arrive at school before 7:40 AM and is picked up by 3:30 PM, 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 at Cross Roads. All students must be picked up on or off campus no later than 30 minutes after the event ends.

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

School-age students must have parent/adult supervision anytime they are on school grounds, other than during regular school hours.

### **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 band or athletic practice and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

## **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 Debra Martin 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.]

## **Vandalism**

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

## **SEARCHES**

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

### **Students' Desks and Lockers**

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

Students are fully responsible for the security and contents of the assigned desks and lockers.

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 District policy, whether or not a student is present.

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

### **Trained Dogs**

The district may 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.

## **TRANSPORTATION**

### **School-Sponsored**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an

exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

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

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

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. If a student needs to get off the bus at another location, written permission from a parent, with approval of the principal, must be provided.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Be seated while the vehicle is moving.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

Penalty for misbehavior on the bus is at the discretion of the principal, depending upon the circumstances. Penalty may include removal from the bus for 1 to 10 days, or permanent removal from the bus. Serious misbehavior on the bus may also be cause for punishment up to and including expulsion from school.

### **VIDEO CAMERAS**

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

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

### **VISITORS TO THE SCHOOL**

#### **General Visitors**

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

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

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

## **GLOSSARY**

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

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

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

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

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

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

**Personal Graduation Plan (PGP)** is a new state requirement for any student in middle school or higher who fails a section on a state-mandated assessment test or is determined 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 colleges 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 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**, developed with the advice of the District-level committee and adopted by the Board, identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a Disciplinary Alternative Education Program. It outlines conditions for out-of-school suspension and for expulsion, and states whether self-defense is a consideration in suspension, DAEP placement, or expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student’s violation of one of its provisions.

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

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

# STUDENT CODE OF CONDUCT

## CLASSIFICATION OF OFFENSES AND DISCIPLINARY CONSEQUENCES

Administrators and teachers will treat students impartially and equitably. Discipline will be based on careful assessment of the circumstances of each case. It is the intent of the Board of Trustees and the administrative staff of Cross Roads ISD to abide by state and federal laws and district policy, and to enforce rules in a consistent and fair manner.

### General Guidelines for Assessing Discipline Penalties

When imposing discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect, students, school employees, or property and maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case. Factors to consider shall include:
  - a. The seriousness of the offense.
  - b. The student's age.
  - c. The frequency of misconduct.
  - d. The student's attitude.
  - e. The potential effect of the misconduct on the school environment.

<b>Level I Offenses</b>
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Level I offenses include those which would not normally involve decisions regarding assignment to an alternative education program or expulsion. The offenses may include, but are not limited to:

Any disruptive conduct including running, sleeping, or talking in class

Bringing unauthorized visitors to school

Causing excessive, loud, or unnecessary noise

Cheating or copying off of another student's work

Chewing gum

Class cutting

Disturbing class

Dress code violations

Eating or drinking in unauthorized areas without permission

Excessive absenteeism

Failure to follow bus rules

Failure to bring appropriate materials to class

Littering

Loitering on school property

Minor personal or property damage under twenty dollars  
Minor vehicle violations (improper parking, etc.)  
Possession of cell phones, radios, CD players, tape players, video games, or televisions during school hours  
Possession of personal items without permission (i.e., toys, baseball cards, etc.)  
Public show of affection  
Refusal to participate in classroom activities  
Tardiness  
Throwing food  
Throwing objects (i.e. spitballs, paper, or other items)  
Truancy  
Use of profanity, vulgar language, or obscene gestures  
Verbal abuse (name calling, ethnic or racial slurs, or derogatory statements addressed to others that precipitate substantial disruption of the school program or incite violence)  
Violation of classroom or safety rules  
\*Engaging in any other conduct that disrupts the school environment or educational process

<b>Level I Disciplinary Consequences</b>
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Administrator/teacher/student conference  
Behavior contracts  
Cooling off  
Classroom “time out”  
Corporal punishment  
Detention (as per building guidelines)  
Grade of zero (for copying/cheating)  
In-school suspension  
Parent contact  
Referral to local law enforcement  
Restitution/restoration  
Special assignments/duties that emphasize need for following rules/regulations  
Student/counselor conference  
Teacher/parent conference  
Verbal correction/reprimand  
Withdrawal of privileges (classroom, cocurricular, bus privilege, extracurricular)  
Work detail

Level I disciplinary consequences include, but are not limited to, the above.

\*Teachers, counselors, support staff, and administrators should maintain records, logs, notes, or other forms of documentation of Level I offenses and their efforts to correct the inappropriate behavior, as well as relevant comments on subsequent student behavior. Should the misconduct continue, the principal will use the documentation of Level I offenses to determine whether a student’s record of misconduct is such to justify classifying it as Level II.

**Repeated misbehaviors will be cause for assignment to Alternative School. In order to make this determination, Level 1 offenses will be assigned a value of 1(one) point. An accumulation of 5 points during the school year will be a mandatory placement in Alternative School for 30 days. An accumulation of 7 points will be a mandatory placement in Alternative School for 30 days. An accumulation of a total of 9 points will be a mandatory placement in Alternative School for the remainder of the semester. Level I offense points will be added to Level II offense points. These points will accumulate throughout the school year.**

<b>Level II Offenses</b>
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Level II offenses include, but are not limited to:

Abusive language

Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities

Cafeteria disturbance

Criminal mischief

Defacing or damaging school property including textbooks, furniture, and other equipment.

Exhibiting disrespect or directing profanity, vulgar language, or obscene gestures toward any individual

Harassment of students or school personnel

Inappropriate physical contact disruptive to other students or the school environment, including pushing, shoving, or scuffling with another student

Insubordination toward school personnel

Leaving school without permission

Possession of fireworks of any kind, including smoke or stink bombs

Possession of laser device

Possession of mace or pepper spray

Possession of matches or lighter

Possession of a paging device, mobile telephone, or other communication devices

Possession of a pocketknife

Possession of material designed to promote illegal behavior

Possession of pornographic material

Possession or use of any tobacco products or associated products

Posting, distributing, or possession of unauthorized material

Theft under twenty dollars

Truancy

Vandalism of school property, of other student's property, or property belonging to school personnel

Violations of computer use policies

Violations of Texas Motor Vehicle Laws

Persistent offenses

The district defines "persistent" to be repeated offenses of the Student Code of Conduct.

## Level II Disciplinary Consequences

Administrator/parent/student conference  
Alternative education program  
Community service  
Confiscation of prohibited items  
Cooling off period  
Corporal punishment  
Detention (per campus guidelines)  
Exclusion from extracurricular and cocurricular activities  
In-school suspension  
Loss of driving privileges on the school grounds  
Parent/student/counselor conference  
Referral to local law enforcement  
Restitution/restoration  
Suspension  
Teacher/parent/student conference  
Teacher/student conference  
Withdrawal of privileges  
Work detail

Level II disciplinary consequences include, but are not limited to, the above.

**Repeated misbehaviors will be cause for assignment to Alternative School. In order to make this determination, Level II offenses will be assigned a value of 2(two) points. An accumulation of 5 points during the school year will be a mandatory placement in Alternative School for 30 days. An accumulation of 7 points will be a mandatory placement in Alternative School for 30 days. An accumulation of a total of 9 points will be a mandatory placement in Alternative School for the remainder of the semester. Level I offense points will be added to Level II offense points. These points will accumulate throughout the school year.**

## Level III Offenses

Assaults on students or school personnel  
Bomb threats  
Engaging in conduct that constitutes sexual harassment or sexual abuse whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favor  
Extortion, coercion, or blackmail of other students on school personnel  
False alarms  
False reports to a peace officer  
Fighting  
Gambling  
Hazing

Immoral or indecent conduct toward other students or school personnel

Joining of or solicitation into any gangs, fraternities, sororities, or secret societies

Making false threats, hoaxes, or accusations regarding school safety

Possession of look-alike drugs or items attempted to be passed off as drugs and contraband

Possession of drug paraphernalia

Possession of razors, switchblades, box cutters, chains, or any other object used in a way that threatens or inflicts bodily injury to another person

Possession of “look-alike” weapons

Possession of air guns or BB guns

Threats toward other students or school personnel or other individuals

Any other offense found to be in violation of the law as defined by the Texas Penal Code, Texas Motor Vehicle Laws, or Texas Education Code

Repeated violations of Level I and II offenses

Felony offense, other than those defined in Title 5 of the Penal Code (offenses against a person), which superintendent or designee has a reasonable belief the student has committed (off-campus felonies); and if the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

<b>Level III Disciplinary Consequences</b>
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Alternative education program

Contact law enforcement agency

Declaration of incorrigibility

Disciplinary reassignment

Expulsion

In-school suspension

Removal from extracurricular/cocurricular activities

Restitution/restoration

Suspension

Level III disciplinary consequences include, but are not limited to, the above.

<b>Level IV Offenses</b>
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Except as provided by TEC Sec. 37.007 (a)(3), the student engages in conduct punishable as a felony, or commits the following on school property, or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off school property:

1. Engages in conduct that contains the elements of the offense of assault under Section 22.01 (a) (1), Penal Code, (intentionally, knowingly, or recklessly causing bodily injury to another), or a terroristic threat under Section 22.07, Penal Code.
2. Sells, gives, or delivers to another person or possesses, uses, or is under the influence of
  - a. Marihuana or a controlled substance, as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq., in an amount not constituting a felony offense.
  - b. A dangerous drug, as defined by Chapter 483, Health and Safety Code, in an amount not constituting a felony offense.

3. Sells, gives, or delivers to another person an alcoholic beverage, as defined by Section 1.04, Alcoholic Beverage Code, commits a serious act or offense while under the influence of alcohol; or possesses, use, or is under the influence of alcohol, if punishment is less than a felony.
4. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint under Section 485.031 through 485.035, Health and Safety Code, or relating to volatile chemicals under Chapter 484, Health and Safety Code.
5. Engages in conduct that contains the elements of the offense of public lewdness under Section 21.07, Penal Code, or indecent exposure under Section 21.08, Penal Code.
6. Except as provided by TEC Sec. 37.007©, the student engages in conduct that contains the elements of the offense of retaliation under Section 36.06, Penal Code, against any school employee.
7. Conduct defined as a felony offense (off-campus felony) in Title 5 of the Penal Code (offense against a person) if:
  - a. The student receives deferred prosecution (voluntary contract) under Section 53.03 of the Family Code for the offense; or
  - b. A court or jury finds that the student has engaged in delinquent conduct under Section 54.03 of the Family Code; or
  - c. The superintendent or designee has a reasonable belief that the student has engaged in felony conduct addressed in Title 5.
8. Expellable conduct, if the student is between six and ten years of age.

<b>Level IV Disciplinary Consequences</b>
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1. Except as provided by TEC Section 37.007(a)(3), the student shall be removed from class and placed in an alternative education program as provided by TEC Section 37.008, for a length of time determined by the principal
2. A report will be filed with the local law enforcement agency.
3. A student may be expelled for continued serious or persistent misbehavior that violates the district's Student Code of Conduct while the student is placed in an AEP.
4. A student may be expelled for offenses #2-4.

**Note: The terms of a placement under TEC Sec. 37.006 must prohibit the student from attending or participating in a school-sponsored or school-related activity.**

<b>Level V Offenses</b>
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The student, on school property, or while attending a school-sponsored or school-related activity on or off school property:

1. Uses, exhibits, or possesses:
  - a. A firearm as defined in Penal Code 46.01(3).
  - b. An illegal knife as defined in Penal Code 46.01(6), or by local policy.
  - c. A club as defined in Penal Code 46.01(1).
  - d. A weapon listed as a prohibited weapon in Penal Code 46.05.
2. Engages in conduct that contains the elements of the offense of:
  - a. Aggravated assault under Section 22.02 Penal Code, sexual assault under Section 22.01, or aggravated sexual assault under Section 22.021 Penal Code.
  - b. Arson under Section 28.02, Penal Code.
  - c. Murder under Section 19.02, Penal Code, capital murder under Section 19.03, Penal Code, or criminal attempt, under Section 15.01, Penal Code, to commit murder or capital murder.
  - d. Indecency with a child under Section 21.11, Penal Code.
  - e. Aggravated kidnapping under Section 20.04, Penal Code.
  - f. Alcohol or drug offense that is punishable as a felony.
3. Engages in conduct specified by TEC Sec. 37.006(a)(2) or (3), if the conduct is punishable as a felony.
4. Engages in conduct that contains the elements of any offense listed in TEC Sec. 37.007 (a) against any employee in retaliation for or as a result of the employee's employment with a school district, whether on or off school property or at a school-related activity.

5. Continues to engage in serious or persistent misbehavior that violates the district's Student Code of Conduct while the student is placed in an AEP.
6. Criminal mischief if punishable as a felony, whether committed on or off school property or at school-related activities.
7. Sell, gives or delivers to another person or possesses, uses or is under the influence of:
  - a. Any amount of marihuana or a controlled substance in an amount not constituting a felony offense.
  - b. Any amount of a dangerous drug in an amount not constituting a felony offense.
8. Sells, gives, or delivers to another person an alcoholic beverage; commits a serious act or offense while under the influence of alcohol; or possesses, uses, or is under the influence of alcohol, if punishment is less than that of a felony.
9. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or relating to volatile chemicals.
10. Engages in conduct that contains the elements of assault under Section 22.01(a)(1) against an employee or a volunteer on school property.
11. Engages in conduct that contains the elements of assault and retaliation against a school employee or volunteer, regardless of where or when the conduct occurs

<b>Level V Disciplinary Consequences</b>
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1. A report will be filed with the local law enforcement agency.
2. Expulsion is state mandated for offenses #1-4.
3. The student may be expelled for offenses #5-9
4. If a student under ten engages in expellable conduct, the student must be placed in the AEP.

**Note: The terms of expulsion prohibit the student from attending or participating in a school-sponsored or school-related activity.**

# Electronic Communications Acceptable Use Policy

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## **Electronic Communications**

Electronic communications are available to students, teachers, administrator, and staff in the Cross Roads Independent School District. Electronic communications services include email, Internet Access, local and wide-area networks and any other resources available through the use of the District's network.

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

## **Internet**

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

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

## **Network**

Networks are groups of people and computers who share information and services. Networks can share information and services within a location (school), within an organization (Cross Roads ISD), and worldwide through the Internet.

With access to computers amid people also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Cross Roads Independent School District has taken precautions to restrict access to controversial information. Cross Roads Independent School District firmly believes the valuable information and interaction available on this network far outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

## **Privileges**

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

## **Regulations and Guidelines**

CROSS ROADS INDEPENDENT SCHOOL DISTRICT is responsible for securing its network and computing systems in a reasonable and economically feasible degree against unauthorized access and/or abuse, while making them accessible for authorized and legitimate users. This responsibility includes informing users of expected standards of conduct and the punitive measure for not adhering to them. Any attempt to violate the provisions of these regulations and guidelines will result in disciplinary action in the form of temporary revocation of user accounts, regardless of the success or failure of the attempt. Permanent revocations can result from disciplinary actions taken by CROSS ROADS INDEPENDENT SCHOOL DISTRICT.

## **Disclaimer**

The District's electronic communications are provided on an "as is, as available" basis. CROSS ROADS INDEPENDENT SCHOOL DISTRICT does not warrant that the functions or services performed by, or that information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions or costs incurred by users. The user agrees that this limitation is intended to and does release the District from any claims, damages, or losses that may occur out of the use of this system. This District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to the misuse of the District's electronic communications system.

## **SPECIFIC TERMS AND CONDITIONS**

### **Acceptable Use**

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

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

- Copying commercial software or other material in violation of federal copyright laws
- Deletion, examination, copying, or modification of files and/or data belonging to other users without their prior consent
- Causing any unauthorized, deliberate action which damages or disrupts a computing system, alters its normal performance, or causes it to malfunction regardless of system location or time duration
- Accessing another users' account without prior consent or accessing a restricted account without the prior consent of the responsible party
- Transmission of pornographic material
- Violation of law by transmission of any material in violation of any U.S. or state regulation. This includes but is not limited to, copyrighted material, threatening or obscene material or material protected by trade secret. If such an event should occur, CROSS ROADS INDEPENDENT SCHOOL DISTRICT will fully comply with the authorities to provide any information necessary for the litigation process.
- Gaining illegal access to computer or networks ("hacking")
- Use for financial gain or commercial activity, such as product advertisement or personal advertisement
- Sending unsolicited junk mail or chain letters
- Use of electronic communications for political lobbying
- Vandalism, which is defined as any malicious attempt to harm or destroy data of another user, the electronic communications, or any networks that are connected to the electronic communications. This includes, but is not limited to, the uploading or creation of computer viruses
- Forgery of electronic mail
- Downloading software will not be allowed on District hardware without permission of the supervising teacher or administrator. Teachers must contact the Technology Director before downloading any software.
- The person in whose name an account is issued is responsible at all times for its proper use

### **Privilege Use**

The use of electronic communications is a privilege, not a right, and inappropriate use may result in cancellation or restriction of those privileges. All electronic communications, including, but not limited to, e-mail, Internet activity and network resources may be monitored at any time by the system administrators. No electronic communications activity using District resources is considered private. The system

administrators will routinely perform maintenance and monitoring of the system that may lead to the discovery that a user has violated policy or law. Additionally, an individualized search will be conducted if there is a reasonable suspicion that a user has violated a policy or law. The system administrators will deem what is appropriate use and their decision is final. Also, the system administrators may deny access at any time as required or as they deem appropriate and without notice. The administration, faculty, and staff of CROSS ROADS INDEPENDENT SCHOOL DISTRICT may request the system administrators to deny, revoke, or suspend specific user accounts.

### **Network Etiquette**

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

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

### **Warranty**

CROSS ROADS INDEPENDENT SCHOOL DISTRICT, its Board, agents, and staff members make no warranties of any kind, whether expressed or implied, for the service it is providing. CROSS ROADS INDEPENDENT SCHOOL DISTRICT will not be responsible to users or liable for any claims, losses, or damages you suffer. This includes loss of data resulting from delay, non-delivery, misdelivery, or service interruption caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. CROSS ROADS INDEPENDENT SCHOOL DISTRICT specifically denies any responsibility for the accuracy or quality of information obtained through its services.

### **Security**

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

### **Vandalism**

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

### **Damages**

The user specifically agrees to reimburse CROSS ROADS INDEPENDENT SCHOOL DISTRICT and the system administrators for any losses, costs, or damages, including reasonable attorneys' fees incurred by the CROSS ROADS INDEPENDENT SCHOOL DISTRICT and the system administrators relating to or arising out of any breach of the electronic communications policy by the user.

### **Antiviral Software**

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

### **Portable Computers**

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

**Cross Roads Independent School District**  
**Electronic Communications Acceptable Use Policy Agreement**

**STUDENT**

*(You must read and sign this agreement)*

\_\_\_\_\_  
*Student Printed Name*

\_\_\_\_\_  
*Grade Level and/or Teacher*

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

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

**PARENT/GUARDIAN**

*(You must read and sign this agreement)*

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

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

\_\_\_\_\_  
*Parent/Guardian Signature*

\_\_\_\_\_  
*Date*

# ACKNOWLEDGMENT FORM

My child and I have received a copy of the Cross Roads Junior High Student Handbook for 2007–2008. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

State and federal law require the District to notify parents that they may object to the release of certain information about their child. After reading the following, I have marked through any directory information on the form below that I do not want released and will return the signed and dated form within ten school days of my child's first day of instruction for this school year.

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of a student, unless directed by the parent not to release this information without prior written consent.

Except as noted below (under EXCEPTIONS), I direct the District not to release to any third party the following information without my prior written consent. I have marked through the items I do not want released.

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

## 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 above information. I have noted the information which I do not want released for school-sponsored purposes, also.

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

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

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

