

College Station
Independent School District

Intermediate School Student Handbook

2016-2017



Success...each life...each day...each hour

COMPLIANCE STATEMENT

TITLE VII, CIVIL RIGHTS ACT OF 1964; EXECUTIVE ORDERS 11246 AND 11375; TITLE IX, 1973 EDUCATION AMENDMENTS; REHABILITATION ACT OF 1973 AS AMENDED; 1974 AMENDMENTS TO THE WAGE-HOUR LAW EXPANDING THE AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967; AND VIETNAM ERA VETERANS READJUSTMENT ASSISTANCE ACT OF 1972 AS AMENDED IN 1974.

It is the policy of the College Station Independent School District to comply fully with the non-discriminating provisions of all federal and state laws and regulations by assuring that no person shall be excluded from consideration for recruitment, selection, appointment, training, promotion, retention, or any other personnel action, or be denied any benefits or participation in any programs or activities which it operates on the grounds of race, religion, color, national origin, sex, handicap, age or veteran status (except where age, sex, or handicap constitute a bona fide occupational qualification necessary to proper and efficient administration). College Station I.S.D. makes positive efforts to employ and advance in employment all protected groups.

TITLE VI, CIVIL RIGHTS ACT OF 1964; THE MODIFIED COURT ORDER, CIVIL ACTION 5281. FEDERAL DISTRICT COURT, EASTERN DISTRICT OF TEXAS, TYLER DIVISION.

Reviews of local education agencies pertaining to compliance with Title VI Civil Rights Act of 1964 and with specific requirements of the Modified Court Order, Civil Action No. 5281, Federal District Court, Eastern District of Texas, Tyler Division are conducted periodically by staff representatives of the Texas Education Agency. These reviews cover at least the following policies and practices:

- 1) acceptance policies on student transfers from other school districts;
- 2) operation of school bus routes or runs on a non-segregated basis;
- 3) nondiscrimination in extracurricular activities and the use of school facilities;
- 4) nondiscriminatory practices in the hiring, assigning, promoting, paying, demoting, reassigning, or dismissing of faculty and staff members who work with children;
- 5) enrollment and assignment of students without discrimination on the basis of race, color, or national origin;
- 6) nondiscriminatory practices relating to the use of student's first language; and
- 7) evidence of published procedures for hearing complaints and grievances.

In addition to conducting reviews, the Texas Education Agency staff representatives check complaints of discrimination made by citizen or citizens residing in a school district where it is alleged discriminatory practices have occurred or are occurring.

Where a violation of Title VI of the Civil Rights Act is found, the findings are reported to the Office for Civil Rights, U.S. Department of Education.

If there is a direct violation of the Court Order in Civil Action No. 5281 that cannot be cleared through negotiations, the sanctions required by the Court Order are applied.

For more information about your rights or grievance procedures, contact the Title VII and Title IX Coordinator (Monica James), Director of Human Resources, 1812 Welsh, College Station, TX 77840, or call (979) 764-5411; or Section 504 Coordinator (Molley Perry), Director of Special Services, 1812 Welsh, College Station, TX 77840, or call (979) 764-5433.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask College Station Independent School District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or the eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); or a parent of student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
600 Independence Avenue, SW
Washington, DC 20201-4605

**Acknowledgement of
College Station ISD
Intermediate Student Handbook**

The 2016-2017 College Station ISD Intermediate Student Handbook is **available online** at the district website: www.csisd.org under the Parent Information section.

I have received a hard copy of the CSISD Intermediate Student Handbook. I understand that upon receipt of the Handbook, I am responsible for signing and returning the signature sheet to my child's school.

School _____ Date _____

Student's Grade Level _____ Homeroom _____

Student's Name (Please Print) _____

Student's Signature _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

PLEASE RETURN THIS SHEET TO YOUR CHILD'S TEACHER

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College Station Independent School District
www.csisd.org

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The CSISD Intermediate School Student-Parent Handbook contains information based on campus or district policy or procedures, Texas Education Agency regulations, or state law. Policy changes may be made throughout the school year.

If the information in the Student-Parent Handbook conflicts with information in the Student Code of Conduct, the latter shall take precedence.

School	Address	Phone	Fax	Web Address	Principal
Cypress Grove	900 Graham Rd. 77845	(979) 694-5600	(979) 694-5604	cg.csisd.org	Holly Scott, Principal
					Aaron Hogan Asst. Principal
Oakwood	106 Holik 77840	(979) 764-5530	(979) 764-5533	ow.csisd.org	Josh Symank, Principal
					Rocco Grande, Asst. Principal
					Jennifer Rhea, Asst. Principal

The College Station Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing educational services. Monica James, Director of Human Resources, 1812 Welsh, College Station, TX 77840 (979-764-5411) has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Molley Perry, Director of Special Services and Accountability, 1812 Welsh, College Station, TX 77840 (979-764-5433) has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

General Information

Asbestos Management Plan

The district is committed to providing a safe environment for employees. An accredited management planner has developed an asbestos management plan for each piece of district property. A copy of the district's management plan is kept in the Director of Operations' office and is available for inspection during normal business hours. For questions or concerns related to the district's asbestos management plan, please contact the District's Maintenance Coordinator at 979-764-5443.

Attendance and Absences – (Board Policy FEA)

The Texas Education Code 21.041 requires students to be in attendance for at least 90% of school calendar days a year in order to receive credit for a class. The Principal will appoint one or more attendance committees to hear petitions for class credit from students with less than 90% attendance. The Committee may give class credit to these students because of extenuating circumstances.

Attendance: In case of absence, the student must bring a note to the office before school on the day returning to school. This note needs to be written and signed by the parent or guardian stating student's name, the exact day or days absent, and the reason for the absence. All notes are kept on file in the office. Students who do not bring a note will be given an unexcused absence. Adopted district policy concerning excused and unexcused absences is discussed below.

Excused Absence(s): At times it may be necessary for a student to be absent from school. Absences for the following reason(s) may be excused:

1. Personal illness or serious illness in the immediate family
2. Death in the immediate family. (Special circumstances may be considered with prior approval from the campus Principal.)
3. Quarantine.
4. Weather or road conditions making travel dangerous.
5. Certain religious holy days.
6. Medical or dental appointments arranged in advance by parent and verified in writing by the doctor or dentist upon the students return. Parents are asked to arrange appointments after school hours when possible.
7. Family trips which are **pre-arranged and pre-approved** by the campus Principal.

Unexcused Absence(s): An absence is considered unexcused in the following situations:

1. The student is absent from class without the parent's knowledge or consent (Truancy).
2. The parent does not provide a note within three (3) days of the absence.
3. The reason for the absence is not one listed as excusable above.
4. The student leaves school for any reason, without being released by the office.
5. Absences for trips (including vacations, hunting and sports related activities) may be counted as unexcused, **unless** prior approval has been obtained from the campus Principal.

Excessive Absence(s): If a student accumulates an excessive number of absences during a semester it may be necessary for an administrator to review the student's attendance record and determine if every effort is being made to ensure that the student attends school regularly. The following may result:

1. Parent notification and Student conference. (8-10 days of absences)
2. Request for Doctor's verification, if illness is involved.
3. Second notification letter and parent conference, if 10-15 absences occur.
4. Students who accumulate 10 or more absences may receive a certified notification from the school informing them of the schools intention to file a complaint with the Brazos County Justice of the Peace. The appointed Judge will schedule a hearing date for the case. A fine or other consequences may be administered to either, the parent, child or both parties if the student is age 12 to 17. The student may also be referred to Juvenile Court.

Leaving School During the Day: Students leaving school during the school day MUST check out through the Main Office. Students are to bring a note, before school, from their parents/guardians, explaining the need for leaving campus and give it to the secretary prior to leaving. The student will be issued an early dismissal note to show their teacher at the appropriate time. Parents needing to check their child out of school will be required to write an excuse note upon picking up their child.

Make-Up Work: If a student misses a class, he/she is expected to make up the work. It is the child's responsibility to get the work from the teacher and see that it is turned in within the allotted time. If a student misses 2 or more days, a parent may call the office and request assignments for their child. The request needs to be made before noon and assignments will be available the next morning. Upon a student's return to school, teachers will make available to the student their missed assignments. Students are allowed the number of days absent, plus one day, to complete assignments missed while absent. Situations may arise, from time to time, where extenuating circumstances may necessitate additional days being granted to students making up missed work.

Withdrawing From School: If it is necessary to withdraw from school during the year, a parent or guardian should come to the office and complete the appropriate forms, pay any fees or fines, and turn in textbooks. If possible, please notify the office at least two days prior to withdrawal.

Bicycles

For student safety, students are asked to walk their bikes through the faculty/staff parking lot when arriving or departing campus. Bikes may not be ridden on paved areas of the campus. Bicycle racks are provided and all bikes on campus must be in their racks. Students should register their bikes with the College Station Police Department and keep them locked while at school. Bikes may not be ridden on campus. Students are not to be in the bike rack areas except when they are arriving or departing. Bicycles should never be left at school overnight. The school is not responsible for damaged or stolen bicycles.

Bullying or Taunting Behavior Prevention

Bullying/cyberbullying is when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the district and a school district's board of trustees or the board's designee determines that the behavior:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator who is engaging in bullying and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

Students who witness bullying or are being bullied should report the behavior to a school official immediately. This may be done in several ways including but not limited to:

- a) Talking to a teacher, administrator or adult about the behavior
- b) Utilizing campus bully prevention/reporting (i.e.: Bully Box, etc.)

Parents who have concerns about bullying may also contact the school, teacher, and/or administrator. This will help the campus officials to expedite the investigation of and response to bullying, as well as to help prevent future incidents of this type of behavior. Additionally, the school counselor will provide

lessons for our students regarding the proper treatment of other students to further educate our students and work to prevent bullying on our campus.

Cafeteria Services

CSISD serves nutritious meals each school day in accordance with the Texas Department of Agriculture and the United States Department of Agriculture. The Child Nutrition Breakfast and Lunch Program is designed to provide nutritious meals for growing children. Breakfast is available for purchase of \$1.35, and all district students may purchase a hot lunch for \$2.75.

Automated Point of Sale systems are installed in all school cafeterias. Prepayments for breakfast, lunch, and drinks may be deposited weekly or monthly in the school's cafeteria. Students may purchase items sold in the cafeteria using their prepaid account. An account activity report may be requested from the Food Service Manager. Free and reduced price breakfast and lunch meals are available to students who qualify. Applications for free meals are available in each school office. For additional information about school meals, contact your campus cafeteria manager.

Because CSISD schools are a closed campus for lunch, students may not leave the campus for lunch and return to school.

To help make the cafeteria a pleasant place to eat, the student's cooperation is necessary. Students are asked not to cut or save someone's place in line. All trays and utensils are to be returned to the appropriate area and trash thrown away. Students are not allowed to save seats. Students are not to share food or buy food for other students. Parents are always welcome and may eat with students.

CSISD Lunch Visitor Guidelines

College Station ISD encourages its parents/guardians to have lunch with their child on occasion. To help ensure the safety of CSISD students and staff, please adhere to the following guidelines when visiting your child for lunch.

Parents, Guardians and Emergency Contacts (anyone listed in eSchool as a contact)

1. Parents and guardians must check in at the front office before having lunch with their child.
2. Parents and guardians may bring lunch for their child, but not for other children.

Any other lunch visitors

1. Lunch visitors other than the student's parent or guardian must have parent or guardian permission to have lunch with a student.
2. Visitors must check in at the front office before having lunch with a student.
3. Visitors may bring lunch for the student they are visiting, but not for other children.
4. Visitors may only have lunch with the student(s) they have permission to have lunch with.

Campuses will designate a specific area for visitors to have lunch with the student they are visiting.

The preceding guidelines are a minimum expectation for lunch visitors at all CSISD campuses. Campus administration has the discretion to disallow lunch visitors and/or to make additional lunch-visitor guidelines based on safety or environment for their respective campus.

Food of Minimal Nutritional Value (FMNV)

Foods on CSISD campuses are governed by the Texas Public Schools Nutrition Policy guidelines dictated by the State Commissioner of Agriculture and overseen by CSISD Child Nutrition Services (www.squaremeals.org for more information).

This policy does not apply to meals or snacks students bring from home solely for their own consumption. Foods of minimal nutritional value shall not be served to students at any time during the school day. These include foods such as: carbonated beverages, flavored ices, chewing gum, candy bars, and packaged candies, cake, and cupcakes, etc. Exceptions to this can be made for a student's birthday.

These exceptions should be scheduled with a teacher and should be after the end of the last lunch so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

Change of Home Address, E-mail Address and/or Telephone Number

Students who change home address, e-mail address and/or telephone number must inform the school in writing within three school days of the change. **Parents are also required to bring proof of residence to the office.** Failure on the part of the parents/guardians to notify the school of a change of address and/or telephone number will prevent the school from communicating with parents/guardians.

Communications

CSISD has multiple means of instantly communicating with parents. As an emergency situation develops, please monitor <http://csisd.org>, <http://facebook.com/csisd> and <http://twitter.com/csisd>. Even if you do not have an account with Facebook or Twitter, you will be able to see the respective pages. Additionally, CSISD has purchased SchoolMessenger, which is a communication system which allows CSISD to contact every parent in the district via phone and email. This service will be used during emergency situations to keep parents informed. The parent or guardian listed as the student's primary contact will receive an email, a call on their home phone (if available) and cell phone with information regarding the situation. For this notification service to work as intended it is extremely important that accurate updated contact information is on file at your child's school. If your contact information changes, please notify your child's school immediately.

Complaints

Usually student or parent complaints 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 policy manual. In general, a parent or student 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 office of the district Superintendent.

Computer Access – Acceptable Use

Students are expected to observe network etiquette and are prohibited from pretending to be someone else, accessing or transmitting obscene messages or pictures revealing personal addresses or telephone numbers, either their own or another person's, or using the network in a way that would disrupt use by others. Any student found violating these laws or rules will be referred for disciplinary action, which may include access to the computer network being withdrawn. Student use of internet will be monitored and a signed parent permission slip will be kept on file at the campus. Each student will be held financially responsible for any damage to CSISD equipment caused by that student.

Conduct and Behavior

Students are expected to follow the directions of every school employee (i.e., teacher, secretary, custodian, bus driver, and cafeteria worker). Campus rules, as well as classroom rules, are to be observed at all times. Students are expected to behave in an acceptable manner at all times. A set of classroom rules, as well as campus guidelines, will be given to students by their teachers. There should be no exchange of money between students - borrowing, giving, buying, selling or otherwise. Appropriate disciplinary action will be taken for students who choose not to follow the rules or guidelines.

Student Conduct: Students are responsible for conducting themselves properly. Student responsibilities for achieving a positive learning environment at school or school related activities shall include:

1. Attending all classes daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Showing respect toward others.
5. Behaving in a responsible manner.
6. Paying required fees and fines.
7. Refraining from violations of the Student Code of Conduct.

8. Obeying all school rules, including safety rules.

District Jurisdiction: The district has authority and control over its students during the regular school day and while going to and from school on district transportation. This jurisdiction includes any activity during the school day on school grounds, attendance at any school related activity, regardless of time or location, and any school related misconduct, regardless of time or location.

The district's rules of student conduct apply to all school sponsored and school related activities, on or off campus. For additional information concerning student conduct, refer to the Student Code of Conduct.

Discipline Management Plan

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

1. The district's objective is to educate students. Consequences shall be administered only when necessary to protect students, school employees or property or to maintain essential order and discipline.
2. Disciplinary actions are designed to correct the conduct of the individual student and to promote compliance of all students to district rules and regulations.
3. Students shall be treated fairly and equitably. Consequences shall be based upon a careful assessment of the circumstances of each case. The severity of the infraction, the frequency of misconduct, the student's attitude, and circumstances of the particular infraction, a student's disability, and the potential effect of the misconduct upon the school environment will be considered.

Consequences: Students choosing not to comply with school rules are subject to but not limited to the following consequences:

1. Warning
2. Parent contact
3. Breakfast/Lunch detention
4. After-school Teacher-assigned detention
5. After-school Principal-assigned detention
6. In-school suspension (ISS)
7. Out of school suspension (OSS)
8. Referral to the police or proper authorities
9. Disciplinary Alternative School placement (LEAP)
10. Expulsion

For more information and a list of discipline infractions and consequence by category, refer to the College Station I.S.D. Student Code of Conduct.

Referrals: Disciplinary action by a principal is recorded on a referral report. This form states the nature of the infraction, action taken by the teacher, and action taken by the administrator. A copy is given to the teacher and one is sent to the student's parent or guardian.

Teacher-Assigned Detention: This detention is the step before a referral to the principal. The intent of this step is to prevent a referral which will go on a student's discipline record. If for any reason the student does not stay as assigned, a referral will be written. Students are responsible for having something to study when they come for detention. Students must take the detention notice home to be signed by a parent and returned to the teacher the day of the detention, or the teacher must speak with the parent by phone for permission to stay for detention.

In-School-Suspension: In-School-Suspension may be assigned for repeated or serious offenses. This is a self-contained classroom. All regular assignments will be sent to the ISS teacher. Lunch will be eaten in this room. Failure to comply with all ISS rules may result in assignment of additional day(s) of ISS, Out-of-School suspension, or other consequence(s) including possible placement in the District Alternative Educational Program (LEAP/Venture Center).

Out-of-School Suspension: A student may be suspended from school or placed on home-based instruction for up to 3 days per incident. If the student satisfactorily completes all make-up work, the absence will be "excused." (See Texas Education Code, Sec. 21.04l)

Disciplinary Alternative Education Program (DAEP): The DAEP is a supervised instructional setting completely apart from students who are not assigned to the program. Instruction will focus on language arts, mathematics, science, social studies and self-discipline. Behavioural needs are met through supervision and counselling.

Conferences

Parents and teachers are encouraged to establish and maintain frequent communication about student progress. A student or parent who wants information or has a question or concern should talk first with the appropriate teacher, counselor, or administrator. A parent who wants to meet with a teacher may call for an appointment during the teacher's conference period or may request that the teacher call the parent during a conference period or at another mutually convenient time. Students and parents may expect teachers to request a conference (1) if the student is not maintaining passing grades or achieving the expected level of performance or (2) if the student is exhibiting behavior problems, or (3) in any other case the teacher considers necessary.

Counseling Program and Services

The CSISD Guidance and Counseling program is based on TEA's Comprehensive Guidance Program for Texas Public Schools. It is designed to encourage optimum development of each student in the areas of academic, career, and personal/social development. The developmental guidance program is provided to **all** students and includes four components:

1. **Guidance curriculum** in the areas of self-knowledge and acceptance, interpersonal and communication skills/appreciation of diversity, responsible behavior/personal safety, conflict resolution, decision making/problem solving, motivation to achieve, and goal setting/career planning;
2. **Responsive services** for the immediate needs of students, usually through individual or group counseling;
3. **Individual planning** in the development of academic and career plans; and
4. **System support** for program management and parent/community support activities.

The program is staffed by a certified counselor at each campus. Questions regarding the specific program on your child's campus should be referred to the school counselor.

Credit by Examination

The district allows students who, without prior instruction, have already mastered content and skills in a particular subject area to advance to the next level. Students or parents interested in more information concerning the tests, eligibility, or qualifications for credit should contact the campus counselor for additional information and registration forms.

Directory Information

CSISD recognizes the inherent right of privacy of students. The District adheres to all requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and State and Federal open records laws. Parents of students have the right to file formal complaints concerning alleged failures by the District to comply with the requirements of these laws. Under FERPA, the term "directory information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes but is not limited to, the student's name, address, telephone listing, photographs, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities, and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency attended. A student's parent or guardian's name, address, and telephone listing will be considered as directory information. Directory information is considered to be public information and may be released without consent; however, parents have the right to refuse the release of directory information.

Categories of directory information, such as name, address and telephone numbers may be included in the campus student directories unless parents refuse the release of this information. Once information is published in the campus student directory, the information becomes public and may be obtained by parties both inside and outside the school environment.

Discipline

Discipline procedures have been formulated on each campus in accordance with CSISD district guidelines. The procedures are designed to foster good communication and a positive working relationship between the home and school. See the Code of Conduct for listings of inappropriate behaviors and disciplinary measures.

Doctor/Dental Appointments

Every effort should be made to schedule appointments with doctors and dentists at times other than school hours. If a student returns to school the same day or attends part of the day prior to the doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. We ask that students be picked up for appointments in the main office. Students will not be permitted to wait outside for their ride. Parents of students arriving at school late or returning from an appointment are asked to sign their child in at the attendance desk in the office.

Dress Code and Grooming

The student dress code outlines acceptable standards for student dress during the school day and during other school-sponsored activities.

Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment.

Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the of the student or other students, which includes, but is not limited to, that which:

1. Depicts messages lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that refers to items that are illegal in general or illegal specifically for underage students.
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
3. Contains sexually suggestive messages.
4. Depicts gang affiliation.
5. Causes or is likely to cause a substantial or material disruption to school activities or to the orderly and safe operation of the school or at school-sponsored activities.
6. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.

The following specific items are not permitted except in individual cases as approved by the principal of the school:

1. Bare feet.
2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith.

Electronic Devices

The use of electronic devices such as Kindles, Nooks, iPads, laptops/notebooks, cell phones, cameras, and similar items may be allowed by an individual teacher for student use during instruction; however, that use will only be for an approved educational purpose and only with the permission of a teacher at appropriate times in the lesson.

However, electronic devices shall not be visible or activated on campus by students except by permission from the school administrator or classroom teacher. Electronic devices visible or activated at school without permission may be kept in the school office and may be picked up by a parent. The school is not responsible for the replacement of any confiscated, lost or stolen items.

Students will not be permitted to have activated cell phones in the classroom during administration of any state assessment. Violations will be subject to the penalties noted above, and students violating this policy will have their test results invalidated.

Emergency Procedures

- **Drills: Fire, Tornado, and Other Emergencies**
Students, teachers, and other district employees will participate in drills of emergency procedures.
- ***School Closing While Classes Not in Session*** - In the event of bad weather or emergency conditions necessitating the closing of schools before or after the school day, the media will broadcast the information; parents and students should tune to local radio and television stations to receive this information.
- ***School Closing While Classes in Session*** - If schools are closed due to emergency situations while students are in attendance, the announcement of the closing will be made to the media as quickly as possible. Instructions will be provided as to what arrangements parents should make to pick up their students or provide for their students' security when buses reach home. Each student should have on record the name, address, and telephone number of a person(s) designated by the parent to pick up his/her child in the event that parents are not at home.

Enrollment Requirements

Students residing with parents or legal guardians are eligible for admission to College Station schools after completion of appropriate forms. Contract for purchase of home, lease agreement or utility bill are documents required for all students before they can be admitted to school. Complete immunization records, legal proof of residence and an official birth certificate, hospital certificate, or passport are required.

Exemptions from Instruction

Parents may provide written authorization for removal of a student from any class or activity if the parent believes it conflicts with the parent's religious or moral beliefs (Texas Education Code 26.010). This right does not extend to avoiding tests or preventing a student from taking a subject for an entire semester, nor does it exempt a student from grade level or graduation requirements. Requests should be made in writing to the campus administrator.

Fees

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including: Club dues, security deposits, the materials for a class project the student will keep, personal physical education apparel, student accident insurance and insurance on school-owned instruments, instrument rental and uniform maintenance, fees for damaged library books and school-owned equipment. 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.

Field Trips

Trips may be arranged for students during the school year, either curricular or extracurricular. Students making a school trip are expected to go by bus or school-endorsed transportation. Exceptions may be made if the student's parent or guardian personally requests in writing that the student be allowed to ride with the parent(s). All district and school rules are in effect on all school trips. Eligibility for all school field trips will be determined by the school administrator.

If the destination is outside the county, special permission slips will be sent home and a parent signature is required for student to attend. For destinations within the county during school hours, a parent

signature on the CSISD student information sheet (filled out online during registration) will serve as permission to attend.

Grading System

The grading system is as follows:

A	100 – 90	Outstanding
B	80 – 89	Above Average
C	75 – 79	Average
D	70 – 74	Below Average
F	69 or below	Below Failing

Honor Roll: Each six weeks, students earning an "A" in every course will be named to the All "A" Honor Roll.

Reteach-Retest: When a student fails to master a concept, they may be retested over the concept and will receive the higher of the two test scores not to exceed 75.

Hall Passes

If a student leaves a class, it is his or her responsibility to ask the teacher for a hall pass. Any teacher may ask to see a student's pass at any time. A student should not be in the hall without a pass.

Health Services

General Health

A licensed nurse is available on each campus to help you with your child's health needs. Please provide written notification to the campus nurse if your child has specific or chronic health problems.

Bacterial Meningitis

Bacterial 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 damage or death. If you think you or a friend might have bacterial meningitis seek prompt medical attention. For more information contact your campus nurse, family doctor, and the staff at your local or regional health department office. All are excellent sources for information on all contagious 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 site for the Center for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services: www.dshs.state.tx.us

Contagious Diseases

Exclusion and Readmission: It is requested that parents notify the campus nurse/administrator if a student is diagnosed with a contagious disease. The school administrator requires a note from a parent or health care worker (physician, local health authority, advanced practice nurse or physician's assistant) for readmission to school when a student is excluded from attendance for a contagious disease.

When to Keep Your Child Home from School: The American Academy of Pediatrics, the Texas Department of State Health Services and the College Station ISD recommend that students be kept home from school if any of the following conditions exist:

1. Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
2. Diarrhea or stools that contain blood or mucus.
3. Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease, writes a note to that effect and the student is in no danger of becoming dehydrated.
4. Mouth sores and/or drooling until a physician or the health authority does not feel the condition is infectious.

5. Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

Fever: Students with a temperature of 100.4°F or above (orally) will be sent home. To prevent the spread of a contagious disease, ill students must be symptom free and fever free without the use of temperature reducing medications for 24 hours before returning to school.

Emergency Medical Treatment

Each year parents are asked to complete an emergency care form that includes a place for parental consent for school officials to obtain medical treatment for the student, as permitted by law. Other information that may be required in case of an emergency should be provided and updated by the parents as necessary. Should it become necessary to call EMS, the expense will be incurred by the parent, guardian or managing conservator. Should a student's or adult's condition warrant, the Emergency Medical System will be initiated. Every effort will be made to contact the parent or legal guardian in a timely manner to determine their preferences for treatment.

Immunization Requirements

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

Medication Procedures

The nurse or principal's designee will administer medication to a student provided:

- The school has received written request to administer medication. A signed permission form from the parent/guardian must be on file.
- Over the counter and prescription medication is in the original container and properly labeled. The time and dosage must be on the request.
- **All medication will be provided and brought to school by the parent of the student. Students will not carry medication or administer it to themselves unless authorized by their physicians.** All medication will be kept in the nurse's office in a locked cabinet.
- The parent assumes the responsibility for informing the school nurse of any change in medication dosage.
- The parent assumes the responsibility for dates of medication refills.

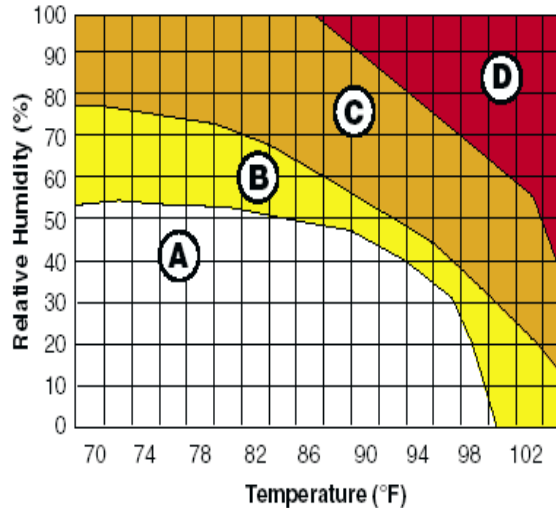
A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written permission from his or her parent and a physician or other licensed health care provider. The student must also demonstrate to his or her physician or healthcare provider [and the school nurse] the ability to use the prescribed medication, including any device required to administer the medication.

In accordance with the 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. [see policy FFAF (Legal).] The school district retains the discretion to reject requests for administration of medication. Please do not send medication (prescription or otherwise) to school with your child without contacting the school nurse. [For further information, see Policy FFAC]

Heat Index

CSISD Heat Index Activity Recommendations

- A. Children should receive a 5-10 minute rest and fluid break after every 25 to 30 minutes of activity.
- B. Children should receive a 5-10 minute rest and fluid break after every 20 to 25 minutes of activity. Children should be in shorts and t-shirts (with helmet and shoulder pads only, not full equipment, if worn for activity).



- C. Children should receive a 5-10 minute rest and fluid break after every 15 to 20 minutes of activity. Children should be in shorts and t-shirts only (with all protective equipment removed, if worn for activity).
- D. Cancel or postpone all outdoor practices/games. Practice may be held in an air-conditioned space.

- Provide students frequent water breaks in High Heat & Humidity
- Have a shaded area accessible for students that appear to be over-heating
- Have an alternate indoor plan in place for extreme conditions

Holidays

Students shall receive excused absences for observance of religious holy days if the parent submits a written request prior to the absence. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days.

Information Update

It is important that the registration form data be kept current. Please notify your child's school immediately of any change of phone number, address, alternate contact persons, or medical conditions. This is particularly of concern with regard to contacting you in case of an emergency.

Library Services

Campus librarians work with teachers and students to problem-solve, research curricular topics, document resources, respect intellectual ownership of copyrighted materials, and to practice the acceptable use of electronic resources (Internet). Libraries have technology rich environments that facilitate instruction. Library programs promote reading with instructional lessons, sustained silent reading, recommended reading lists, student book reviews, storyteller and author visits, and celebrations of Children's Book Week, National Library Week, and/or Bluebonnet Book Lists. Students may check out books and are responsible for returning them at the designated time. Charges will be assessed for any lost or damaged library materials. Students have access to many electronic resources, including online subscription databases that complement the curriculum. Encyclopedias, magazines, newspapers, almanacs, maps, primary source documents, news transcripts and other reference materials are included in these online resources. Home/remote access information is available from the campus library. In addition, libraries subscribe to a variety of newspapers and magazines in print format.

Lockers

Student lockers are issued to assist students in being responsible for materials and being organized. Students may not share a locker. Lockers should be kept clean. Lost locks will require a \$5 replacement

fee. Periodic locker clean-outs are held. Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to another student. Searches of lockers may be conducted at any time if there is reasonable cause to believe they contain articles or materials prohibited by district policy, whether or not the student is present. The parent will be notified if any prohibited items are found in the student's locker.

Lost and Found

Parents are urged to label all outer apparel and personal belongings with their child's name. Lost and found items will be placed in a designated area. All unclaimed articles will be donated to a local charitable organization at specific times throughout the year.

Parent Teacher Organization (PTO)

The Parent Teacher Organization is an organization in which parents and teachers can become involved and support their school. It is a vital element in a successful school. We encourage you to join the PTO. Please consider becoming part of our school volunteer program. It is a way to help and at the same time learn more about what your child is learning in school. Information about membership and the volunteer program is sent home shortly after school begins.

Parental Expectations, Involvement, Responsibilities, and Rights

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Parents are partners with teachers and administrators. Parents are encouraged to:

1. Encourage your child to put a high priority on education and commit to making the most of the educational opportunities the school provides.
2. Review the information in the Student Handbook (including the Student Code of Conduct) with your child, and sign and return the acknowledgment form(s). Parents with questions are encouraged to contact the administrator.
3. Become familiar with all of your child's school activities and with the academic programs offered in the District. Discuss with the teacher or administrator any questions you may have about your child or the school. Monitor your child's academic progress and contact teachers as needed.

Parent Access to Grades

The **Home Access Center (HAC)** allows guardians to access their children's grades, attendance, and other important data.

- For more information about HAC visit: <https://sites.google.com/a/csisd.org/hac/home>
- To access the HAC login page or to set up a new HAC account visit: <https://hac.csisd.org/HomeAccess>
- If you have an existing account your login and password will remain the same.

If you have any problems logging in or questions about your login information email: grades@csisd.org or call 979-764-5476.

Pest Control Information

College Station ISD periodically applies pesticides. Information concerning these applications may be obtained from the Operations Department at 979-764-5443.

Pledges of Allegiance, Recitations, and a Moment of Silence

Texas law requires students to recite the Pledge of Allegiance to the United States and Texas flags each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A moment 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 disturb others.

Posters

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed.

Promotion/Placement/Retention - Policy EIE

Promotion Policy: In grades 1-8, promotion to the next grade shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards for all subjects areas and a grade of 70 or above in three of the following areas: reading/language arts, mathematics, science, and social studies.

Report Cards/Progress Reports

The primary purpose of grading and grade reporting is to communicate clearly to students and parents information regarding student progress toward educational goals. Report cards are aligned to the Texas Essential Knowledge and Skills and represent a student's progress through the curriculum. The report card is one of many ways teachers communicate with parents regarding student progress. Report cards will be sent home with students after every six weeks grading period. In addition, parents and/or teachers may schedule conferences as needed. Report cards are normally issued on Friday during the week following the end of the six weeks' grading periods. Report cards will be sent home with the student and should be returned with a parent/guardian signature to the student's homeroom teacher. Progress reports are sent home with students at the mid-point of each six weeks to update the parent/guardian of the student's academic progress.

Review of Instructional Materials

All instructional materials, including teacher's manuals, media, or other supplementary materials, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U. S. Department of Education shall be available for inspection by the parents or guardians of the children. 20 U.S.C. 1232 h (a).

Consent to survey: No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals certain personal information without the prior consent of the student and written consent of the parent. Topics covered by this provision are available from the principal.

Safety

Student safety on campus or at school-related events is a high priority of the District. With safety in mind, the District has implemented safety procedures. However, the District can address only part of the challenge; the essential remaining part is the cooperation of students, including:

1. Avoiding conduct that is likely to put the student or other students at risk
2. Following the Student Code of Conduct and any additional rules for behavior and safety set by the administrator or teachers
3. Remaining alert to and promptly reporting safety hazards, such as intruders on campus
4. Knowing emergency evacuation routes and signals
5. Following immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students

Parents can assist by keeping emergency care information up-to-date (name of doctor, emergency phone numbers, allergies to medications, etc.) and by teaching their children safety rules. Please contact the campus nurse to update any information. Having current information will be of critical importance should an accident or injury occur that requires medical attention.

School Hours

The regular school day for students begins at 8:25am and ends at 3:50pm. On certain days, students may be let out early for holidays, staff development days, etc. These early release days will appear on the CSISD school calendar.

School Records

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

By law both parents whether married, separated, or divorced, have access to the records of a student who is a minor. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The Principal is custodian of all records for currently enrolled students at the assigned school. The Principal is also the custodian for all records for the students who have withdrawn. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the codes.

Scooters, Skateboards, Rollerblades, and Wheeled Footwear

Scooters, Skateboards, Rollerblades, and Wheeled Footwear are not allowed.

Signing Students In/Out

A student who arrives late or leaves early during the school day must report to the school office. A child will be released only to the parent, guardian, or emergency contact unless the school has been notified by the parent in writing that they have granted permission for someone else to pick up their child. Signing a child out requires valid identification and must be done through the Hall Pass system in the school office. The reason for the tardy or early release must be documented in writing to the Attendance Clerk.

Special Programs

The District provides learning support services for students who are gifted and talented, bilingual and English for Speakers of Other Languages (ESL) students, students with dyslexia, and students in need of additional academic support, and for those with disabilities. These services shall modify the method of instruction, pacing, or materials, as appropriate, to provide full opportunity for learning the prescribed curriculum. A student or parent with questions about these services should contact the teacher, counselor, or administrator who can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

Bilingual/English for Speakers of Other Languages

The bilingual and ESL services are designed to help students of limited English proficiency become proficient in English. Spanish speaking students who are in the bilingual program are instructed in their native language and English, as appropriate for the individual student. Speakers of other languages not in a bilingual program, are immersed into an all English curriculum with specialized instruction in the acquisition of English by ESL certified teachers and campus ESL specialists. The service your child needs may be at a school other than the one for which he or she is now registered. Should your child be required to attend another school to receive this service, bus transportation will be provided if your child meets the District's eligibility requirements. Please contact your child's school if you want more information about either the bilingual or ESL service.

Dyslexia

Students identified as having characteristics of dyslexia and who meet College Station ISD's criteria for dyslexia are eligible for services at their home campus. These services will be provided by an interventionist trained in dyslexia or related disorders, utilizing an instructional program targeted to meet the student's needs. Policy may be found in the administrative office at each school in College Station ISD, the Special Services office, and the office of the Superintendent. Questions concerning dyslexia services can be referred to the principal, assistant principal, or counselor.

Homeless Students

Students experiencing homelessness are given every opportunity to become academically successful in school. A student or parent with questions regarding homelessness should contact the school counselor or the District's Homeless Liaison at 979-764-5419.

Migrant Education

The term “migrant student” means a child who is, or whose parents obtain temporary or seasonal employment in agricultural or related fields. The District assures that high-quality and comprehensive educational programs for migrant students exist to help reduce the educational disruptions and other problems that result from repeated moves. The programs ensure that migratory children are provided appropriate educational services (including supportive services) that address their special needs in a coordinated and efficient manner so that they may successfully meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. For more information, please contact your campus counselor.

Special Education Services and Related Services

Each student who received special education services has an individual education plan (IEP) which is developed by the student’s Admission, Review, and Dismissal (ARD) committee. The Notice of Procedural Safeguards, Rights of Parents of Students with Disabilities can be obtained from the Special Education Director or at the TEA Special Education Website: <http://www.tea.state.tx.us/special.ed/>. For further information, please contact the Director of Special Education at (979)764-5433.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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*. If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [Policy FDB (Legal)] The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Director of Special Services at 979-764-5433.

Students with Disabilities Section 504 Services

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of a disability and assures that students with disabilities have educational opportunities equal to those provided to non-disabled students. Students are eligible if they have a physical or mental impairment which substantially limits one or more major life activities. Major life activities include such functions as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. If a parent, teacher, or administrator suspects a student may be in need of Section 504 accommodations, they should contact the campus Section 504 coordinator for information regarding referral procedures for 504 services.

Limited English Proficient Students with Disabilities

The Commissioner’s Rules concerning State Plan for Educating Limited English Proficient Students addresses the admission, review and dismissal (ARD) committee working in conjunction with the language proficiency assessment committee (LPAC) to determine entry and exit criteria for students who are receiving special education services and identified as limited English proficient (LEP). A parent

representative will be trained to serve on the LPAC committee; in compliance with the Family Educational Rights and Privacy Act (FERPA), care will be taken to ensure that student confidentiality is protected while discussing special education and LEP issues.

Student Insurance

The District is not responsible for medical costs associated with a student's injury. School districts, by law, have governmental immunity against liability resulting from accidents within the confines of the school. Therefore, the school assumes no liability, for either the injury or the subsequent negotiations with any insurance company. The District does make available optional low-cost student accident insurance programs designed to assist parents in meeting medical expenses. A parent who desires coverage for his or her child will be responsible for paying the insurance premium and submitting any claims directly with the insurance carrier. Each campus administration office will distribute student insurance information at the beginning of each school year.

Student Records

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. Student records are the property of the school and must be reviewed in the presence of a CSISD employee. The original copy of the record or any document contained in the cumulative record shall not be removed from the school.

Student Intervention Team (SIT team)

The Student Intervention Team is a committee that meets when a staff member has a concern about a student. The purpose of the committee is to review information about the student and, if necessary, to determine appropriate interventions and/or program placement. Committee membership varies depending on the student, the campus, and the need for information about student performance. Committee members may include a campus administrator, campus counselor, campus diagnostician, campus licensed specialist in school psychology, campus nurse, campus interventionist(s), teachers, and other school personnel as determined necessary by the SIT team chairperson.

Student Success Initiative

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics.

Under the Student Success Initiative grade placement requirements students must meet the passing standard on the Grade 5 STAAR reading and mathematics tests to be promoted to sixth grade.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

Summer School

Information will be distributed during the month of April regarding the summer school programs.

Tardies

Students should be on time to all their classes and other activities. Students may be marked tardy if they are not in their assigned seat when the tardy bell rings each period. If a student is more than ten minutes late to class, he/she shall be marked as absent, and disciplinary action for truancy may be taken. Tardies will be handled by each teacher in the following manner:

1st tardy -	warning by teacher and optional parent contact by teacher
2nd tardy -	30 minute detention with teacher and parent contact by teacher
3rd tardy -	45 minute detention with teacher and parent contact by teacher
4th tardy -	referral to office and parent contact by teacher.

Subsequent tardies will result in a referral to the office. Tardies accumulate on a per-semester basis.

Telephones

Students may use school telephones in an emergency. However, no student will be allowed to be tardy or miss any part of class because of telephone use. Permission from the principal or secretary must be received before using the office phone. An outside phone is provided for students to use before or after school.

Textbooks

Textbooks, furnished free to all students, may be either issued individually or used as a class set. As mandated by state law, every textbook must be covered. Students are required to pay for any damaged or lost books. Each student, or the student's parent or guardian, is responsible for each textbook not returned by the student. If a textbook is not returned or paid for, the District or school may withhold the student's records. Texas Education Code 31.104(d)

Tobacco, Alcohol, Drugs, and Firearms

Tobacco, alcohol, drugs, and fire arms are controlled substances and are strictly prohibited from being brought to school. In order to maintain a healthy and safe educational environment, the Board of Trustees of the CSISD authorizes the use of specially trained dogs to sniff out concealed controlled substances. Any student in possession of or caught with a controlled substance will be subject to severe disciplinary action which could lead to suspension.

Transportation

The bus ride is an extension of the school day. School regulations and expectations on the bus will be the same as when the student is on school premises. Our bus drivers are instructed not to let students ride to any destination other than their own residence bus stop. This is to keep buses from being overcrowded and also to help parents and the schools know where the child is at all times. All students must ride the bus assigned to them. If a parent desires an exception to this rule for any reason a written request is required within 24 hours. The request must be dated and must include a statement of purpose, address of destination and will be subject to room on the bus and the student's appropriate behavior. Students will turn in the request to the campus principal's office upon arrival to school. An alternate destination document will be issued and approved at the school office. The student will take a copy of the alternate destination document to give to the bus driver of the alternate route. For students that are in second grade and lower, the receiving adult must present proper identification. Students are expected to follow the regulations below when riding the school bus. Failure to do so may result in suspension of bus privileges. In addition, school discipline may be applied based upon investigation information.

RULES AND REGULATIONS

- 1) Students being transported are under the authority of the bus driver.
- 2) Students may be assigned seats by the bus driver.
- 3) Fighting, wrestling, or boisterous activity is prohibited on the bus.
- 4) Students shall use the emergency door only in case of emergency.
- 5) Students shall be at their morning stops 5 to 10 minutes early.
- 6) Students shall not bring firearms, weapons, or other potentially hazardous material on the Bus.
- 7) Students shall remain seated while the bus is in operation. This includes while stopped during route.
- 8) When necessary to cross the road, students shall cross in front of the bus and as instructed by the bus driver.
- 9) Students shall not extend their hands, arms, heads, or any other objects out the bus windows.
- 10) Students shall have written permission to exit the bus at a location other than at home or at school.

(See instructions above.)

- 11) Students shall converse in normal tones; loud or vulgar language is prohibited.
- 12) Students shall keep the bus clean, and must refrain from damaging it.
- 13) Students shall be courteous to the driver, to fellow students, and passersby.
- 14) Students who refuse to promptly obey the directions of the driver, or refuse to obey the regulations may forfeit their privilege to ride on the buses.
- 15) Students cannot bring glass, animals, balloons, or unsecured skateboards on the bus or other inappropriate items as determined by the bus driver. No food or drink may be consumed on the bus unless approved by the bus driver.
- 16) Personal electronic devices (cell phones, electronic games, video players, computers, etc.) are allowed on the bus, but cannot be disruptive or cause a safety concern on the bus. Taking pictures and/or video is not permitted. No inappropriate, offensive, or vulgar material will be allowed on personal electronic devices.

Removal from the School Bus

A bus driver may refer a student to the principal's office or the campus behavior coordinator's office to maintain effective discipline on the bus. The principal or the campus behavior coordinator must employ additional discipline management techniques, as appropriate, which can include restricting or revoking a student's bus riding privileges.

Since the district's primary responsibility in transporting students in the district vehicles is to do so as safely as possible, the operator of the vehicle must focus on driving and not have his or her attention distracted by student misbehavior. Therefore, when appropriate disciplinary management techniques fail to improve student behavior or when specific misconduct warrants immediate removal, the principal or the campus behavior coordinator may restrict or revoke a student's transportation privileges, in accordance with law.

CSISD Transportation Policy

We hope it will not be necessary to forbid any student to ride a bus. Such action will be taken only as it contributes to the accomplishment of the goals of the district as spelled out in the Board of Education Policy. Students are forbidden to ride the bus when their behavior threatens the safety of themselves or others. When riding the bus is the only way a student can get to and from school, other disciplinary consequences may be given at the school campus.

The Bus driver is responsible for the safe operation of the bus. Students must abide by the instructions of the driver in order to insure a safe transportation system. If students refuse to abide by the instruction of the driver, the following action may be taken by the building principal.

The consequences for elementary students' K-4 offenses will be applied within the *semester*. The consequences for 5-12 students' offenses will be applied within the current *school year*.

Student discipline on the bus shall be determined on a case by case basis.

FIRST OFFENSE:

The student may be subject to punishment and written notice will be mailed to the parent. The letter will inform the parent that if a second offense is committed, the student will be excluded from riding the bus for a period of three school days.

SECOND OFFENSE:

A letter will be mailed to the parent advising that the child is excluded from the bus for three school days.

THIRD OFFENSE:

The student may be excluded from the bus for a period of ten school days.

FOURTH OFFENSE:

The student may be excluded from the bus for a period of thirty school days.

FIFTH (AND BEYOND) OFFENSE:

The student may be excluded from the bus for a period of a semester or the rest of the school year.

RE-ADMITTANCE PROCEDURE:

Prior to the student being re-admitted to the bus after committing the fifth or more offense, the parent must contact the student's principal and give assurance that the student's behavior will conform to rules and regulations. Any student, even though he has not committed his first offense, who willfully creates a

disturbance or deliberately disobeys the bus driver may be refused transportation by the student's principal. Any student, who enters the bus after being excluded by the principal for willful misbehavior, will be excluded from riding the bus for an additional period of **thirty** days.

Valuables

Students should not bring excessive amounts of money or valuable items to school. If it is necessary, bring them to the office for safe keeping upon your arrival to school. Valuables should not be left in any student locker. Students are responsible for any valuable items at school.

Students may use electronic devices, as permitted in the *Electronic Devices* section.

Videotaping/Recording

An employee of a school district is not required to obtain the consent of a student's parent before the employee may make or authorize the making of a videotape/audio recording of a student or a recording of a student's voice if the videotape/audio recording is to be used only for: Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; A purpose related to an extra-curricular activity; A purpose related to a regular classroom instruction; or Media coverage of the school. (Texas Education Code 26.009) Video/audio equipment shall be used for safety and security purposes to monitor student behavior on buses and in common areas on district controlled property.

Visitors

College Station ISD uses the Hall Pass School Visitor Management System (commonly called "Hall Pass"). The overall goal of this system is to increase safety of our schools. The system produces visitor badges with the picture of the individual and his or her destination on campus, after the visitor has been checked against a database of registered sex offenders. Visitors to all CSISD campuses must check in with the office and present photo identification. Visitors without photo identification will be required to meet with a campus administrator to determine the nature of the visit.

Withdrawal of Students

Please notify the school office prior to the day of withdrawal of your child in order for withdrawal papers to be prepared. Parents are responsible for clearing textbooks and library books prior to withdrawal. Your child will automatically be withdrawn after 10 consecutive absences (*Policy FEA.*)