



**Calallen ISD**

**Regular Meeting**

**Thursday, June 21, 2012 5:30 PM**

# Agenda of Regular Meeting

## The Board of Trustees Calallen ISD

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A Regular Meeting of the Board of Trustees of Calallen ISD will be held June 21, 2012, beginning at 5:30 PM in the Central Administration Office, 4205 Wildcat Dr., Corpus Christi, Texas.

The subjects to be discussed or considered or upon which any formal action may be taken are as listed below. Items do not have to be taken in the order shown on this meeting notice.

Unless removed from the consent agenda, items identified within the consent agenda will be acted on at one time.

- |                                                                                                                               |    |
|-------------------------------------------------------------------------------------------------------------------------------|----|
| 1. Calling the Meeting to Order                                                                                               | 4  |
| 2. Prayer                                                                                                                     |    |
| 3. Update on status of Bond Projects<br>Presenter: Dr. Almendarez / Mr. Monroe                                                | 5  |
| 4. Budget Workshop<br>Presenter: Dr. Almendarez / Mrs. George                                                                 | 8  |
| 5. Comments from the Public                                                                                                   |    |
| 6. Communications from Administration                                                                                         |    |
| 7. Unfinished Business                                                                                                        |    |
| 8. New Business                                                                                                               |    |
| A. By Common Consent the Board agrees to consider as one action item the following:                                           |    |
| 1. Consider approval of minutes of the Regular Meeting of May 14, 2012; Special Meeting of June 4, 2012                       | 18 |
| 2. Consider approval of Bills and Warrants as of May 31, 2012                                                                 | 22 |
| 3. Consider approval of proposed Calallen ISD Board of Trustees Meeting Dates for 2012-2013                                   | 46 |
| 4. Consider approval of Gun-Free Schools Report 2011-2012                                                                     | 48 |
| 5. Consider approval of CHS Early Graduation requests                                                                         | 50 |
| 6. Consider approval of revision to BE (LOCAL) Policy                                                                         | 65 |
| 7. Consider approval for out-of-state travel request for CHS Powerlifters to travel to Orlando, Florida for the National meet | 67 |

|                                                                                                                                                                                                       |     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|
| B. Consider approval of Calallen High School, Calallen Middle School, Magee Elementary, Calallen East Elementary and Wood River Elementary Student Handbooks for 2012-2013<br>Presenter: Dr. Besinaiz | 69  |
| C. Consider award for fuel purchases for school year 2012-2013<br>Presenter: Mr. Monroe                                                                                                               | 519 |
| D. Consider renewal of Waste Removal and Recycling contract with Allied Waste Service<br>Presenter: Mr. Monroe                                                                                        | 520 |
| E. Consider award of contract to design build firm<br>Presenter: Mr. Monroe                                                                                                                           | 522 |
| F. Consider renewal of Extracurricular and Co-curricular Student Accident Insurance for 2012-2013<br>Presenter: Mr. Monroe                                                                            | 524 |
| G. Consider approval of revisions to DNA (LOCAL) Policy<br>Presenter: Mrs. Felder                                                                                                                     | 528 |
| H. Consider adoption of Localized Policy Update 94<br>Presenter: Mrs. Felder                                                                                                                          | 531 |
| I. Closed Session<br>Presenter: Dr. Almendarez                                                                                                                                                        | 546 |
| J. Personnel - Consider approval of Resignations and Appointments<br>Presenter: Mrs. Felder                                                                                                           | 547 |
| 9. Adjourn                                                                                                                                                                                            |     |



## **Calling the Meeting to Order**

**I call this meeting of the Calallen Independent School District Board of Trustees to order and let the record show that a quorum of Board Members is present and that this meeting was duly called and posted in accordance with the Texas Open Meetings Act, Texas Government Code 551.**



BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Update on status of Bond Projects

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New Business

**Action**

**BACKGROUND INFORMATION**

Information to be provided at the meeting.

**ITEM ADDRESSED**

Update on status of Bond Projects

**RECOMMENDED ACTION**

No action. Information only.

|                                                                |          |                    |                |                                       |
|----------------------------------------------------------------|----------|--------------------|----------------|---------------------------------------|
| Funds in Banks                                                 |          |                    |                |                                       |
|                                                                | Lonestar | \$1,932,621        | as             |                                       |
|                                                                | TexPool  | \$1,761,867        | of             |                                       |
|                                                                | Frost    | <u>\$2,298,770</u> | 06 12 2012     |                                       |
|                                                                |          | \$5,993,258        | \$5,993,258    | actual funds                          |
| Committed to pay                                               |          |                    |                |                                       |
| CMS phase 1 retainage                                          |          | (\$10,000.00)      |                | construction                          |
| CMS phase 2 retainage                                          |          | (\$26,869.00)      |                | construction                          |
| Magee phase 1 retainage                                        |          | (\$56,558.00)      |                | construction                          |
| Districtwide HVAC Controls retainage                           |          | (\$27,037.00)      |                | construction                          |
| CMS HVAC Weatherrol                                            |          | (\$69,660.00)      | (\$190,124.00) | construction                          |
| CMS HVAC Stridde Callins engineering fee                       |          | (\$484.32)         |                | architect                             |
| Bob Alford, roofing consultant                                 |          | (23,500.00)        | (\$23,984.32)  | architect                             |
| Diverse Solutions (Jared Merdes) Estimate                      |          | (\$5,697.00)       | (\$5,697.00)   | engineer Estimate                     |
| miscellaneous reconciliation item (auditorium renovations)     |          | (\$82,018.00)      | (\$82,018.00)  | misc                                  |
| Band instruments, etc (\$82,607.31 less ipads paid \$2,892.00) |          | (79,715.31)        | (\$82,607.31)  | approved, not paid yet                |
| Compliance with Americans with Disabilities Act                |          |                    |                | unknown (\$1,000 to \$50,000 or more) |
| subtotal                                                       |          | (\$381,538.63)     | \$5,611,719    | Total available                       |
| Total Committed and Total Available                            |          |                    | (\$5,611,719)  | excel sheet                           |
|                                                                |          |                    |                | (\$0)                                 |

|                                                                 |                |                                                                                                                                                      |
|-----------------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| FEMA Building                                                   | (2,091,000.00) | total \$3,891,000 less FEMA \$1,800,000 per architects furniture and equipment fees/testing and contingencies total costs estimates as of 03/14/2012 |
| Covered practice area                                           | (2,965,500.00) |                                                                                                                                                      |
| Aquatic Center                                                  | (1,291,000.00) |                                                                                                                                                      |
| restrooms for aquatic center if the FEMA building NOT built     | unknown        |                                                                                                                                                      |
| Roofing A & B Girls gym CHS                                     | (146,918.00)   |                                                                                                                                                      |
| Roofing 2 story addition CHS                                    | (200,447.00)   |                                                                                                                                                      |
| Roofing consultant, additional fees and expenses iff roofs appr | (4,500.00)     | on Tom Ferrell list for workshop                                                                                                                     |
| CHS concession buidings (2 buildings)                           | (81,000.00)    |                                                                                                                                                      |
| portables for softball and tennis                               | (50,000.00)    |                                                                                                                                                      |
| storage building "Cat Shack"                                    | (50,500.00)    |                                                                                                                                                      |
| Softball field upgrades                                         | (100,000.00)   |                                                                                                                                                      |
| turf installation                                               | (39,227.00)    | open po                                                                                                                                              |
| <b>Tear down "Alamo" (old district building)</b>                | (50,000.00)    | <b>PLUS COST OF ASBESTOS REMEDIATION Consider non-Bond sources du</b>                                                                                |
| <b>rebuild CMS track</b>                                        |                | <b>unknown</b>                                                                                                                                       |
| <b>repair tennis courts at high school and at middle school</b> |                | <b>unknown</b>                                                                                                                                       |
| Turf replacement installed August 2009                          |                | unknown                                                                                                                                              |
| CHS additional downspouts                                       |                | unknown                                                                                                                                              |
| Total potential projects                                        | (7,070,092.00) |                                                                                                                                                      |
| Total committed and potential projects                          | (7,451,630.63) | (\$1,458,373) over budget                                                                                                                            |

ie to life of project

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Budget Workshop

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New Business

**Action**

**BACKGROUND INFORMATION**

Mrs. George will present preliminary budget information for 2012-2013

**ITEM ADDRESSED**

Budget Workshop

**RECOMMENDED ACTION**

No action. Information only

**Overview**  
Board Budget Workshop  
June 2012

**A. We cannot look to the State to ease the funding shortage any time soon. In fact, it is possible the legislature may make more cuts to education funding for the next biennium when they meet the spring of 2013.**

1. The State of Texas forced us to decrease basic Property Tax rates from \$1.50 to \$1.00 as of 2007-2008, but allowed us to set M&O rates at \$1.04 with no voter approval and \$1.17 with voter approval. Voters in Calallen approved the \$1.17 M&O rate for the 2010-2011 school year. The extra pennies in tax earn us additional state funding because our tax base per student is below certain levels. However, even with the additional state funding, Calallen at a tax rate of \$1.17 cannot earn as much per student as Austin ISD earns at \$1.00.
2. The State promised to make up the difference for the reduced property tax with a business tax and therefore provide schools with the same total funding. To date, the state business tax has been about \$2 billion short every year compared to amounts used for legislative estimates.
3. For school years 2009-2010 and 2010-2011, the State used Federal ARRA funds to supplant state funding. For Calallen this was \$1.1 million for 09-10 and \$1.9 million for 10-11.
4. For 2011-2012, the state cut Calallen's total funding by \$1.58 million (by changing the calculation for WADA), but did so knowing we had one-time Federal EduJobs funds of \$645,000, for a net loss of \$940,000.
5. State funding has still not addressed the issue of inequitable funding between districts. Hundreds of districts (including Calallen ISD) have filed lawsuits against the State. The trial date has been set for October 22. When/if (most likely "when") the decisions are appealed to the State Supreme Court, those Supreme Court decisions are not likely to be rendered before the Legislature meets in the spring of 2013.
6. Last Legislative session (82<sup>nd</sup> Legislature in the spring of 2011) short funded education by estimates of over \$4.5 billion. They also purposely underfunded Medicaid and played accounting tricks based on the fact that the State accounts for expenses strictly on "cash". (The state is going to delay August –and maybe July – 2013 payments to school districts into September of the next biennium and thereby "save" money for the 11-12 and 12-13 biennium.) All of this means that the 83<sup>rd</sup> Legislature will be behind by over \$10 billion before they even begin and this is why we may see more cuts from the next legislative session.

7. The inequity in funding comes from the “Target Revenue” system.
  - \*The lowest funded district has only \$4,615 per WADA in state/local revenue.
  - \*The highest funded district has \$14,248 per WADA.
  - \*The state average is \$5,925 per WADA.
  - \*Calallen’s target is \$5,130 per WADA which is about \$1,000 less than Austin ISD’s. With approximately 4,500 of WADA, that translates to a difference of about \$4.5 million per year that Calallen does not have – compared to Austin ISD – to spend on our students who must meet the same challenges as do students across the state.
8. Money does matter. The following figures show the amount on average of funding per student for schools within each of the academic achievement levels:
  - a. Exemplary: \$ 6,850 per WADA
  - b. Recognized: \$ 5,571 per WADA
  - c. Acceptable: \$ 5,662 per WADA
  - d. Unacceptable: \$ 5,538 per WADA
9. Other factors that affect academic achievement (based on PEIMS data)
  - a. Exemplary: 16.6 % Economically Disadvantaged
  - b. Recognized: 49.0 % “
  - c. Acceptable: 67.1% “
  - d. Unacceptable 77.2% “
10. Taxpayers are also seeing inequities. By quintiles below are the averages for M&O tax rates and total (state and local combined) revenues per penny of tax per WADA. The “wealthier” districts can generate more total funding per student with a lower tax rate because their **targets** were set higher in 2005-2006 when wealth per student was part of the basis for the target.

| M&O Tax Average | Funding Average per penny per WADA |
|-----------------|------------------------------------|
| \$ 1.14         | \$ 48.88                           |
| \$ 1.07         | \$ 51.01                           |
| \$ 1.06         | \$ 52.98                           |
| \$ 1.05         | \$ 56.43                           |
| \$ 1.02         | \$ 72.87                           |

11. Part of the inequity discussion also involves facility funding. Some districts are able to generate well over \$70 per penny of tax per student while many districts generate only \$10 per penny of tax per student. Assuming these two example districts have the same number of students, one district will have 7 times the tax revenue of the other district for the same tax rate. Therefore they can either build much better facilities for the same tax rate or they can build the same facility for a much lower tax rate.

12. As of 2009, Texas ranked 43<sup>rd</sup> in the nation in the amount spent per child for education. Estimates are that we have since dropped to 49th. And remember – this is based on the state average spending.
13. If you would like more information regarding state funding issues, visit either of the following websites: [www.equitycenter.org](http://www.equitycenter.org) or [www.texasisd.com](http://www.texasisd.com)

B. Summary of CISD’s tax rate situation.

1. We currently tax at **\$1.3285** per \$100 of valuation:  
■ **\$1.17 for M&O and \$0.1585 for I&S.**
2. At current appraisal values, one penny of tax generates about \$110,000.
3. Until we know the Certified appraisal values (which, by law, should be available by July 27) we do not know if we will be required by law to reduce our M&O tax rate due to “Rollback” calculations. The possibility is slight, but it does exist.
4. This year and for the next four years, our bond payments are \$3 million each year. If appraisal values stay fairly flat, the total tax rate necessary to fund that \$3 million is about 26 cents (\$0.26) per \$100. The rate could be reduced if appraisal values increased. Conversely, if appraisal values decline, the required rate would increase. And of course, any of this could change based on legislation and/or a significant change in our largest single taxpayer’s financial situation. (In the case of significant unpaid taxes, M&O funding is somewhat protected by the “target” formulas; I&S funding is not.)
5. Because of the TRE approved back in 2010, we are using part of M&O fund balance to fund bond payments which is why our current I&S tax rate is 16 cents and not 26 cents.

| 6. Area Tax Rates | <u>2011-2012</u> |                |              | <u>2012-2013</u>              |
|-------------------|------------------|----------------|--------------|-------------------------------|
|                   | <u>M&amp;O</u>   | <u>I&amp;S</u> | <u>Total</u> |                               |
| Alice             | 1.03             | 0.19           | 1.22         | Not likely to change          |
| Aransas Cnty      | 1.04             | 0.09           | 1.13         | Increase 8.3 cents- New bonds |
| Calallen          | 1.17             | 0.16           | 1.33         | ??                            |
| FB                | 1.04             | 0.03           | 1.07         | Not likely to change          |
| GP                | 1.17             | 0.20           | 1.37         | Not likely to change          |
| Kingsville        | 1.04             | 0.42           | 1.46         | Not likely to change          |
| TM                | 1.09             | 0.24           | 1.33         | Increase 3 cents – New bonds  |
| CCISD             | 1.06             | 0.18           | 1.24         | No response                   |

### C. Maintenance Tax Notes.

1. Districts are allowed to generate funds in General Operations (M&O) with what are called “Maintenance Tax Notes”. The basic concept is the Board borrows money and promises to repay the money with M&O taxes. These Tax Notes do not require voter approval and can be used for things like repairs or remodels. The Tax Notes cannot be used for new construction. Nor can they be used to provide furniture or equipment for new construction. Calallen ISD used Maintenance Tax Notes several years back for mold remediation.
2. We have received estimates that provide the following borrowing potentials with interest in the 1.7% to 2.25% range depending on years of payback:
  - a. \$2 million at 5 yrs; payments would be \$430,000 (or 3.9 cents in tax)
  - b. \$2 million at 10 yrs; payments would be \$231,000 (or 2.1 cents in tax)
  - c. \$3 million at 5 yrs; payments would be \$641,000 (or 5.8 cents in tax)
  - d. \$3 million at 10 yrs; payments would be \$344,000 (or 3.1 cents in tax)

### D. Issues affecting 2012-2013 Budgets and Tax Rates.

1. Completion of Bond Projects
2. Deferred Maintenance Projects (possible Maintenance Tax Notes)
3. Transportation needs
4. Technology needs
5. Salary adjustments



|                                |                     |                     |                     |                               |                                       |  |
|--------------------------------|---------------------|---------------------|---------------------|-------------------------------|---------------------------------------|--|
| <b>Calallen ISD</b>            |                     |                     |                     |                               | <i>updated 4/30/2012</i>              |  |
| Yearly Comparisons             |                     |                     |                     |                               |                                       |  |
|                                | After Audit         | After Audit         | After Audit         | After Audit                   |                                       |  |
|                                | Actual              | Actual              | Actual              | Actual                        | <b>Budget</b>                         |  |
|                                | 2007-2008           | 2008-2009           | 2009-2010           | 2010-2011                     | <b>2011-2012</b>                      |  |
| Enrollment                     | 3,844               | 3,841               | 3,808               | 3,850                         | 3850                                  |  |
| <b>Refined ADA</b>             | <b>3,620</b>        | <b>3,600</b>        | <b>3,548</b>        | <b>3,606</b>                  | <b>3,606</b>                          |  |
| <b>WADA</b>                    | <b>4,700</b>        | <b>4,667</b>        | <b>4,636</b>        | <b>4,730</b>                  | State cut WADA by 6%<br>4,730 / 4,456 |  |
|                                |                     |                     |                     |                               | old law / new law                     |  |
| Tax Rates per \$100            |                     |                     |                     |                               |                                       |  |
| M&O                            | 1.0400              | 1.0400              | 1.0400              | 1.1700                        | 1.1700                                |  |
| I&S                            | 0.0600              | 0.2365              | 0.2585              | 0.1285                        | 0.1585                                |  |
| Total                          | 1.1000              | 1.2765              | 1.2985              | 1.2985                        | 1.3285                                |  |
|                                |                     |                     |                     |                               |                                       |  |
| <b>Fund 199 General Operat</b> |                     |                     |                     | <b>M&amp;O rate to \$1.17</b> |                                       |  |
| Beg. Fund Balance              | 5,252,796           | 4,221,149           | 4,068,247           | 4,457,865                     | 6,715,384                             |  |
| Revenue (Fund 199)             | 26,112,770          | 26,155,858          | 25,851,801          | 28,032,476                    | 27,869,670                            |  |
| Federal (SFSF or EduJob)       |                     |                     | 1,116,617           | 1,864,130                     | 645,503                               |  |
| <b>Total Revenue</b>           | <b>26,112,770</b>   | <b>26,155,858</b>   | <b>26,968,418</b>   | <b>29,896,606</b>             | <b>28,515,173</b>                     |  |
| Expenses (Fund 199)            | (27,144,417)        | (26,308,760)        | (25,462,183)        | (25,774,957)                  | (28,648,373)                          |  |
| Federal (SFSF or EduJob)       |                     |                     | (1,116,617)         | (1,864,130)                   | (645,503)                             |  |
| <b>Total Expenses</b>          | <b>(27,144,417)</b> | <b>(26,308,760)</b> | <b>(26,578,800)</b> | <b>(27,639,087)</b>           | <b>(29,293,876)</b>                   |  |
| Roll                           | (1,031,647)         | (152,902)           | 389,618             | 2,257,519                     | (778,703)                             |  |
| <b>End. Fund Balance</b>       | <b>4,221,149</b>    | <b>4,068,247</b>    | <b>4,457,865</b>    | <b>6,715,384</b>              | <b>5,936,681</b>                      |  |
|                                |                     |                     |                     | no transfer to I&S            | w/\$1.3 million transfer to I&S       |  |
|                                |                     |                     |                     |                               |                                       |  |
| <b>Fund 240 Food Service</b>   |                     |                     |                     |                               |                                       |  |
| Beg. Fund Balance              | 447,426             | 387,111             | 390,200             | 474,503                       | 576,738                               |  |
| Revenue                        | 1,747,806           | 1,812,938           | 1,924,987           | 1,953,139                     | 1,834,000                             |  |
| Expenses                       | (1,808,121)         | (1,809,849)         | (1,840,684)         | (1,850,904)                   | (1,972,268)                           |  |
| Roll                           | (60,315)            | 3,089               | 84,303              | 102,235                       | (138,268)                             |  |
| <b>End. Fund Balance</b>       | <b>387,111</b>      | <b>390,200</b>      | <b>474,503</b>      | <b>576,738</b>                | <b>438,470</b>                        |  |
|                                |                     |                     |                     |                               |                                       |  |
| <b>Fund 511 Debt Service</b>   |                     |                     |                     |                               |                                       |  |
| Beg. Fund Balance              | 1,216,225           | 1,272,649           | 973,536             | 1,108,824                     | 65,543                                |  |
| Revenue and other source       | 1,275,353           | 2,920,423           | 6,724,507           | 1,721,651                     | 3,065,150                             |  |
| Expenses and other uses        | (1,218,929)         | (3,219,536)         | (6,589,219)         | (2,764,932)                   | (3,014,052)                           |  |
| Roll                           | 56,424              | (299,113)           | 135,288             | (1,043,281)                   | 51,098                                |  |
| <b>End. Fund Balance</b>       | <b>1,272,649</b>    | <b>973,536</b>      | <b>1,108,824</b>    | <b>65,543</b>                 | <b>116,641</b>                        |  |
|                                |                     |                     |                     |                               | w/\$1.3 million from Gen Op           |  |

| Calallen ISD                                              |               | Yearly history ADA, Fund Bal, Property Values |               |               |               | updated           | as of 4/28/2010 |
|-----------------------------------------------------------|---------------|-----------------------------------------------|---------------|---------------|---------------|-------------------|-----------------|
|                                                           |               | Property Tax Values and Collections           |               |               |               |                   |                 |
|                                                           |               | 2007-2008                                     |               | 2008-2009     |               | 2009-2010         | 2010-2011       |
| Taxable Property Values                                   |               |                                               |               |               |               |                   |                 |
| Previous year used by TEA to calculate "effort"           |               |                                               |               |               |               |                   |                 |
| Taxable Yr                                                | 2006          |                                               |               | 2007          |               | 2008              | 2009            |
| Taxable Value T2                                          | 1,081,620,194 |                                               |               | 1,155,765,747 |               | 1,197,223,492     | 1,135,376,411   |
| Current year used by district to calculate tax collection |               |                                               |               |               |               |                   |                 |
| Taxable Yr                                                | 2007          | % change                                      | 2008          | % change      | 2009          |                   | 2010            |
| Taxable Value T2                                          | 1,155,765,747 | 3.587%                                        | 1,197,223,492 | -4.64%        | 1,141,673,804 | first state assig |                 |
|                                                           |               |                                               |               |               | 1,135,376,411 | adjusted final    |                 |
| From Appraiser                                            |               |                                               |               |               |               |                   |                 |
| Estimated taxable value                                   |               |                                               | 1,170,000,000 | -2.79%        | 1,137,317,536 | -0.95%            | 1,126,531,922   |
| Certified taxable value as of July                        | 1,143,277,236 | 3.70%                                         | 1,185,537,418 | -2.82%        | 1,152,103,259 | GUESS:            | 1,060,500,000   |
|                                                           |               |                                               |               |               |               |                   |                 |
| Total tax rate                                            | 1.1000        |                                               | 1.2765        |               | 1.2985        |                   |                 |
| From Assessor/Collector                                   |               |                                               |               |               |               |                   |                 |
| Taxable value                                             | 1,143,566,911 | 5.40%                                         | 1,205,371,999 | -4.35%        | 1,152,927,916 |                   |                 |
| Frozen taxable value                                      | 40,773,654    | 11.93%                                        | 45,639,137    | 18.76%        | 54,201,918    |                   |                 |
| Levy on frozen if not frozen                              | 448,510       |                                               | 582,583       |               | 703,812       |                   |                 |
| Levy from frozen                                          | 403,674       |                                               | 476,025       |               | 557,002       |                   |                 |
| Levy lost to frozen                                       | 45,136        |                                               | 106,558       |               | 146,809       |                   |                 |
|                                                           |               |                                               |               |               |               |                   |                 |
| Total Levy -- from assessor/collector                     | 12,534,364    |                                               | 15,292,155    |               | 14,837,798    |                   |                 |
|                                                           |               |                                               |               |               |               |                   |                 |
| Tax Collections                                           |               | actual                                        | actual        |               | budget        |                   |                 |
| M&O                                                       |               |                                               |               |               |               |                   |                 |
| adopted rate                                              | 1.0400        |                                               | 1.0400        |               | 1.0400        |                   | 1.0400          |
| Collections                                               | 11,822,500    |                                               | 12,288,757    |               | 11,751,200    |                   |                 |
| actual "rate" based on current year T2                    | 1.0229        |                                               | 1.0264        |               | 1.0350        |                   |                 |
|                                                           |               |                                               |               |               |               |                   |                 |
| I&S                                                       |               |                                               |               |               |               |                   |                 |
| adopted rate                                              | 0.0600        |                                               | 0.2365        |               | 0.2585        |                   |                 |
| Collections                                               |               |                                               | 2,760,665     |               | 2,832,186     |                   |                 |
| actual "rate" based on T2                                 |               |                                               | 0.2306        |               | 0.2481        |                   |                 |
|                                                           |               |                                               |               |               |               |                   |                 |
| Bond Payment                                              | 802,410       |                                               | 3,371,699     |               | 2,904,586     |                   |                 |
|                                                           |               |                                               |               |               |               |                   |                 |

| General Operations / M&O |                                                 |                     |                       |                   | as of 5/31/2012     |
|--------------------------|-------------------------------------------------|---------------------|-----------------------|-------------------|---------------------|
|                          |                                                 |                     | Calallen ISD          |                   |                     |
|                          |                                                 |                     | 2011-2012             | 2011-2012         |                     |
|                          |                                                 | Actual              | Adopted Budget        | Estimated actual  | variation to budget |
|                          |                                                 | 2010-2011           |                       |                   |                     |
|                          | ADA                                             | 3,603               | 3,603                 | 3,697             | 94                  |
|                          | WADA (Old Law)                                  | 4,729               | old law: 4729         | old law: 4,852    | 123                 |
|                          | WADA (New Law)                                  | adjusted by SB1     | 4,456                 | 4,566             | 110                 |
|                          | M&O Tax Rate                                    |                     | \$1.17/\$100 of value |                   |                     |
| <b>Revenue</b>           |                                                 |                     |                       |                   |                     |
|                          | Current & Delinquent Taxes                      |                     | 12,678,000            | 12,624,500        | (53,500)            |
|                          | Pen & Int on Taxes                              |                     | 125,000               | 132,000           | 7,000               |
|                          | Interest Earn on Invest                         |                     | 14,000                | 16,000            | 2,000               |
|                          | Athletic receipts                               |                     | 180,000               | 181,000           | 1,000               |
|                          | Other                                           |                     | 120,000               | 85,000            | (35,000)            |
|                          | <b>Total Local</b>                              |                     | <b>13,117,000</b>     | <b>13,038,500</b> |                     |
|                          | Per Capita & Basic Allot                        | SB1 decr by \$1.6 m | 13,388,173            | 14,115,600        | 727,427             |
|                          | Federal SFSF                                    |                     | 0                     | 0                 |                     |
|                          | Discipline                                      |                     | 2,000                 | 2,000             |                     |
|                          | TRS on Behalf (revenue tied to exp pd by State) |                     | 1,228,000             | 1,228,000         |                     |
|                          | <b>Total State</b>                              |                     | <b>14,618,173</b>     | <b>15,345,600</b> |                     |
|                          | <b>Total Federal - NOT Stim</b>                 |                     | <b>150,000</b>        | <b>350,000</b>    | 200,000             |
|                          | <b>Total Gen Op Reven</b>                       |                     | <b>27,885,173</b>     | <b>28,734,100</b> |                     |
| ***                      | <b>Federal Edu Jobs -- 1 year only</b>          |                     | <b>630,000</b>        | <b>645,500</b>    | 15,500              |
|                          | <b>Available Revenue</b>                        |                     | <b>28,515,173</b>     | <b>29,379,600</b> | 864,427             |
| <b>Expenses</b>          |                                                 |                     |                       |                   |                     |
| 11                       | Instruction                                     |                     | 15,810,554            |                   |                     |
| 12                       | Instr. Res/Media                                |                     | 432,703               |                   |                     |
| 13                       | Curr Dev                                        |                     | 375,140               |                   |                     |
| 21                       | Instr Leader                                    |                     | 654,369               |                   |                     |
| 23                       | School Leader                                   |                     | 1,468,480             |                   |                     |
| 31                       | Counsel                                         |                     | 1,156,177             |                   |                     |
| 32                       | Social Work                                     |                     | 15,885                |                   |                     |
| 33                       | Health Serv                                     |                     | 326,626               |                   |                     |
| 34                       | Transport                                       |                     | 920,705               |                   |                     |
| 35                       | Food service                                    |                     |                       | estimating        |                     |
| 36                       | Co/Extra Curr                                   |                     | 1,165,133             | very worst case   |                     |
| 41                       | Gen Admin                                       |                     | 1,064,256             | thru 8/31         |                     |
| 51                       | Plant Mtn                                       |                     | 3,232,055             |                   |                     |
| 52                       | Security                                        |                     | 118,295               |                   |                     |
| 53                       | Data Proc                                       |                     | 123,498               |                   |                     |
| 93                       | SSA - Elect                                     |                     | 855,000               |                   |                     |
| 95                       | Pynt to JJAEP                                   |                     | 75,000                |                   |                     |
| 99                       | Pynt to Govt Appraisor                          |                     | 200,000               |                   |                     |
|                          | <b>Total Gen Op Expense</b>                     |                     | <b>27,993,876</b>     | 28,697,500        | (703,624)           |
|                          | Transfer to I&S                                 |                     | 1,300,000             | 1,100,000         | 200,000             |
|                          | Net Costs to Gen Oper                           |                     | 29,293,876            | 29,797,500        | (503,624)           |
| <b>Net Roll / (Loss)</b> |                                                 |                     |                       |                   |                     |
|                          | Booked Roll/(Loss)                              |                     | (778,703)             | (417,900)         |                     |
|                          | Beginning "Book" Fund Balance                   | after audit         | 6,715,384             | 6,715,384         |                     |
|                          | Projected Ending "Book" Fund Bal                |                     | 5,936,681             | 6,297,484         |                     |
|                          | Reserved for Future I&S Transfer                |                     | (1,400,000)           | (1,400,000)       |                     |
|                          | <b>Unreserved Ending Fund Balance</b>           |                     | <b>4,536,681</b>      | <b>4,897,484</b>  |                     |

|                                        |                               |                    |                         |                   |
|----------------------------------------|-------------------------------|--------------------|-------------------------|-------------------|
| <b>Calallen ISD</b>                    |                               |                    |                         |                   |
| <b>General Operations -- continued</b> |                               |                    |                         |                   |
|                                        |                               |                    |                         |                   |
|                                        |                               | <b>2011-2012</b>   | Add to exenses if       | 2011-2012         |
|                                        |                               | <b>Base Budget</b> | Cuts to Stipends        | Adopted Budget    |
|                                        |                               | <b>Expenses</b>    | are Rescinded           |                   |
|                                        |                               |                    | (amounts are estimates) |                   |
|                                        |                               |                    |                         |                   |
| <b>Expenses</b>                        |                               |                    |                         |                   |
| 11                                     | Instruction                   | <b>15,736,054</b>  | 74,500                  | 15,810,554        |
| 12                                     | Instr. Res/Media              | <b>432,703</b>     |                         | 432,703           |
| 13                                     | Curr Dev                      | <b>373,640</b>     | 1,500                   | 375,140           |
| 21                                     | Instr Leader                  | <b>654,369</b>     |                         | 654,369           |
| 23                                     | School Leader                 | <b>1,468,480</b>   |                         | 1,468,480         |
| 31                                     | Counsel                       | <b>1,152,177</b>   | 4,000                   | 1,156,177         |
| 32                                     | Social Work                   | <b>15,885</b>      |                         | 15,885            |
| 33                                     | Health Serv                   | <b>326,626</b>     |                         | 326,626           |
| 34                                     | Transport                     | <b>920,705</b>     |                         | 920,705           |
| 35                                     | Food service                  |                    |                         | 0                 |
| 36                                     | Co/Extra Curr                 | <b>1,165,133</b>   |                         | 1,165,133         |
| 41                                     | Gen Admin                     | <b>1,064,256</b>   |                         | 1,064,256         |
| 51                                     | Plant Mtn                     | <b>3,232,055</b>   |                         | 3,232,055         |
| 52                                     | Security                      | <b>118,295</b>     |                         | 118,295           |
| 53                                     | Data Proc                     | <b>123,498</b>     |                         | 123,498           |
| 93                                     | SSA - Elect                   | <b>855,000</b>     |                         | 855,000           |
| 95                                     | Pymt to JJAEP                 | <b>75,000</b>      |                         | 75,000            |
| 99                                     | Pymt to Govt Appraisor        | <b>200,000</b>     |                         | 200,000           |
|                                        | <b>Total Gen Op Expense s</b> | <b>27,913,876</b>  | <b>80,000</b>           | <b>27,993,876</b> |

## Calallen ISD – History of Payroll changes

For 2009-2010 we gave teachers, librarians, etc their scheduled steps AND \$900 as required by law. All other employees received \$250.

For 2010-2011 we gave teachers, librarians, etc their steps only. We increased step 29 by \$400. All other employees received approximately 3%. For hourly employees that was about \$0.50 per hour. Exempt employees received about \$1.00 per hour (\$8 per day).

For 2011-2012 we gave no across the board raises. Teacher pay was frozen. Teachers were paid the same amount as they had been paid the year before (except for those who lost days – they were paid less). The cuts we made to other employees are explained below.

In 2011-2012 we did not cut stipends.

(Note, the suggestion was to cut half the master/doctorate/math/science/ESL stipends – to save about \$80,000)

Master/doctorate stipends -- \$1,000/\$1,500: The district spends \$70,000 per year.

Math/science/ESL stipends -- \$1,000/\$1,000/\$500: The district spends \$90,000 per year.

Coaching stipends (these were never on the list to cut): The district spends about \$270,000 per year.

We did cut days from most employees working over 187 days (exceptions were food service, maintenance, custodial – no reductions):

|                             |                                            |
|-----------------------------|--------------------------------------------|
| 1 day from 188-195 days --  | \$8,700 – 49 employees; avg \$177          |
| 2 days from 196-206 days -- | 29,000 – 68 employees; avg \$426           |
| 3 days from 207-223 --      | 15,300 – 24 employees; avg \$640           |
| 5 days from 224-260 --      | <u>31,000</u> -- 31 employees; avg \$1,000 |
| Total saved                 | 84,000                                     |

The district's contribution to health insurance (we have about 350 employees taking the health insurance):

2009-2010 was \$225 per month (\$2,700 per year per employee) -- \$950,000 per year

2010-2011 was \$250 per month (\$3,000 per year) -- \$1,050,000 per year

2011-2012 is \$250 per month (\$3,000 per year) -- \$1,050,00 per year

Health insurance premiums have been increasing each year. In 2012-2013 premiums are scheduled to increase anywhere from 4% to 9% depending on which plan the employee takes.

| <u>Cost to Employee</u> | <u>2010-2011</u> | <u>2011-2012</u> | <u>2012-2013</u> |
|-------------------------|------------------|------------------|------------------|
| Plan 1 HD-Employee Only | \$ 144           | \$ 444           | \$ 576           |
| Plan 1 HD- Family       | \$ 7,080         | \$ 8,040         | \$ 8,484         |
| Plan 1 – Employee Only  | \$ 564           | \$ 900           | \$ 1,056         |
| Plan 1 – Family         | \$ 5,952         | \$ 6,804         | \$ 7,200         |
| Plan 2 – Employee Only  | \$ 1,752         | \$ 2,208         | \$ 2,520         |
| Plan 2 – Family         | \$ 8,892         | \$10,020         | \$10,800         |
| Plan 3 – Employee Only  | \$ 3,396         | \$ 4,008         | \$ 4,644         |
| Plan 3 – Family         | \$13,008         | \$14,532         | \$16,104         |

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval of minutes of the Regular Meeting of May 14, 2012  
and Special Meeting of June 4, 2012

New Business

**Action**

**BACKGROUND INFORMATION**

See attached minutes.

**ITEM ADDRESSED**

Consider approval of minutes of the Regular Meeting of May 14, 2012 and the  
Special Meeting of June 4, 2012

**RECOMMENDED ACTION**

The Administration recommends the Board approve the minutes of the Regular  
Meeting of May 14, 2012 and the Special Meeting of June 4, 2012.

BOARD OF TRUSTEES  
CALALLEN INDEPENDENT SCHOOL DISTRICT

The regular meeting of Monday, May 14, 2012 was called to order at Calallen Administration Office at 5:30 p.m. by Mr. Butch Roecker.

Mr. Callis led the group in prayer.

**Board members present:**

Richard Roecker, President  
Jim Callis, Vice President  
Brent Burkhart, Secretary  
Paul Peeler, Treasurer

Chad Wilfong, Member  
Jason Floyd, Member

**Board members absent:**

Chad Burkhart, Member

**Others present:**

Dr. Anita Danaher, Assistant Superintendent  
Dr. Ada Besinaiz, Director of Special Programs  
Lynnette Felder, Director of Personnel & Data Analyst  
Bill Monroe, Purchasing/Risk Management  
Dr. Melana Silva, Curriculum Specialist  
Dr. Roseanne Meyer, Curriculum Specialist  
Ramona Scott, Accountant  
Cherylyn, Don, and Cade Boyd  
Joel DelaPaz and Powerlifters  
Charla Hatfield

Yvonne Neth, Principal  
Marcos Flores, Principal  
Greer Parker, Principal  
Margaret Johnson, Principal  
Candy Morris, Principal  
Dalia Torres, Asst. Principal  
Mike Elliott  
Craig Ewing & Color Guard Drum Line  
Samantha Nuñez, American Heart Assoc.

**Comments from Public:**

- None

**Communication from Administration:**

- Samantha Nuñez from the American Heart Association recognized Wood River Elementary and specifically, Charla Hatfield for their bountiful efforts in promoting Jump Rope for Heart campaign. For the second year in a row Wood River Elementary has collected over \$16,000 towards this effort and surpassed any other school in the South Texas region.
- Dr. Almendarez, the Board of Trustees and Mrs. Felder recognized the state achievement of: a) CHS Powerlifters; b) CHS Band ColorGuard/Drumline by bestowing certificates on these students. All those in attendance watched the CHS Band ColorGuard/Drumline award-winning performance.

Mr. Roecker declared under the authority of the Open Meetings Act, the Government Code 551.074; 551.0821 that the Board goes into executive session at 5:47 p.m.

Executive session was closed and regular session resumed at 6:30 p.m.

**Unfinished Business:**

A motion was made by Mr. Peeler, seconded by Mr. Callis, to uphold the Level II decision of Administration in relation to the grievance for CHS student C.B. given the legal advice by TASB and Walsh, Anderson attorneys. The motion carried 6-0.

**New Business:**

A motion was made by Mr. Callis, seconded by Mr. Floyd, to approve consent agenda items as follows: (1) approval of minutes of the Regular Meeting of April 9, 2012 and Special Meeting of April 23, 2012; (2) approval of Bills and Warrants as of April 30, 2012; (3) approval of Communities in Schools Memorandum of Understanding for 2012-2013; (4) approval of ESC 2 Program and Services Contract for 2012-2013; (5) approval of Apangea Math Contract for 2012-2013; (6) approval of Skyward software annual license renewal fee; (7) approval of School Health Advisory Committee (SHAC) members; (8) approval of revisions to Board Policy FFA (LOCAL). The motion carried 6-0.

A motion was made by Mr. Wilfong, seconded by Mr. Brent Burkhart, to approve the resolution concerning high stakes, standardized testing of Texas public school students. The motion carried 6-0.

A motion was made by Mr. Brent Burkhart, seconded by Mr. Wilfong, to approve the Calallen ISD Student Code of Conduct for 2012-2013. The motion carried 6-0.

A motion was made by Mr. Peeler, seconded by Mr. Callis, to approve the purchase of band instruments in the amount of \$82,607.31. The motion carried 6-0.

A motion was made by Mr. Callis, seconded by Mr. Wilfong, to approve the resignations as presented on the Personnel List of 5.14.2012 (SEE ATTACHED). The motion carried 6-0.

A motion was made by Mr. Callis, seconded by Mr. Wilfong, to approve the appointments as presented on the Personnel List of 5.14.2012 (SEE ATTACHED). The motion carried 6-0.

There was no further business so the meeting adjourned at 6:35 p.m.

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Board President

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Board Secretary



BOARD OF TRUSTEES  
CALALLEN INDEPENDENT SCHOOL DISTRICT

The special meeting of Monday, June 4, 2012 was called to order at Calallen Administration Office at 7:30 a.m. by Mr. Butch Roecker.

**Board members present:**

Richard Roecker, President  
Paul Peeler, Treasurer

Chad Burkhart, Member  
Jason Floyd, Member

**Board members absent:**

Jim Callis, Vice President  
Brent Burkhart, Secretary

**Others present:**

Dr. Ada Besinaiz, Director of Special Programs  
Lynnette Felder, Director of Personnel & Data Analyst  
Edith George, Director of Business/Finance  
Bill Monroe, Purchasing/Risk Management  
Harley Schmidt, Maintenance Director

Bruce Jonason  
Amy McCord

**New Business:**

A motion was made by Mr. Peeler, seconded by Mr. Chad Burkhart, to approve the repairs to CHS elevator with Nueces Elevator Company, in the amount of \$34,890.00. The motion carried 4-0.

A motion was made by Mr. Peeler, seconded by Mr. Floyd, to approve the East Elementary Rooftop HVAC replacement project with Weathertrol, in the amount of \$69,000.00. The motion carried 3-1 with Mr. Chad Burkhart casting the dissenting vote.

A motion was made by Mr. Peeler, seconded by Mr. Floyd, to approve the design build contract method for the CHS concession stand renovation, the building of a vending/storage area. The motion carried 4-0.

Mr. Roecker declared under the authority of the Open Meetings Act, the Government Code 551.074 that the Board goes into executive session at 7:39 a.m.

Executive session was closed and regular session resumed at 7:43 a.m.

A motion was made by Mr. Floyd, seconded by Mr. Chad Burkhart, to approve the resignations\ as presented on the Personnel List of 6.4.2012 (SEE ATTACHED). The motion carried 4-0.

A motion was made by Mr. Chad Burkhart, seconded by Mr. Floyd, to approve the appointments as presented on the Personnel List of 6.4.2012 (SEE ATTACHED). The motion carried 4-0.

There was no further business so the meeting adjourned at 7:44 a.m.

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Board President

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Board Secretary

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

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Subject: Consider approval of bills and warrants as of May 31, 2012

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New Business

**Action**

**BACKGROUND INFORMATION**

**ITEM ADDRESSED**

Consider approval of bills and warrants

**RECOMMENDED ACTION**

The Admininstration recommends approval of the bills and warrants as of May 31, 2012.

|                                         |              |
|-----------------------------------------|--------------|
| Checks processed prior to Board Meeting | \$908,265.13 |
|-----------------------------------------|--------------|

Items not included on report:

|        |         |                                               |                |
|--------|---------|-----------------------------------------------|----------------|
| IRS    | 5/15/12 | US Treasury Medicare (FIMM)                   | \$11,961.58    |
| IRS    | 5/30/12 | US Treasury Medicare (FIMM)                   | \$11,826.66    |
| TexNet | 5/30/12 | TRS Active Care (District Share)              | \$82,000.00    |
| TexNet | 5/30/12 | TRS Pension Surcharge                         | \$6,101.28     |
| TexNet | 5/30/12 | TRS Pension Retiree Care Surcharge            | \$4,922.00     |
| TexNet | 5/30/12 | Calallen Payroll Fund - TRS Reporting Entity  | \$9,019.71     |
| TexNet | 5/30/12 | Calallen Payroll Fund - TRS New Member Entity | \$91.58        |
| TexNet | 5/30/12 | Calallen Payroll Fund - TRS Care Surcharge    | \$922.28       |
| TexNet | 5/30/12 | Calallen Payroll Fund - TRS Federal Grant     | \$5,533.09     |
| TexNet | 5/30/12 | Calallen Payroll Fund - TRS State Minimum     | \$9,943.40     |
| EFT    | 5/15/12 | Calallen Payroll Fund                         | \$967,183.20   |
| EFT    | 5/30/12 | Calallen Payroll Fund                         | \$946,793.78   |
|        |         |                                               | <hr/>          |
|        |         |                                               | \$2,056,298.56 |
|        |         |                                               | <hr/>          |

**TOTAL OF ITEMS SUBMITTED FOR APPROVAL**

|                       |
|-----------------------|
| <b>\$2,964,563.69</b> |
|-----------------------|

Bills and Warrants May 2012

| CHECK<br>DATE | CHECK<br>TYPE | BANK<br>CODE | VENDOR                           | ACCOUNT<br>DESCRIPTION | AMOUNT    |
|---------------|---------------|--------------|----------------------------------|------------------------|-----------|
| 5/4/2012      | R             | CAP PROJ     | Dickson Builders, Inc.           | Calallen High School   | 67,911.18 |
| 5/15/2012     | R             |              | Automated Logic Texas            | Calallen Middle Scho   | 896.85    |
|               |               |              | TOTAL CAPITAL PROJECTS           |                        | 68,808.03 |
| 5/1/2012      | R             | GEN FUND     | Starplex Cinema                  | Due To Student Group   | 2,280.00  |
| 5/1/2012      | R             |              | Intech Southwest Services, LLC   | Calallen High School   | 54.00     |
| 5/1/2012      | R             |              | Jason's Deli                     | Special Programs/Spe   | 85.00     |
| 5/1/2012      | R             |              | Jason's Deli                     | Special Programs/Spe   | 105.00    |
| 5/1/2012      | R             |              | Jason's Deli                     | Calallen High School   | 248.29    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 83.82     |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 150.08    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 111.40    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | -171.46   |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 230.41    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Magee Elementary/Und   | 167.30    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen East Elemen   | 139.88    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 430.86    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 620.56    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 410.96    |
| 5/1/2012      | R             |              | Jones & Cook Stationers          | Calallen High School   | 112.28    |
| 5/1/2012      | R             |              | Namifiers, LLC                   | Calallen High School   | 68.20     |
| 5/2/2012      | R             |              | Besinaiz, Ada                    | Special Programs/Spe   | 92.00     |
| 5/2/2012      | R             |              | Besinaiz, Ada                    | Special Programs/Spe   | 126.10    |
| 5/2/2012      | R             |              | Day, Susan                       | Calallen High School   | 83.75     |
| 5/2/2012      | R             |              | James, Steve                     | Calallen High School   | 20.58     |
| 5/2/2012      | R             |              | La Quinta                        | Calallen High School   | 359.25    |
| 5/2/2012      | R             |              | Nelson, Frances                  | Calallen High School   | 159.00    |
| 5/2/2012      | R             |              | San Antonio Marriott Rivercenter | Special Programs/Spe   | 903.72    |
| 5/3/2012      | R             |              | Aransas Pass Pool                | Due To Student Group   | 84.00     |
| 5/3/2012      | R             |              | Cici'S Pizza                     | Due To Student Group   | 330.00    |
| 5/3/2012      | R             |              | Hughes, Roy JR                   | Due To Student Group   | 759.00    |
| 5/3/2012      | R             |              | Johnny Carino'S                  | Accounts Payable/Mag   | 1,296.69  |
| 5/3/2012      | R             |              | Nueces County                    | Accounts Payable/Pri   | 100.00    |
| 5/4/2012      | R             |              | A & A Consulting, Inc.           | Accounts Payable/BB    | 2,500.00  |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 319.99    |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Transportation Depar   | 3.90      |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Transportation Depar   | 15.90     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 17.98     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 89.70     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 14.35     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 29.99     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 44.86     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 5.98      |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 3.18      |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 9.07      |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 1.59      |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 24.99     |
| 5/4/2012      | R             |              | Ace Hardware/Western Auto        | Maintenance Departme   | 29.99     |
| 5/4/2012      | R             | GEN FUND     | Ace Hardware/Western Auto        | Maintenance Departme   | 48.92     |

# Bills and Warrants May 2012

|          |   |          |                                   |                      |          |
|----------|---|----------|-----------------------------------|----------------------|----------|
| 5/4/2012 | R | GEN FUND | Ace Hardware/Western Auto         | Maintenance Departme | 16.96    |
| 5/4/2012 | R |          | Ace Hardware/Western Auto         | Maintenance Departme | 18.96    |
| 5/4/2012 | R |          | Ace Hardware/Western Auto         | Maintenance Departme | 28.99    |
| 5/4/2012 | R |          | Ace Hardware/Western Auto         | Maintenance Departme | 4.79     |
| 5/4/2012 | R |          | Ace Hardware/Western Auto         | Maintenance Departme | 8.48     |
| 5/4/2012 | R |          | Ace Hardware/Western Auto         | Maintenance Departme | 40.48    |
| 5/4/2012 | R |          | American Steel                    | Calallen High School | 276.12   |
| 5/4/2012 | R |          | Apperson                          | Calallen High School | 146.87   |
| 5/4/2012 | R |          | Apperson                          | Calallen High School | 248.55   |
| 5/4/2012 | R |          | Applied Practice                  | Calallen High School | 223.78   |
| 5/4/2012 | R |          | Asel Art Supply                   | Calallen High School | 77.25    |
| 5/4/2012 | R |          | AT&T Mobility                     | Calallen High School | 155.90   |
| 5/4/2012 | R |          | AT&T Mobility                     | Calallen High School | 94.20    |
| 5/4/2012 | R |          | AT&T Mobility                     | Magee Elementary/Und | 23.90    |
| 5/4/2012 | R |          | AT&T Mobility                     | Calallen East Elemen | 29.16    |
| 5/4/2012 | R |          | AT&T Mobility                     | Central Administrati | 232.02   |
| 5/4/2012 | R |          | AT&T Mobility                     | Maintenance Departme | 754.22   |
| 5/4/2012 | R |          | AT&T Mobility                     | Transportation Depar | 128.20   |
| 5/4/2012 | R |          | AT&T Mobility                     | Special Programs/Spe | 123.80   |
| 5/4/2012 | R |          | AT&T Mobility                     | Technology Center/Un | 250.60   |
| 5/4/2012 | R |          | AT&T Mobility                     | Calallen High School | 33.24    |
| 5/4/2012 | R |          | Balfour                           | Calallen High School | 25.82    |
| 5/4/2012 | R |          | Barnes & Noble                    | Calallen High School | 196.31   |
| 5/4/2012 | R |          | Barnes & Noble                    | Calallen High School | 95.80    |
| 5/4/2012 | R |          | Boyd, Cherylyn                    | Calallen High School | 1,100.00 |
| 5/4/2012 | R |          | Brad Morrisison Tennis            | Calallen High School | 969.00   |
| 5/4/2012 | R |          | Braswell Office Systems, Inc      | Central Admin-Shared | 172.08   |
| 5/4/2012 | R |          | Braswell Office Systems, Inc      | Bus.Office-Indirect  | 172.08   |
| 5/4/2012 | R |          | C.C. Battery Company, Inc.        | Transportation Depar | 225.00   |
| 5/4/2012 | R |          | C.C. Distributors, Inc.           | Inventory - Warehous | 2,124.48 |
| 5/4/2012 | R |          | Chalk'S Truck Parts, Inc.         | Transportation Depar | 336.05   |
| 5/4/2012 | R |          | Channel Safety & Marine Supply, I | Calallen High School | 184.80   |
| 5/4/2012 | R |          | Corpus Christi Freightliner, Inc  | Transportation Depar | 52.93    |
| 5/4/2012 | R |          | Corpus Christi Freightliner, Inc  | Transportation Depar | 100.00   |
| 5/4/2012 | R |          | D-Plaque Fanatic                  | Accounts Payable/Loc | 92.00    |
| 5/4/2012 | R |          | D-Plaque Fanatic                  | Accounts Payable/und | 92.00    |
| 5/4/2012 | R |          | D-Plaque Fanatic                  | Accounts Payable/und | 65.00    |
| 5/4/2012 | R |          | Dairy Queen - Odem                | Due To Student Group | 33.28    |
| 5/4/2012 | R |          | Dramatic Publishing               | Calallen Middle Scho | 90.00    |
| 5/4/2012 | R |          | EAN HOLDINGS, LLC                 | Calallen High School | 252.00   |
| 5/4/2012 | R |          | EAN HOLDINGS, LLC                 | Calallen High School | 124.34   |
| 5/4/2012 | R |          | EAN HOLDINGS, LLC                 | Calallen High School | 292.56   |
| 5/4/2012 | R |          | EAN HOLDINGS, LLC                 | Calallen High School | 292.56   |
| 5/4/2012 | R |          | EAN HOLDINGS, LLC                 | Calallen High School | 328.80   |
| 5/4/2012 | R |          | Enchanted Learning                | Wood River Elementar | 125.00   |
| 5/4/2012 | R |          | Ferguson Enterprises, Inc. #116   | Purchasing Departmen | 55.30    |
| 5/4/2012 | R |          | Flores, Severiano                 | Calallen High School | 87.20    |
| 5/4/2012 | R |          | Flores, Severiano                 | Calallen High School | 87.20    |
| 5/4/2012 | R |          | G&K Services                      | Maintenance Departme | 16.67    |
| 5/4/2012 | R |          | G&K Services                      | Custodial Department | 18.33    |
| 5/4/2012 | R |          | G&K Services                      | Maintenance Departme | 16.67    |
| 5/4/2012 | R | GEN FUND | G&K Services                      | Custodial Department | 18.33    |

Bills and Warrants May 2012

|          |   |          |                                   |                      |           |
|----------|---|----------|-----------------------------------|----------------------|-----------|
| 5/4/2012 | R | GEN FUND | Garrison, Salina                  | Calallen High School | 50.00     |
| 5/4/2012 | R |          | Glen's A/C                        | Accounts Payable/BB  | 1,046.50  |
| 5/4/2012 | R |          | GovConnection, Inc                | Calallen High School | 28,509.25 |
| 5/4/2012 | R |          | Grainger, Inc                     | Inventory - Warehous | 978.72    |
| 5/4/2012 | R |          | Grainger, Inc                     | Calallen Middle Scho | 355.68    |
| 5/4/2012 | R |          | Gulf Coast Paper Co., Inc.        | Calallen Middle Scho | 164.75    |
| 5/4/2012 | R |          | Gulf Coast Paper Co., Inc.        | Calallen East Elemen | 4.15      |
| 5/4/2012 | R |          | Gulf Coast Paper Co., Inc.        | Custodial Department | 4.15      |
| 5/4/2012 | R |          | Hawthorne Education Service, Inc. | Special Programs/Spe | 25.00     |
| 5/4/2012 | R |          | Hobby Lobby Stores, Inc.          | Due To Student Group | 356.72    |
| 5/4/2012 | R |          | Hobby Lobby Stores, Inc.          | Due To Student Group | 31.72     |
| 5/4/2012 | R |          | Hobby Lobby Stores, Inc.          | Calallen High School | 14.11     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 11.14     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 42.79     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 15.96     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 31.89     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 62.07     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 12.85     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 23.08     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 7.94      |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 23.89     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 17.51     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 23.45     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 26.76     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 39.94     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 144.98    |
| 5/4/2012 | R |          | Home Depot                        | Transportation Depar | 129.00    |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 53.25     |
| 5/4/2012 | R |          | Home Depot                        | Calallen Middle Scho | 55.34     |
| 5/4/2012 | R |          | Home Depot                        | Calallen Middle Scho | 12.53     |
| 5/4/2012 | R |          | Home Depot                        | Calallen East Elemen | 39.04     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 31.49     |
| 5/4/2012 | R |          | Home Depot                        | Transportation Depar | 14.95     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 1,929.00  |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 159.00    |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 14.95     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 26.80     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 36.97     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 22.42     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 22.88     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 19.97     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 42.06     |
| 5/4/2012 | R |          | Home Depot                        | Maintenance Departme | 11.91     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 92.48     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 29.92     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 19.12     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 126.14    |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 20.25     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 110.45    |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 78.26     |
| 5/4/2012 | R |          | Home Depot                        | Calallen High School | 225.69    |
| 5/4/2012 | R | GEN FUND | Home Depot                        | Calallen High School | 199.02    |

Bills and Warrants May 2012

|          |   |          |                                     |                      |           |
|----------|---|----------|-------------------------------------|----------------------|-----------|
| 5/4/2012 | R | GEN FUND | Interstate Batteries of South Texas | Calallen High School | 58.95     |
| 5/4/2012 | R |          | Jones & Cook Stationers             | Curriculum Office/Gi | 42.02     |
| 5/4/2012 | R |          | Koetter Fire Protection Of CC, LLC  | Wood River Elementar | 205.00    |
| 5/4/2012 | R |          | Labatt Food Service                 | Food Services-Cafete | 68,666.29 |
| 5/4/2012 | R |          | Labatt Food Service                 | Food Services-Cafete | 5,209.59  |
| 5/4/2012 | R |          | Lakeshore Learning Materials        | Accounts Payable/und | 85.40     |
| 5/4/2012 | R |          | Lingui Systems, Inc.                | Calallen Middle Scho | 89.70     |
| 5/4/2012 | R |          | Lingui Systems, Inc.                | Magee Elementary/Spe | 89.70     |
| 5/4/2012 | R |          | Lingui Systems, Inc.                | Calallen East Elemen | 89.70     |
| 5/4/2012 | R |          | Lingui Systems, Inc.                | Wood River Elementar | 89.70     |
| 5/4/2012 | R |          | Lopez, Jose                         | Other Receivables/Un | 16.37     |
| 5/4/2012 | R |          | MATH WARM-UPS.COM (dba)             | Curriculum Office/Ac | 3,320.00  |
| 5/4/2012 | R |          | Meredith Digital                    | Calallen High School | 275.00    |
| 5/4/2012 | R |          | Meredith Digital                    | Calallen High School | 195.00    |
| 5/4/2012 | R |          | Model Me Kids, LLC                  | Calallen Middle Scho | 66.48     |
| 5/4/2012 | R |          | Model Me Kids, LLC                  | Magee Elementary/Spe | 66.48     |
| 5/4/2012 | R |          | Model Me Kids, LLC                  | Calallen East Elemen | 66.48     |
| 5/4/2012 | R |          | Model Me Kids, LLC                  | Wood River Elementar | 66.46     |
| 5/4/2012 | R |          | Momar, Inc                          | Maintenance Departme | 817.89    |
| 5/4/2012 | R |          | Momar, Inc                          | Maintenance Departme | 142.24    |
| 5/4/2012 | R |          | Mungia, Michelle                    | Calallen High School | 100.00    |
| 5/4/2012 | R |          | Muy Pizza, Llc                      | Calallen High School | 75.26     |
| 5/4/2012 | R |          | Muy Pizza, Llc                      | Calallen Middle Scho | 9.74      |
| 5/4/2012 | R |          | Ncs Pearson, Inc.                   | Special Programs/Spe | 482.83    |
| 5/4/2012 | R |          | Ncs Pearson, Inc.                   | Special Programs/Spe | 678.30    |
| 5/4/2012 | R |          | Ncs Pearson, Inc.                   | Special Programs/Spe | 280.90    |
| 5/4/2012 | R |          | Northern Tool and Equipment         | Calallen High School | 47.07     |
| 5/4/2012 | R |          | Northern Tool and Equipment         | Calallen High School | 261.65    |
| 5/4/2012 | R |          | Northwest Electrical Contractors    | Accounts Payable/BB  | 4,000.00  |
| 5/4/2012 | R |          | Office Depot, Inc.                  | Magee Elementary/Bas | 164.67    |
| 5/4/2012 | R |          | Office Depot, Inc.                  | Magee Elementary/Und | 99.80     |
| 5/4/2012 | R |          | Office Depot, Inc.                  | Magee Elementary/Bas | 16.96     |
| 5/4/2012 | R |          | Office Depot, Inc.                  | Magee Elementary/Und | 10.28     |
| 5/4/2012 | R |          | Office Depot, Inc.                  | Magee Elementary/Bas | 3.60      |
| 5/4/2012 | R |          | Office Depot, Inc.                  | Magee Elementary/Und | 2.18      |
| 5/4/2012 | R |          | Pena, Joleen                        | Calallen High School | 150.00    |
| 5/4/2012 | R |          | Positive Promotions, Inc.           | Accounts Payable/Wr  | 344.69    |
| 5/4/2012 | R |          | Positive Promotions, Inc.           | Due To Student Group | 391.40    |
| 5/4/2012 | R |          | Prestwick House                     | Calallen Middle Scho | 111.87    |
| 5/4/2012 | R |          | Prufrock Press, Inc.                | Curriculum Office/Gi | 429.00    |
| 5/4/2012 | R |          | River Acres Water Supply, Inc.      | Maintenance Departme | 15.05     |
| 5/4/2012 | R |          | School Specialty, Inc.              | Accounts Payable/und | 98.18     |
| 5/4/2012 | R |          | School Specialty, Inc.              | Accounts Payable/und | 94.68     |
| 5/4/2012 | R |          | School Specialty, Inc.              | Accounts Payable/und | 89.76     |
| 5/4/2012 | R |          | Shiffler Equipment Sales, Inc.      | Maintenance Departme | 56.25     |
| 5/4/2012 | R |          | South Texas Restaurant, Inc.        | Calallen Middle Scho | 252.54    |
| 5/4/2012 | R |          | Southern Floral Company             | Calallen High School | 264.18    |
| 5/4/2012 | R |          | Super Duper Publications            | Calallen High School | 58.38     |
| 5/4/2012 | R |          | Super Duper Publications            | Calallen Middle Scho | 58.36     |
| 5/4/2012 | R |          | Super Duper Publications            | Magee Elementary/Spe | 58.36     |
| 5/4/2012 | R |          | Super Duper Publications            | Calallen East Elemen | 58.36     |
| 5/4/2012 | R | GEN FUND | Super Duper Publications            | Wood River Elementar | 58.36     |

Bills and Warrants May 2012

|          |   |          |                                  |                      |           |
|----------|---|----------|----------------------------------|----------------------|-----------|
| 5/4/2012 | R | GEN FUND | Super Duper Publications         | Calallen Middle Scho | 61.93     |
| 5/4/2012 | R |          | Super Duper Publications         | Magee Elementary/Spe | 61.93     |
| 5/4/2012 | R |          | Super Duper Publications         | Calallen East Elemen | 61.93     |
| 5/4/2012 | R |          | Super Duper Publications         | Wood River Elementar | 61.91     |
| 5/4/2012 | R |          | Tijerina, Mario                  | Calallen High School | 75.00     |
| 5/4/2012 | R |          | Tijerina, Mario                  | Calallen High School | 75.00     |
| 5/4/2012 | R |          | Toshiba Business Solutions       | Calallen High School | 291.25    |
| 5/4/2012 | R |          | Tractor Supply Co Credit Plan    | Maintenance Departme | 36.98     |
| 5/4/2012 | R |          | Tractor Supply Co Credit Plan    | Maintenance Departme | 519.98    |
| 5/4/2012 | R |          | Tractor Supply Co Credit Plan    | Calallen High School | 36.99     |
| 5/4/2012 | R |          | Trane U.S., Inc.                 | Calallen High School | 1,372.50  |
| 5/4/2012 | R |          | Trevino, Kristen                 | Calallen High School | 200.00    |
| 5/4/2012 | R |          | USAC - Universal Service Adminis | Districtwide/Undistr | 5,852.60  |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Calallen East Elemen | 492.38    |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Curriculum Office/Ba | 21.74     |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Special Programs/Spe | 47.87     |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Magee Elementary/Und | 239.33    |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Curriculum Office/Ba | 20.37     |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Accounts Payable/Eas | 87.67     |
| 5/4/2012 | R |          | Wal-Mart Community / GEMB        | Accounts Payable/Eas | -38.88    |
| 5/4/2012 | R |          | Western Psychological            | Special Programs/Spe | 445.50    |
| 5/4/2012 | R |          | Western Psychological            | Calallen Middle Scho | 58.89     |
| 5/4/2012 | R |          | Western Psychological            | Magee Elementary/Spe | 58.89     |
| 5/4/2012 | R |          | Western Psychological            | Calallen East Elemen | 58.89     |
| 5/4/2012 | R |          | Western Psychological            | Wood River Elementar | 58.90     |
| 5/4/2012 | R |          | William V Macgill & Company      | Health Services/Spec | 204.19    |
| 5/4/2012 | R |          | William V Macgill & Company      | Calallen East Elemen | 594.61    |
| 5/4/2012 | R |          | William V Macgill & Company      | Calallen East Elemen | 42.70     |
| 5/4/2012 | R |          | Wright Materials, Inc.           | Calallen High School | 35.67     |
| 5/7/2012 | R |          | Almendarez, Arturo               | Superintendent'S Off | 163.35    |
| 5/7/2012 | R |          | Beverly, Joy                     | Calallen High School | 203.69    |
| 5/7/2012 | R |          | Developmental Resources, Inc.    | Special Programs/Spe | 1,050.00  |
| 5/7/2012 | R |          | School Comp                      | Central Administrati | 1,916.90  |
| 5/7/2012 | R |          | School Comp                      | Central Administrati | 11,375.00 |
| 5/8/2012 | R |          | All Star Sports, Inc.            | Calallen High School | 520.00    |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Calallen High School | 3,340.43  |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Calallen Middle Scho | 1,016.49  |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Magee Elementary/Und | 1,016.49  |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Calallen East Elemen | 527.24    |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Wood River Elementar | 527.24    |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Central Administrati | 244.62    |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Transportation Depar | 122.31    |
| 5/8/2012 | R |          | Allied Waste Svs #847            | Maintenance Departme | 122.31    |
| 5/8/2012 | R |          | Brown, Elizabeth                 | Calallen High School | 48.68     |
| 5/8/2012 | R |          | Brownrigg, Sandra                | Calallen High School | 307.38    |
| 5/8/2012 | R |          | City Of Corpus Christi           | Calallen High School | 5,772.56  |
| 5/8/2012 | R |          | City Of Corpus Christi           | Calallen Middle Scho | 1,240.82  |
| 5/8/2012 | R |          | City Of Corpus Christi           | Magee Elementary/Und | 795.80    |
| 5/8/2012 | R |          | City Of Corpus Christi           | Calallen East Elemen | 1,502.71  |
| 5/8/2012 | R |          | City Of Corpus Christi           | Wood River Elementar | 1,139.07  |
| 5/8/2012 | R |          | City Of Corpus Christi           | Central Administrati | 233.32    |
| 5/8/2012 | R | GEN FUND | City Of Corpus Christi           | Maintenance Departme | 1,379.02  |



Bills and Warrants May 2012

|           |   |          |                                                    |                      |          |
|-----------|---|----------|----------------------------------------------------|----------------------|----------|
| 5/8/2012  | R | GEN FUND | City Of Corpus Christi                             | Maintenance Departme | 2,943.72 |
| 5/8/2012  | R |          | City Of Corpus Christi                             | Calallen High School | 329.40   |
| 5/8/2012  | R |          | City Of Corpus Christi                             | Calallen Middle Scho | 21.71    |
| 5/8/2012  | R |          | City Of Corpus Christi                             | Wood River Elementar | 65.16    |
| 5/8/2012  | R |          | City Of Corpus Christi                             | Maintenance Departme | 65.13    |
| 5/8/2012  | R |          | El Cazador Restaurant                              | Accounts Payable/Eas | 220.00   |
| 5/8/2012  | R |          | Muy Pizza, Llc                                     | Calallen High School | 118.00   |
| 5/8/2012  | R |          | Muy Pizza, Llc                                     | Calallen High School | 242.00   |
| 5/8/2012  | R |          | Muy Pizza, Llc                                     | Calallen High School | 120.50   |
| 5/8/2012  | R |          | Rod N Rolls                                        | Accounts Payable/Ms  | 339.00   |
| 5/8/2012  | R |          | Slaughter, Wayne                                   | No Organization      | 225.00   |
| 5/8/2012  | R |          | Campbell, Steve                                    | Calallen High School | 184.00   |
| 5/8/2012  | R |          | Chapman, Steve                                     | Calallen High School | 93.80    |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Superintendent'S Off |                      | 936.84   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Calallen High School |                      | 187.29   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Calallen High School |                      | 128.18   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Due To Student Group |                      | 241.00   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Calallen East Elemen |                      | 180.56   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Transportation Depar |                      | 142.50   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Transportation Depar |                      | 570.00   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Food Services-Cafete |                      | 80.00    |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Special Programs/Spe |                      | 228.71   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Accounts Payable/Eas |                      | 247.89   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Accounts Payable/und |                      | 103.84   |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Calallen East Elemen |                      | 70.50    |
| 5/8/2012  | R |          | Commerce Bank-Commercial Carc Calallen High School |                      | 1,976.00 |
| 5/8/2012  | R |          | Country Inn & Suites                               | Calallen High School | 226.72   |
| 5/8/2012  | R |          | Sentry Security & Investigations, L                | Due To Student Group | 150.00   |
| 5/8/2012  | R |          | Six Flags Fiesta Texas                             | Due To Student Group | 5,866.53 |
| 5/10/2012 | R |          | Gigs, Inc.                                         | Due To Student Group | 1,050.00 |
| 5/10/2012 | R |          | HEB                                                | Accounts Payable/Ms  | 59.96    |
| 5/10/2012 | R |          | Chambless, Jordan                                  | Calallen High School | 52.00    |
| 5/10/2012 | R |          | TIVA (TX Industrial Vocational Ass                 | Calallen High School | 860.00   |
| 5/14/2012 | R |          | Constante, Hortencia                               | Calallen High School | 875.00   |
| 5/15/2012 | R |          | Abbott, Kellen                                     | Calallen High School | 184.00   |
| 5/15/2012 | R |          | Abbott, Kellen                                     | Calallen High School | 184.00   |
| 5/15/2012 | R |          | Aguilar, Antonio JR                                | Calallen High School | 69.00    |
| 5/15/2012 | R |          | Aguilar, Antonio JR                                | Calallen High School | 189.75   |
| 5/15/2012 | R |          | Aguilar, Antonio JR                                | Calallen High School | 189.75   |
| 5/15/2012 | R |          | Aguilar, Antonio JR                                | Calallen High School | 166.75   |
| 5/15/2012 | R |          | Aguilar, Antonio JR                                | Calallen High School | 184.00   |
| 5/15/2012 | R |          | Airgas Southwest, Inc.                             | Calallen High School | 2,775.16 |
| 5/15/2012 | R |          | Alamo Cafe                                         | Calallen High School | 228.00   |
| 5/15/2012 | R |          | Aransas Pass Pool                                  | Due To Student Group | 750.00   |
| 5/15/2012 | R |          | Archipelago Learning, Inc.                         | Curriculum Office/Ac | 362.55   |
| 5/15/2012 | R |          | ASCD                                               | Special Programs/Spe | 49.00    |
| 5/15/2012 | R |          | At&T Long Distance                                 | Calallen High School | 158.85   |
| 5/15/2012 | R |          | At&T Long Distance                                 | Calallen High School | 329.84   |
| 5/15/2012 | R |          | At&T Long Distance                                 | Calallen Middle Scho | 118.67   |
| 5/15/2012 | R |          | At&T Long Distance                                 | Magee Elementary/Und | 53.26    |
| 5/15/2012 | R |          | At&T Long Distance                                 | Calallen East Elemen | 51.39    |
| 5/15/2012 | R | GEN FUND | At&T Long Distance                                 | Wood River Elementar | 66.34    |

# Bills and Warrants May 2012

|           |   |          |                                   |                      |            |
|-----------|---|----------|-----------------------------------|----------------------|------------|
| 5/15/2012 | R | GEN FUND | At&T Long Distance                | Central Administrati | 140.16     |
| 5/15/2012 | R |          | At&T Long Distance                | Maintenance Departme | 3.74       |
| 5/15/2012 | R |          | At&T Long Distance                | Transportation Depar | 4.67       |
| 5/15/2012 | R |          | At&T Long Distance                | Technology Center/Un | 7.48       |
| 5/15/2012 | R |          | Balfour                           | Calallen High School | 21.29      |
| 5/15/2012 | R |          | Bayes Achievement Center, Inc     | Calallen High School | 17,878.01  |
| 5/15/2012 | V |          | Bayes Achievement Center, Inc     | Calallen High School | -17,878.01 |
| 5/15/2012 | M |          | Bayes Achievement Center, Inc     | Calallen High School | 4,913.00   |
| 5/15/2012 | M |          | Bayes Achievement Center, Inc     | Calallen High School | 8,937.17   |
| 5/15/2012 | M |          | Bayes Achievement Center, Inc     | Calallen High School | 4,027.84   |
| 5/15/2012 | R |          | Beta Technology, Inc.             | Food Services-Cafete | 1,019.95   |
| 5/15/2012 | R |          | Blick Art Materials               | Calallen Middle Scho | 1,228.10   |
| 5/15/2012 | R |          | Blue Bell Creameries, L.P.        | Food Services-Cafete | 2,914.64   |
| 5/15/2012 | R |          | Brady, Sharon                     | Calallen High School | 349.44     |
| 5/15/2012 | R |          | Braswell Office Systems, Inc      | Central Admin-Shared | 42.00      |
| 5/15/2012 | R |          | Braswell Office Systems, Inc      | Bus.Office-Indirect  | 42.00      |
| 5/15/2012 | R |          | ChildTherapyToys.com, LLC         | Special Programs/Spe | 345.64     |
| 5/15/2012 | R |          | Cici'S Pizza                      | Due To Student Group | 66.00      |
| 5/15/2012 | R |          | Cici'S Pizza                      | Due To Student Group | 330.00     |
| 5/15/2012 | R |          | Coastal Office Products           | Accounts Payable/und | 1,046.98   |
| 5/15/2012 | R |          | Coastal Office Products           | Wood River Elementar | 718.53     |
| 5/15/2012 | R |          | Coastal Bend Partners for College | Superintendent'S Off | 250.00     |
| 5/15/2012 | R |          | Coca Cola Refreshments USA, Inc   | Food Services-Cafete | 385.52     |
| 5/15/2012 | R |          | Coca Cola Refreshments USA, Inc   | Food Services-Cafete | 432.00     |
| 5/15/2012 | R |          | Coca Cola Refreshments USA, Inc   | Food Services-Cafete | 662.56     |
| 5/15/2012 | R |          | Coca Cola Refreshments USA, Inc   | Food Services-Cafete | 707.44     |
| 5/15/2012 | R |          | Coca Cola Refreshments USA, Inc   | Food Services-Cafete | 901.68     |
| 5/15/2012 | R |          | Communities In Schools            | Calallen High School | 2,083.33   |
| 5/15/2012 | R |          | Communities In Schools            | Calallen Middle Scho | 2,083.34   |
| 5/15/2012 | R |          | Cornelius, OTR, ATP, Caren        | Special Programs/Spe | 562.50     |
| 5/15/2012 | R |          | Cornett, Gary                     | Calallen Middle Scho | 184.00     |
| 5/15/2012 | R |          | Cornett, Gary                     | Calallen Middle Scho | 115.00     |
| 5/15/2012 | R |          | Corpus Christi Freightliner, Inc  | Transportation Depar | 154.08     |
| 5/15/2012 | R |          | Corpus Christi Freightliner, Inc  | Transportation Depar | 75.27      |
| 5/15/2012 | R |          | Corpus Christi Produce Co, Inc    | Food Services-Cafete | 7,458.92   |
| 5/15/2012 | R |          | Corpus Christi Caller-Times       | Personnel-Indirect C | 380.44     |
| 5/15/2012 | R |          | Culligan Of Corpus Christi        | Technology Center/Un | 41.25      |
| 5/15/2012 | R |          | Culligan Of Corpus Christi        | Central Administrati | 29.95      |
| 5/15/2012 | R |          | Culligan Of Corpus Christi        | Accounts Payable/Mag | 34.00      |
| 5/15/2012 | R |          | D & H Distributing                | Calallen High School | 2,290.06   |
| 5/15/2012 | R |          | D & H Distributing                | Calallen High School | 2,564.94   |
| 5/15/2012 | R |          | D & H Distributing                | Calallen High School | 1,475.74   |
| 5/15/2012 | R |          | D & H Distributing                | Calallen High School | 1,652.86   |
| 5/15/2012 | R |          | D & H Distributing                | Calallen High School | 160.30     |
| 5/15/2012 | R |          | D & H Distributing                | Curriculum Office/Ba | 1,178.00   |
| 5/15/2012 | R |          | D & W Trophy House, Inc.          | Due To Student Group | 288.74     |
| 5/15/2012 | R |          | Deer Park ISD                     | Other Receivables/NU | 547.12     |
| 5/15/2012 | R |          | Deer Park ISD                     | Calallen High School | -547.12    |
| 5/15/2012 | R |          | Deer Park ISD                     | Districtwide/Undistr | 72,844.38  |
| 5/15/2012 | V |          | Deer Park ISD                     | Other Receivables/NU | -547.12    |
| 5/15/2012 | V |          | Deer Park ISD                     | Calallen High School | 547.12     |
| 5/15/2012 | V | GEN FUND | Deer Park ISD                     | Districtwide/Undistr | -72,844.38 |

Bills and Warrants May 2012

|           |   |          |                                |                      |           |
|-----------|---|----------|--------------------------------|----------------------|-----------|
| 5/15/2012 | M | GEN FUND | Deer Park ISD                  | Other Receivables/NU | 364.75    |
| 5/15/2012 | M |          | Deer Park ISD                  | Calallen High School | -364.75   |
| 5/15/2012 | M |          | Deer Park ISD                  | Districtwide/Undistr | 72,844.38 |
| 5/15/2012 | R |          | Dell Computers                 | Calallen High School | 779.97    |
| 5/15/2012 | R |          | Dell Computers                 | Calallen High School | 2,339.91  |
| 5/15/2012 | R |          | Diaz, Adrian                   | Calallen High School | 161.00    |
| 5/15/2012 | R |          | Diaz, Adrian                   | Calallen High School | 184.00    |
| 5/15/2012 | R |          | Diaz, Adrian                   | Calallen High School | 138.00    |
| 5/15/2012 | R |          | Diaz, Adrian                   | Calallen High School | 184.00    |
| 5/15/2012 | R |          | Digital Dolphin Supplies       | Wood River Elementar | 795.48    |
| 5/15/2012 | R |          | Digital Dolphin Supplies       | Other Receivables/WO | 1,500.00  |
| 5/15/2012 | R |          | Dwain McCain Plumbing, Inc.    | Calallen High School | 500.00    |
| 5/15/2012 | R |          | Ecolab Food Safety Specialties | Food Services-Cafete | 146.22    |
| 5/15/2012 | R |          | Ekon-O-Pac, Inc.               | Food Services-Cafete | 775.00    |
| 5/15/2012 | R |          | Envirotest, Ltd                | Calallen East Elemen | 800.00    |
| 5/15/2012 | R |          | eSafety Supplies, Inc.         | Special Programs/Spe | 19.43     |
| 5/15/2012 | R |          | ESC-2                          | Superintendent'S Off | 200.00    |
| 5/15/2012 | R |          | Fairway Supply, Inc.           | Calallen Middle Scho | 485.80    |
| 5/15/2012 | R |          | Fasclampitt - Corpus Christi   | Central Administrati | 1,171.24  |
| 5/15/2012 | R |          | Fasclampitt - Corpus Christi   | Central Administrati | 857.81    |
| 5/15/2012 | R |          | Fleetpride                     | Transportation Depar | 25.04     |
| 5/15/2012 | R |          | Fleetpride                     | Transportation Depar | 12.52     |
| 5/15/2012 | R |          | Fleetpride                     | Transportation Depar | 1,243.07  |
| 5/15/2012 | R |          | Fleetpride                     | Transportation Depar | -600.00   |
| 5/15/2012 | R |          | Fletcher, Tracy                | Calallen High School | 110.09    |
| 5/15/2012 | R |          | Flowers Foods                  | Food Services-Cafete | 2,904.81  |
| 5/15/2012 | R |          | Freeman, Charles               | Calallen High School | 189.75    |
| 5/15/2012 | R |          | G&K Services                   | Maintenance Departme | 16.67     |
| 5/15/2012 | R |          | G&K Services                   | Custodial Department | 18.33     |
| 5/15/2012 | R |          | G&K Services                   | Maintenance Departme | 16.67     |
| 5/15/2012 | R |          | G&K Services                   | Custodial Department | 18.33     |
| 5/15/2012 | R |          | G&K Services                   | Transportation Depar | 7.62      |
| 5/15/2012 | R |          | G&K Services                   | Transportation Depar | 7.62      |
| 5/15/2012 | R |          | G&K Services                   | Transportation Depar | 7.62      |
| 5/15/2012 | R |          | G&K Services                   | Maintenance Departme | 16.67     |
| 5/15/2012 | R |          | G&K Services                   | Custodial Department | 18.33     |
| 5/15/2012 | R |          | G&K Services                   | Maintenance Departme | 16.67     |
| 5/15/2012 | R |          | G&K Services                   | Custodial Department | 18.33     |
| 5/15/2012 | R |          | Gigs, Inc.                     | Wood River Elementar | 550.00    |
| 5/15/2012 | R |          | Gonsorowski, Al                | Calallen High School | 106.95    |
| 5/15/2012 | R |          | Guadalajara Produce            | Food Services-Cafete | 351.00    |
| 5/15/2012 | R |          | Guadalajara Produce            | Food Services-Cafete | 26.00     |
| 5/15/2012 | R |          | Guadalajara Produce            | Food Services-Cafete | 216.00    |
| 5/15/2012 | R |          | Gulf Coast Paper Co., Inc.     | Food Services-Cafete | 402.98    |
| 5/15/2012 | R |          | Gulf Coast Paper Co., Inc.     | Food Services-Cafete | 405.11    |
| 5/15/2012 | R |          | Gulf Coast Paper Co., Inc.     | Food Services-Cafete | 399.69    |
| 5/15/2012 | R |          | Gulf Coast Paper Co., Inc.     | Food Services-Cafete | 556.90    |
| 5/15/2012 | R |          | Gulf Coast Paper Co., Inc.     | Food Services-Cafete | 220.17    |
| 5/15/2012 | R |          | Gulf Coast Paper Co., Inc.     | Calallen High School | 111.74    |
| 5/15/2012 | R |          | Gulf Tractor Company           | Maintenance Departme | 172.68    |
| 5/15/2012 | R |          | XXXXXXXXXX                     | Calallen High School | 400.00    |
| 5/15/2012 | R | GEN FUND | XXXXXXXXXX                     | Calallen High School | 100.00    |

Bills and Warrants May 2012

|           |   |          |                                    |                      |          |
|-----------|---|----------|------------------------------------|----------------------|----------|
| 5/15/2012 | R | GEN FUND | Hanschek, Susan                    | Calallen High School | 520.00   |
| 5/15/2012 | R |          | Hobby Lobby Stores, Inc.           | Wood River Elementar | 100.51   |
| 5/15/2012 | R |          | Holman Boiler Works, Inc.          | Calallen High School | 2,954.97 |
| 5/15/2012 | R |          | Holman Boiler Works, Inc.          | Calallen Middle Scho | 2,954.97 |
| 5/15/2012 | R |          | INDUSTRIAL COMMUNICATIONS          | Calallen High School | 100.00   |
| 5/15/2012 | R |          | Intech Southwest Services, LLC     | Calallen High School | 108.00   |
| 5/15/2012 | R |          | Intech Southwest Services, LLC     | Special Programs/Spe | 328.00   |
| 5/15/2012 | R |          | Interquest Detection Canines, Inc. | Calallen High School | 225.00   |
| 5/15/2012 | R |          | Interquest Detection Canines, Inc. | Calallen Middle Scho | 225.00   |
| 5/15/2012 | R |          | JB Produce, Inc.                   | Food Services-Cafete | 2,967.73 |
| 5/15/2012 | R |          | Jimenez, Maria                     | Calallen High School | 69.00    |
| 5/15/2012 | R |          | Jimenez, Maria                     | Calallen High School | 51.75    |
| 5/15/2012 | R |          | Jimenez, Maria                     | Calallen High School | 189.75   |
| 5/15/2012 | R |          | Jimenez, Maria                     | Calallen High School | 69.00    |
| 5/15/2012 | V |          | Jimenez, Maria                     | Calallen High School | -69.00   |
| 5/15/2012 | V |          | Jimenez, Maria                     | Calallen High School | -69.00   |
| 5/15/2012 | V |          | Jimenez, Maria                     | Calallen High School | -51.75   |
| 5/15/2012 | V |          | Jimenez, Maria                     | Calallen High School | -189.75  |
| 5/15/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 208.87   |
| 5/15/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 53.28    |
| 5/15/2012 | R |          | Jones & Cook Stationers            | Accounts Payable/und | 97.96    |
| 5/15/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 3,161.83 |
| 5/15/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 483.98   |
| 5/15/2012 | R |          | Knight, Janet                      | No Organization      | 12.55    |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Food Services-Cafete | 121.02   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Magee Elementary/Bas | 396.00   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Magee Elementary/Bas | 121.20   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Magee Elementary/Bas | 396.00   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Maintenance Departme | 58.35    |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Calallen High School | 115.13   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Calallen High School | 144.08   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Calallen Middle Scho | 121.02   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Magee Elementary/Bas | 657.78   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Maintenance Departme | 107.37   |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Transportation Depar | 93.25    |
| 5/15/2012 | R |          | Konica Minolta Business Solutions  | Calallen High School | 135.14   |
| 5/15/2012 | R |          | Labatt Food Service                | Food Services-Cafete | 2,404.59 |
| 5/15/2012 | R |          | Legal Digest                       | Special Programs/Spe | 128.48   |
| 5/15/2012 | R |          | Lopez, Edmond                      | Accounts Payable/BB  | 4,275.28 |
| 5/15/2012 | R |          | Matera Paper Co., Ltd              | Inventory - Warehous | 1,351.90 |
| 5/15/2012 | R |          | Mayer-Johnson Llc                  | Wood River Elementar | 329.00   |
| 5/15/2012 | R |          | Me and My Teddy Plus               | Accounts Payable/Wr  | 2,260.51 |
| 5/15/2012 | R |          | MECA SPORTSWEAR INC                | Calallen High School | 350.00   |
| 5/15/2012 | R |          | Midwest Volleyball Warehouse       | Due To Student Group | 608.72   |
| 5/15/2012 | R |          | National School Products NSP       | Wood River Elementar | 197.76   |
| 5/15/2012 | R |          | National School Products NSP       | Wood River Elementar | 7.98     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | -41.03   |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 72.74    |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 74.94    |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 55.09    |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Maintenance Departme | 30.97    |
| 5/15/2012 | R | GEN FUND | O'Reilly Auto Parts                | Maintenance Departme | 24.72    |

# Bills and Warrants May 2012

|           |   |          |                                    |                      |           |
|-----------|---|----------|------------------------------------|----------------------|-----------|
| 5/15/2012 | R | GEN FUND | O'Reilly Auto Parts                | Maintenance Departme | 143.67    |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Maintenance Departme | 28.79     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Maintenance Departme | 5.60      |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 129.00    |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 6.99      |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 49.78     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | -49.78    |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 8.12      |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 21.72     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 14.31     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 16.21     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Transportation Depar | 89.95     |
| 5/15/2012 | R |          | O'Reilly Auto Parts                | Maintenance Departme | 3.29      |
| 5/15/2012 | R |          | Oak Farms                          | Food Services-Cafete | 15,583.27 |
| 5/15/2012 | R |          | Palacios, Veronica                 | Calallen High School | 481.18    |
| 5/15/2012 | R |          | Perriraz, Benny                    | Calallen High School | 40.00     |
| 5/15/2012 | R |          | Perriraz, Benny                    | Calallen High School | 40.00     |
| 5/15/2012 | R |          | Perriraz, Benny                    | Calallen High School | 40.00     |
| 5/15/2012 | R |          | Planet Jump                        | Accounts Payable/Eas | 815.00    |
| 5/15/2012 | R |          | Riverside Publishing               | Special Programs/Spe | 957.00    |
| 5/15/2012 | R |          | Ruiz, George                       | Accounts Payable/Loc | 183.12    |
| 5/15/2012 | R |          | Salinas, Alberto                   | Calallen High School | 172.50    |
| 5/15/2012 | R |          | School Specialty, Inc.             | Other Receivables/WO | 91.99     |
| 5/15/2012 | R |          | School Specialty, Inc.             | Wood River Elementar | 2,023.61  |
| 5/15/2012 | R |          | School Specialty, Inc.             | Wood River Elementar | 1,014.64  |
| 5/15/2012 | R |          | School Specialty, Inc.             | Calallen Middle Scho | 29.35     |
| 5/15/2012 | R |          | School Specialty, Inc.             | Magee Elementary/Bil | 29.35     |
| 5/15/2012 | R |          | School Specialty, Inc.             | Calallen East Elemen | 29.35     |
| 5/15/2012 | R |          | School Specialty, Inc.             | Wood River Elementar | 29.35     |
| 5/15/2012 | R |          | School Specialty, Inc.             | Calallen High School | 29.35     |
| 5/15/2012 | R |          | Sentry 9000                        | Food Services-Cafete | 225.00    |
| 5/15/2012 | R |          | Serna, Humberto                    | Calallen High School | 106.95    |
| 5/15/2012 | R |          | Shadle, Keith                      | Calallen High School | 184.00    |
| 5/15/2012 | R |          | Shadle, Keith                      | Calallen High School | 189.75    |
| 5/15/2012 | R |          | Simplexgrinnell Lp                 | Calallen High School | 840.00    |
| 5/15/2012 | R |          | Simpson, Janet                     | Calallen High School | 33.52     |
| 5/15/2012 | R |          | Sound Vibrations                   | Calallen High School | 150.00    |
| 5/15/2012 | R |          | SPEECH CORNER LLC                  | Magee Elementary/Spe | 255.92    |
| 5/15/2012 | R |          | SPEECH CORNER LLC                  | Calallen East Elemen | 255.91    |
| 5/15/2012 | R |          | SPEECH CORNER LLC                  | Wood River Elementar | 255.92    |
| 5/15/2012 | R |          | Sport Supply Group                 | Accounts Payable/und | 392.11    |
| 5/15/2012 | R |          | Sullivan Supply South, Inc         | Calallen High School | 487.97    |
| 5/15/2012 | R |          | Sullivan Supply South, Inc         | Calallen High School | 206.54    |
| 5/15/2012 | R |          | TCASE                              | Special Programs/Spe | 65.00     |
| 5/15/2012 | R |          | Tekk International Inc.            | Accounts Payable/und | 500.00    |
| 5/15/2012 | R |          | Tekk International Inc.            | Wood River Elementar | 814.00    |
| 5/15/2012 | R |          | Texas Dept of State Health Ser - Z | Transportation Depar | 50.00     |
| 5/15/2012 | R |          | Toshiba Business Solutions         | Magee Elementary/Bas | 107.47    |
| 5/15/2012 | R |          | Toshiba Business Solutions         | Magee Elementary/Bas | 107.47    |
| 5/15/2012 | R |          | Toshiba Business Solutions         | Calallen East Elemen | 107.47    |
| 5/15/2012 | R |          | Toshiba Business Solutions         | Calallen East Elemen | 107.47    |
| 5/15/2012 | R | GEN FUND | Toshiba Business Solutions         | Wood River Elementar | 107.47    |

# Bills and Warrants May 2012

|           |   |          |                            |                      |          |
|-----------|---|----------|----------------------------|----------------------|----------|
| 5/15/2012 | R | GEN FUND | Toshiba Business Solutions | Wood River Elementar | 107.47   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Calallen Middle Scho | 107.47   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Magee Elementary/Bas | 258.47   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Magee Elementary/Bas | 190.74   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Calallen East Elemen | 62.84    |
| 5/15/2012 | R |          | Toshiba Business Solutions | Calallen East Elemen | 49.50    |
| 5/15/2012 | R |          | Toshiba Business Solutions | Wood River Elementar | 182.65   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Wood River Elementar | 124.48   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Calallen Middle Scho | 326.31   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Calallen Middle Scho | 107.47   |
| 5/15/2012 | R |          | Toshiba Business Solutions | Calallen Middle Scho | 131.68   |
| 5/15/2012 | R |          | Triumph Learning, LLC      | Curriculum Office/Ac | 1,577.58 |
| 5/15/2012 | R |          | Triumph Learning, LLC      | Calallen Middle Scho | 73.13    |
| 5/15/2012 | R |          | Trophyland, Inc.           | Due To Student Group | 49.50    |
| 5/15/2012 | R |          | Truckers Equipment, Inc.   | Maintenance Departme | 530.00   |
| 5/15/2012 | R |          | Vargas, Henry              | Calallen High School | 206.96   |
| 5/15/2012 | R |          | Villarreal, Cesar          | Calallen Middle Scho | 115.00   |
| 5/15/2012 | R |          | Villarreal, Cesar          | Calallen Middle Scho | 80.50    |
| 5/15/2012 | R |          | Villarreal, Cesar          | Calallen Middle Scho | 195.50   |
| 5/15/2012 | R |          | Villarreal, Cesar          | Calallen Middle Scho | 80.50    |
| 5/15/2012 | R |          | Villarreal, Cesar          | Calallen Middle Scho | 126.50   |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Personnel-Indirect C | 68.58    |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Curriculum Office/Ba | 98.51    |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Curriculum Office/Ac | 120.00   |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Curriculum Office/Ac | 377.88   |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Calallen High School | 534.08   |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Calallen High School | 587.52   |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Calallen High School | 95.93    |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Calallen High School | 43.37    |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Calallen Middle Scho | 35.47    |
| 5/15/2012 | R |          | Wal-Mart Community / GEMB  | Calallen Middle Scho | 129.01   |
| 5/15/2012 | R |          | WALSH, ANDERSON, BROWN, G  | School Board/Undistr | 464.00   |
| 5/15/2012 | R |          | WALSH, ANDERSON, BROWN, G  | School Board/Undistr | 25.45    |
| 5/15/2012 | R |          | WALSH, ANDERSON, BROWN, G  | School Board/Undistr | 3,633.22 |
| 5/15/2012 | R |          | Western Psychological      | Special Programs/Spe | 53.00    |
| 5/15/2012 | R |          | Williams, Russell          | Calallen High School | 192.00   |
| 5/15/2012 | R |          | Williams, Russell          | Calallen High School | 192.00   |
| 5/15/2012 | R |          | Williams, Russell          | Calallen High School | 198.00   |
| 5/15/2012 | R |          | Williams, Russell          | Calallen High School | 192.00   |
| 5/15/2012 | R |          | Wishard, Susan             | Calallen High School | 85.78    |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen High School | 147.73   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen High School | 156.64   |
| 5/15/2012 | R |          | Xerox Corporation          | Special Programs/Und | 156.64   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen High School | 232.99   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen High School | 165.40   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen High School | 460.26   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen Middle Scho | 139.44   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen Middle Scho | 234.90   |
| 5/15/2012 | R |          | Xerox Corporation          | Special Programs/Spe | 138.22   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen Middle Scho | 138.22   |
| 5/15/2012 | R |          | Xerox Corporation          | Calallen High School | 124.31   |
| 5/15/2012 | R | GEN FUND | Xerox Corporation          | Calallen East Elemen | 141.11   |

Bills and Warrants May 2012

|           |   |          |                                |                      |           |
|-----------|---|----------|--------------------------------|----------------------|-----------|
| 5/15/2012 | R | GEN FUND | Xerox Corporation              | Wood River Elementar | 234.90    |
| 5/15/2012 | R |          | Xerox Corporation              | Wood River Elementar | 244.41    |
| 5/15/2012 | R |          | Xerox Corporation              | Calallen Middle Scho | 416.05    |
| 5/15/2012 | R |          | Xerox Corporation              | Calallen East Elemen | 196.87    |
| 5/15/2012 | R |          | Xerox Corporation              | Curriculum Office/Un | 250.17    |
| 5/15/2012 | R |          | Xerox Corporation              | Special Programs/Und | 138.22    |
| 5/15/2012 | R |          | Xerox Corporation              | Calallen High School | 138.22    |
| 5/15/2012 | R |          | Xerox Corporation              | Calallen High School | 138.22    |
| 5/15/2012 | R |          | Xerox Corporation              | Technology Center/Un | 389.32    |
| 5/16/2012 | R |          | Almendarez, Arturo             | Superintendent'S Off | 319.70    |
| 5/16/2012 | R |          | Anderson, Karen                | Calallen High School | 90.00     |
| 5/16/2012 | R |          | Anderson, Karen                | Calallen High School | 80.00     |
| 5/16/2012 | R |          | Chambless, Jordan              | Calallen High School | 52.00     |
| 5/16/2012 | R |          | Danaher, Phil                  | Calallen High School | 53.00     |
| 5/16/2012 | R |          | Drury Inn & Suites             | Calallen High School | 501.36    |
| 5/16/2012 | R |          | Embassy Suites                 | Calallen High School | 327.80    |
| 5/16/2012 | V |          | Embassy Suites                 | Calallen High School | -327.80   |
| 5/16/2012 | R |          | Stallard, Jolene               | Calallen High School | 142.00    |
| 5/16/2012 | R |          | TAPT                           | Transportation Depar | 350.00    |
| 5/17/2012 | R |          | Holiday Inn                    | Calallen High School | 131.79    |
| 5/18/2012 | R |          | Accolades                      | Calallen High School | 15.89     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Und | 27.81     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Loc | 13.13     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/NA/ | 125.17    |
| 5/18/2012 | R |          | Accolades                      | Calallen High School | 7.51      |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Und | 13.13     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Loc | 6.20      |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/NA/ | 59.11     |
| 5/18/2012 | R |          | Accolades                      | Calallen High School | 9.08      |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Und | 15.89     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Loc | 7.51      |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/NA/ | 71.52     |
| 5/18/2012 | R |          | Accolades                      | Calallen High School | 71.52     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Und | 125.16    |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/Loc | 59.11     |
| 5/18/2012 | R |          | Accolades                      | Accounts Payable/NA/ | 563.21    |
| 5/18/2012 | R |          | Barcelona Sporting Goods, Inc. | Calallen Middle Scho | 1,312.42  |
| 5/18/2012 | R |          | Barcelona Sporting Goods, Inc. | Calallen High School | 863.00    |
| 5/18/2012 | R |          | Boathouse Sports               | Calallen High School | 280.00    |
| 5/18/2012 | R |          | Boathouse Sports               | Calallen High School | 280.00    |
| 5/18/2012 | R |          | Carolina Biological Supply     | Calallen High School | 507.21    |
| 5/18/2012 | R |          | Carolina Biological Supply     | Calallen High School | 86.30     |
| 5/18/2012 | R |          | CCISD Athletics                | Calallen High School | 80.00     |
| 5/18/2012 | R |          | Cengage Learning               | Calallen High School | 2,238.36  |
| 5/18/2012 | R |          | Cici'S Pizza                   | Due To Student Group | 80.50     |
| 5/18/2012 | R |          | Cici'S Pizza                   | Due To Student Group | 44.00     |
| 5/18/2012 | R |          | Computer Solutions             | Calallen High School | 64,053.30 |
| 5/18/2012 | R |          | Computer Solutions             | Technology Center/Un | 2,973.57  |
| 5/18/2012 | R |          | Dairy Queen                    | Calallen High School | 262.44    |
| 5/18/2012 | R |          | Dell Computers                 | Magee Elementary/Bil | 779.97    |
| 5/18/2012 | R |          | Dell Computers                 | Due To Student Group | 1,559.94  |
| 5/18/2012 | R | GEN FUND | Dell Computers                 | Magee Elementary/Bas | 556.66    |

# Bills and Warrants May 2012

|           |   |          |                                       |                      |           |
|-----------|---|----------|---------------------------------------|----------------------|-----------|
| 5/18/2012 | R | GEN FUND | Dell Computers                        | Curriculum Office/Ac | 223.31    |
| 5/18/2012 | R |          | EAN HOLDINGS, LLC                     | Calallen High School | 35.50     |
| 5/18/2012 | R |          | EAN HOLDINGS, LLC                     | Transportation Depar | 803.00    |
| 5/18/2012 | R |          | Ecolab Equipment Care, GCS Sen        | Food Services-Cafete | 25.00     |
| 5/18/2012 | R |          | El Tapatio                            | Accounts Payable/Ms  | 150.00    |
| 5/18/2012 | R |          | ETA Hand2mind                         | Calallen High School | 278.85    |
| 5/18/2012 | R |          | ETA Hand2mind                         | Calallen High School | 12.55     |
| 5/18/2012 | R |          | Evan-Moor Educational Publishers      | Wood River Elementar | 24.98     |
| 5/18/2012 | R |          | Flinn Scientific, Inc.                | Calallen High School | 1,351.13  |
| 5/18/2012 | R |          | Flinn Scientific, Inc.                | Calallen High School | 162.17    |
| 5/18/2012 | R |          | Gill Athletics - Litanía Sports Group | Calallen High School | 484.00    |
| 5/18/2012 | R |          | GovConnection, Inc                    | Special Programs/Spe | 484.44    |
| 5/18/2012 | R |          | Hanschek, Susan                       | Calallen High School | 100.00    |
| 5/18/2012 | R |          | Hanschek, Susan                       | Calallen High School | 40.00     |
| 5/17/2012 | V |          | Hudl                                  | Calallen High School | -3,000.00 |
| 5/17/2012 | M |          | Hudl                                  | Calallen High School | 3,000.00  |
| 5/18/2012 | R |          | Hudl                                  | Calallen High School | 3,000.00  |
| 5/18/2012 | R |          | Intech Southwest Services, LLC        | Calallen High School | 190.75    |
| 5/18/2012 | R |          | Intech Southwest Services, LLC        | Calallen High School | 1,500.00  |
| 5/18/2012 | R |          | Intech Southwest Services, LLC        | Curriculum Office/Ba | 90.00     |
| 5/18/2012 | R |          | Intech Southwest Services, LLC        | Curriculum Office/Ba | 47.00     |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Special Programs/Spe | 70.14     |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Curriculum Office/Ba | 20.76     |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Accounts Payable/und | 203.52    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Calallen High School | 348.74    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Calallen High School | 829.65    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Special Programs/Spe | 35.99     |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Calallen High School | 127.00    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Calallen High School | 549.14    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Calallen High School | 239.99    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Calallen High School | 663.08    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Wood River Elementar | 2,000.00  |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Wood River Elementar | 902.43    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Wood River Elementar | -32.99    |
| 5/18/2012 | R |          | Jones & Cook Stationers               | Wood River Elementar | -14.89    |
| 5/18/2012 | R |          | The Marketing Teacher.Com             | Calallen High School | 416.94    |
| 5/18/2012 | R |          | Mentoring Minds                       | Magee Elementary/Acc | 249.25    |
| 5/18/2012 | R |          | MF ATHLETIC CO, LLC                   | Calallen Middle Scho | 607.25    |
| 5/18/2012 | R |          | MF ATHLETIC CO, LLC                   | Calallen Middle Scho | 705.00    |
| 5/18/2012 | R |          | MF ATHLETIC CO, LLC                   | Calallen High School | 496.75    |
| 5/18/2012 | R |          | Mira'S Sports & More                  | Other Receivables/un | 399.98    |
| 5/18/2012 | R |          | Muy Pizza, Llc                        | Calallen High School | 160.00    |
| 5/18/2012 | R |          | Nueces County Treasury Section        | Districtwide/Daep Ba | 5,149.24  |
| 5/18/2012 | R |          | Office Depot, Inc.                    | Magee Elementary/Bas | 66.82     |
| 5/18/2012 | R |          | Office Depot, Inc.                    | Magee Elementary/Und | 50.00     |
| 5/18/2012 | R |          | Oil Patch Petroleum, Inc.             | Transportation Depar | 18,969.49 |
| 5/18/2012 | R |          | Ricoh USA, Inc.                       | Personnel-Indirect C | 225.00    |
| 5/18/2012 | R |          | Sargent-Welch / VWR                   | Calallen High School | 717.92    |
| 5/18/2012 | R |          | Sargent-Welch / VWR                   | Calallen High School | 468.71    |
| 5/18/2012 | R |          | Sargent-Welch / VWR                   | Calallen High School | 63.64     |
| 5/18/2012 | R |          | Sargent-Welch / VWR                   | Calallen High School | 93.16     |
| 5/18/2012 | R | GEN FUND | Sargent-Welch / VWR                   | Calallen High School | 74.52     |



Bills and Warrants May 2012

|           |   |          |                                                       |                      |          |
|-----------|---|----------|-------------------------------------------------------|----------------------|----------|
| 5/18/2012 | R | GEN FUND | Sargent-Welch / VWR                                   | Calallen High School | 147.00   |
| 5/18/2012 | R |          | Scholastic Education                                  | Magee Elementary/Bas | 1,390.71 |
| 5/18/2012 | R |          | Scholastic Education                                  | Due To Student Group | 3,350.39 |
| 5/18/2012 | R |          | Scholastic Education                                  | Magee Elementary/Spe | 4,172.12 |
| 5/18/2012 | R |          | Shell Fleet Plus                                      | Calallen High School | 224.12   |
| 5/18/2012 | R |          | Signature Systems Group, LLC                          | Calallen High School | 3,665.00 |
| 5/18/2012 | R |          | Southern Floral Company                               | Calallen High School | 1,546.42 |
| 5/18/2012 | R |          | Southern Floral Company                               | Calallen High School | -316.40  |
| 5/18/2012 | R |          | Texas Multi-Chem, Ltd                                 | Calallen High School | 1,630.50 |
| 5/18/2012 | R |          | Texas Multi-Chem, Ltd                                 | Calallen Middle Scho | 402.00   |
| 5/18/2012 | R |          | Tuloso Midway Athletic Booster Cli                    | Calallen High School | 180.00   |
| 5/18/2012 | R |          | Tuloso Midway Athletic Booster Cli                    | Calallen High School | 180.00   |
| 5/18/2012 | R |          | Vasquez, Stephanie                                    | Special Programs/Spe | 11.70    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 15.64    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 112.50   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 167.10   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/und | 114.00   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/und | 2,154.88 |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 149.30   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen Middle Scho | 349.81   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 16.00    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 435.00   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 75.00    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 1,375.00 |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 43.88    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 50.00    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 134.03   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 162.71   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 120.14   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 300.00   |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Accounts Payable/Ms  | 30.00    |
| 5/18/2012 | R |          | Wal-Mart Community / GEMB                             | Calallen High School | 76.60    |
| 5/18/2012 | R |          | Walker, Susan                                         | Calallen High School | 10.00    |
| 5/18/2012 | R |          | Walker, Susan                                         | Calallen High School | 11.78    |
| 5/18/2012 | R |          | Whataburger, Inc                                      | Calallen High School | 192.39   |
| 5/18/2012 | R |          | Whataburger, Inc                                      | Calallen High School | 95.27    |
| 5/18/2012 | R |          | Whataburger, Inc                                      | Calallen Middle Scho | 12.34    |
| 5/18/2012 | R |          | Woodburn Press                                        | Due To Student Group | 993.30   |
| 5/22/2012 | R |          | Almendarez, Arturo                                    | Superintendent'S Off | 163.35   |
| 5/22/2012 | V |          | Almendarez, Arturo                                    | Superintendent'S Off | -163.35  |
| 5/22/2012 | R |          | Chambless, Jordan                                     | Calallen High School | 26.00    |
| 5/22/2012 | R |          | Ewing, Craig                                          | Calallen High School | 165.00   |
| 5/22/2012 | R |          | Texas Assn Of School Personnel / Curriculum Office/Ba |                      | 245.00   |
| 5/22/2012 | R |          | Texas Assn Of School Personnel / Curriculum Office/Ba |                      | 245.00   |
| 5/22/2012 | R |          | Texas Assn Of School Personnel / Curriculum Office/Ba |                      | 245.00   |
| 5/23/2012 | R |          | Allied Waste Svs #847                                 | Maintenance Departme | 60.00    |
| 5/23/2012 | R |          | Exxon Company                                         | Calallen High School | 432.05   |
| 5/23/2012 | R |          | Exxon Company                                         | Calallen High School | 46.55    |
| 5/23/2012 | R |          | Fallon, Evelyn                                        | Due To Student Group | 587.74   |
| 5/23/2012 | R |          | MCI Comm Service                                      | Wood River Elementar | 34.63    |
| 5/23/2012 | R |          | Nueces Electric Coop, Inc                             | Wood River Elementar | 6,487.81 |
| 5/23/2012 | R | GEN FUND | Robstown Catering Inc                                 | Accounts Payable/Wr  | 384.25   |

Bills and Warrants May 2012

|           |   |          |                                   |                      |          |
|-----------|---|----------|-----------------------------------|----------------------|----------|
| 5/23/2012 | R | GEN FUND | Verizon Southwest                 | Wood River Elementar | 65.20    |
| 5/23/2012 | S |          | Verizon Southwest                 | Wood River Elementar | 112.99   |
| 5/23/2012 | R |          | Verizon Wireless                  | Wood River Elementar | 75.98    |
| 5/23/2012 | R |          | Verizon Wireless                  | Central Administrati | -26.63   |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 45.62    |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 449.96   |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 110.39   |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 110.80   |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 55.73    |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 95.61    |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Calallen High School | 119.55   |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Due To Student Group | 225.00   |
| 5/23/2012 | R |          | Wal-Mart Community / GEMB         | Special Programs/Spe | 74.01    |
| 5/23/2012 | R |          | Wood River Pool                   | Due To Student Group | 423.00   |
| 5/24/2012 | R |          | Kilgo Consulting Inc.             | Curriculum Office/Ba | 1,450.00 |
| 5/25/2012 | R |          | Abbott, Kellen                    | Calallen High School | 184.00   |
| 5/25/2012 | R |          | Abbott, Kellen                    | Calallen High School | 184.00   |
| 5/25/2012 | R |          | Abbott, Kellen                    | Calallen High School | 184.00   |
| 5/25/2012 | R |          | Abbott, Kellen                    | Calallen High School | 184.00   |
| 5/25/2012 | R |          | Academic Superstore               | Calallen East Elemen | 1,648.85 |
| 5/25/2012 | R |          | Access Ford                       | Transportation Depar | 143.64   |
| 5/25/2012 | R |          | Accolades                         | Accounts Payable/und | 505.50   |
| 5/25/2012 | R |          | Aguilar, Antonio JR               | Calallen High School | 184.00   |
| 5/25/2012 | R |          | Aguilar, Antonio JR               | Calallen High School | 69.00    |
| 5/25/2012 | R |          | Aguilar, Antonio JR               | Calallen High School | 115.00   |
| 5/25/2012 | R |          | Barcelona Sporting Goods, Inc.    | Calallen Middle Scho | 420.00   |
| 5/25/2012 | R |          | Barnes & Noble                    | Calallen High School | 71.03    |
| 5/25/2012 | R |          | Bell Fence Of C.C.                | Calallen High School | 96.80    |
| 5/25/2012 | R |          | Bishop High School                | No Organization      | 380.10   |
| 5/25/2012 | R |          | BLG Deli, Ltd. DBA Schlotzkey's D | Calallen High School | 116.00   |
| 5/25/2012 | R |          | Calallen ISD - High School        | Due To Student Group | 330.00   |
| 5/25/2012 | R |          | Canon Financial Services, Inc     | Central Admin-Shared | 446.09   |
| 5/25/2012 | R |          | C.C. Distributors, Inc.           | Inventory - Warehous | 9,378.00 |
| 5/25/2012 | R |          | C.C. Distributors, Inc.           | Inventory - Warehous | 2,052.47 |
| 5/25/2012 | R |          | C.C. Distributors, Inc.           | Inventory - Warehous | -446.96  |
| 5/25/2012 | R |          | C.C. Distributors, Inc.           | Inventory - Warehous | 261.24   |
| 5/25/2012 | R |          | C.C. Distributors, Inc.           | Inventory - Warehous | 2,640.69 |
| 5/25/2012 | R |          | C.C. Distributors, Inc.           | Maintenance Departme | 24.38    |
| 5/25/2012 | R |          | Christus Spohn Health System Ed.  | Curriculum Office/Un | 33.00    |
| 5/25/2012 | R |          | Cici'S Pizza                      | Due To Student Group | 76.00    |
| 5/25/2012 | R |          | Cici'S Pizza                      | Accounts Payable/und | 990.00   |
| 5/25/2012 | R |          | City of Hallettsville             | No Organization      | 400.00   |
| 5/25/2012 | R |          | Clarke, Leighton                  | Due To Student Group | 325.00   |
| 5/25/2012 | R |          | Coca Cola Refreshments USA, Inc   | Calallen High School | 700.00   |
| 5/25/2012 | R |          | Cornett, Gary                     | Calallen Middle Scho | 184.00   |
| 5/25/2012 | R |          | Cornett, Gary                     | Calallen Middle Scho | 184.00   |
| 5/25/2012 | R |          | Cornett, Gary                     | Calallen Middle Scho | 184.00   |
| 5/25/2012 | R |          | Corpus Christi Freightliner, Inc  | Transportation Depar | 674.13   |
| 5/25/2012 | R |          | D & H Distributing                | Calallen High School | 847.50   |
| 5/25/2012 | R |          | Dealers Electrical Supply         | Magee Elementary/Und | 512.25   |
| 5/25/2012 | R |          | Diaz, Adrian                      | Calallen High School | 184.00   |
| 5/25/2012 | R | GEN FUND | Diaz, Adrian                      | Calallen High School | 184.00   |

# Bills and Warrants May 2012

|           |   |          |                                    |                      |          |
|-----------|---|----------|------------------------------------|----------------------|----------|
| 5/25/2012 | R | GEN FUND | EAN HOLDINGS, LLC                  | Calallen High School | 195.67   |
| 5/25/2012 | R |          | Education 2000                     | Wood River Elementar | 84.00    |
| 5/25/2012 | R |          | EMC/Paradigm Publishing            | Calallen High School | 2,011.35 |
| 5/25/2012 | R |          | EPS/School Specialty Literacy & Ir | Magee Elementary/Bas | 53.70    |
| 5/25/2012 | R |          | Estrada, Ernest                    | Maintenance Departme | 128.00   |
| 5/25/2012 | R |          | Flores, Johnathan                  | Calallen High School | 55.00    |
| 5/25/2012 | R |          | Floyd, Lynn                        | Calallen Middle Scho | 115.00   |
| 5/25/2012 | R |          | Freeman, Charles                   | Calallen High School | 189.75   |
| 5/25/2012 | R |          | Freeman, Charles                   | Calallen High School | 189.75   |
| 5/25/2012 | R |          | Freeman, Charles                   | Calallen High School | 69.00    |
| 5/25/2012 | R |          | Freeman, Charles                   | Calallen High School | 86.25    |
| 5/25/2012 | R |          | Freeman, Charles                   | Calallen High School | 189.75   |
| 5/25/2012 | R |          | Frog Street Press, Inc.            | Calallen East Elemen | 31.97    |
| 5/25/2012 | R |          | Grainger, Inc                      | Maintenance Departme | 568.70   |
| 5/25/2012 | R |          | Hernandez, Rodney                  | Calallen Middle Scho | 195.50   |
| 5/25/2012 | R |          | Intech Southwest Services, LLC     | Special Programs/Spe | 96.00    |
| 5/25/2012 | R |          | Intech Southwest Services, LLC     | Calallen High School | 95.00    |
| 5/25/2012 | R |          | Interquest Detection Canines, Inc. | Calallen High School | 562.50   |
| 5/25/2012 | R |          | Interquest Detection Canines, Inc. | Calallen Middle Scho | 337.50   |
| 5/25/2012 | R |          | Jason's Deli                       | Calallen High School | 129.60   |
| 5/25/2012 | R |          | Jason's Deli                       | Calallen Middle Scho | 16.78    |
| 5/25/2012 | R |          | Jason's Deli                       | Calallen High School | 182.21   |
| 5/25/2012 | R |          | Jason's Deli                       | Special Programs/Spe | 5.00     |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 51.75    |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 69.00    |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 166.75   |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 189.75   |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 69.00    |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 69.00    |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 51.75    |
| 5/25/2012 | R |          | Jimenez, Maria                     | Calallen High School | 189.75   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 506.77   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 167.30   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 144.73   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 149.71   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 267.29   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 179.39   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 569.97   |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Special Programs/Spe | 24.11    |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Technology Center/Un | 61.20    |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 79.38    |
| 5/25/2012 | R |          | Jones & Cook Stationers            | Calallen High School | 680.56   |
| 5/25/2012 | R |          | Kaduceus                           | Calallen High School | 2,500.00 |
| 5/25/2012 | R |          | Lakeshore Learning Materials       | Wood River Elementar | 81.26    |
| 5/25/2012 | R |          | Legal Digest                       | Special Programs/Spe | 98.67    |
| 5/25/2012 | R |          | Library Video Company              | Calallen High School | 258.30   |
| 5/25/2012 | R |          | Library Video Company              | Calallen High School | 95.18    |
| 5/25/2012 | R |          | Make Music                         | Calallen High School | 528.80   |
| 5/25/2012 | R |          | The Marketing Teacher.Com          | Calallen High School | 89.83    |
| 5/25/2012 | R |          | Marque Learning Center             | Calallen High School | 150.00   |
| 5/25/2012 | R |          | McDavid, Blair                     | Calallen High School | 20.00    |
| 5/25/2012 | R | GEN FUND | MECA SPORTSWEAR INC                | Calallen High School | 70.00    |

# Bills and Warrants May 2012

|           |   |          |                                    |                      |          |
|-----------|---|----------|------------------------------------|----------------------|----------|
| 5/25/2012 | R | GEN FUND | Meredith Digital                   | Calallen High School | 198.00   |
| 5/25/2012 | R |          | Mira'S Sports & More               | Calallen High School | 507.40   |
| 5/25/2012 | R |          | Mix, Linda                         | Calallen High School | 107.50   |
| 5/25/2012 | R |          | Neill, Robin                       | Special Programs/Spe | 800.00   |
| 5/25/2012 | R |          | Neth, Yvonne                       | Calallen High School | 63.70    |
| 5/25/2012 | R |          | NETWORK SERVICES SOLUTIOI          | Curriculum Office/Ba | 1,251.86 |
| 5/25/2012 | R |          | NXKEM Products, Inc.               | Maintenance Departme | 510.41   |
| 5/25/2012 | R |          | Olvera, Gracie                     | Due To Student Group | 30.00    |
| 5/25/2012 | R |          | Palacios, Veronica                 | Calallen High School | 498.36   |
| 5/25/2012 | R |          | Pinnacle Medical Management Co     | Transportation Depar | 90.00    |
| 5/25/2012 | R |          | Pocket Nurse                       | Calallen High School | 145.75   |
| 5/25/2012 | R |          | Pro Maxima                         | Calallen Middle Scho | 1,109.00 |
| 5/25/2012 | R |          | Pro Maxima                         | Calallen Middle Scho | 117.60   |
| 5/25/2012 | R |          | Professional Turf Products         | Maintenance Departme | 47.82    |
| 5/25/2012 | R |          | Professional Turf Products         | Maintenance Departme | 476.73   |
| 5/25/2012 | R |          | Radio Shack Corporation - Credit   | Calallen High School | 77.94    |
| 5/25/2012 | R |          | Scholastic, Inc                    | Curriculum Office/Ac | 1,047.92 |
| 5/25/2012 | R |          | School Nurse Supply, Inc.          | Calallen Middle Scho | 285.66   |
| 5/25/2012 | R |          | School Nurse Supply, Inc.          | Health Services/Spec | 56.05    |
| 5/25/2012 | R |          | School Specialty, Inc.             | Calallen High School | 500.63   |
| 5/25/2012 | R |          | School Specialty, Inc.             | Accounts Payable/und | 99.15    |
| 5/25/2012 | R |          | School Specialty, Inc.             | Accounts Payable/und | 99.47    |
| 5/25/2012 | R |          | School Specialty, Inc.             | Accounts Payable/und | 99.53    |
| 5/25/2012 | R |          | Shadle, Keith                      | Calallen High School | 189.75   |
| 5/25/2012 | R |          | Shiffler Equipment Sales, Inc.     | Maintenance Departme | 225.73   |
| 5/25/2012 | R |          | Shiffler Equipment Sales, Inc.     | Maintenance Departme | 97.00    |
| 5/25/2012 | R |          | Simplexgrinnell Lp                 | Calallen High School | 1,825.56 |
| 5/25/2012 | R |          | Smilemakers                        | Calallen East Elemen | 318.80   |
| 5/25/2012 | R |          | SOCIAL STUDIES SCHOOL SER          | Calallen High School | 159.84   |
| 5/25/2012 | R |          | Solis, Juan                        | Calallen High School | 88.86    |
| 5/25/2012 | R |          | Sport Supply Group                 | Calallen High School | 423.80   |
| 5/25/2012 | R |          | Teacher Direct                     | Accounts Payable/und | 98.20    |
| 5/25/2012 | R |          | Teacher Created Materials, Inc.    | Curriculum Office/Ac | 413.78   |
| 5/25/2012 | R |          | Teacher Created Materials, Inc.    | Curriculum Office/Ac | 287.94   |
| 5/25/2012 | R |          | Teacher Created Materials, Inc.    | Magee Elementary/Bas | 55.18    |
| 5/25/2012 | R |          | Texas Assoc. Of Community Scho     | Superintendent'S Off | 629.80   |
| 5/25/2012 | R |          | Texas Education News               | Bus.Office-Indirect  | 198.00   |
| 5/25/2012 | R |          | Texas State Billing Services, Inc. | Special Programs/Spe | 1,346.33 |
| 5/25/2012 | R |          | Texas State Billing Services, Inc. | Special Programs/Spe | 106.27   |
| 5/25/2012 | R |          | Titan Support Systems, Inc.        | Calallen High School | 230.85   |
| 5/25/2012 | R |          | Toshiba Business Solutions         | Calallen High School | 119.22   |
| 5/25/2012 | R |          | Trujillo, Pedro                    | Calallen High School | 184.00   |
| 5/25/2012 | R |          | Uca Summer Camps                   | Due To Student Group | 834.00   |
| 5/25/2012 | R |          | Victoria Farm Equipment            | Maintenance Departme | 295.00   |
| 5/25/2012 | R |          | Villarreal, Cesar                  | Calallen Middle Scho | 92.00    |
| 5/25/2012 | R |          | Villarreal, Cesar                  | Calallen Middle Scho | 46.00    |
| 5/25/2012 | R |          | Villarreal, Cesar                  | Calallen Middle Scho | 138.00   |
| 5/25/2012 | R |          | Villarreal, Cesar                  | Calallen Middle Scho | 138.00   |
| 5/25/2012 | R |          | Wal-Mart Community / GEMB          | Calallen East Elemen | 297.71   |
| 5/25/2012 | R |          | Western Psychological              | Special Programs/Spe | 2,833.05 |
| 5/25/2012 | R |          | Williams, Russell                  | Calallen High School | 198.00   |
| 5/25/2012 | R | GEN FUND | Williams, Russell                  | Calallen High School | 198.00   |

Bills and Warrants May 2012

|           |   |          |                                  |                      |          |
|-----------|---|----------|----------------------------------|----------------------|----------|
| 5/25/2012 | R | GEN FUND | Williams, Russell                | Calallen High School | 192.00   |
| 5/25/2012 | R |          | Williams, Russell                | Calallen High School | 166.75   |
| 5/25/2012 | R |          | Young, Amy                       | No Organization      | 107.40   |
| 5/25/2012 | M |          | Calallen H.S. Activity Fund      | Calallen High School | 375.00   |
| 5/31/2012 | R |          | Airgas Southwest, Inc.           | Calallen High School | 339.99   |
| 5/31/2012 | R |          | Airgas Southwest, Inc.           | Calallen High School | 479.74   |
| 5/31/2012 | R |          | Airgas Southwest, Inc.           | Calallen High School | 94.73    |
| 5/31/2012 | R |          | Airgas Southwest, Inc.           | Calallen High School | 53.71    |
| 5/31/2012 | R |          | Alert Services, Inc.             | Calallen High School | 748.17   |
| 5/31/2012 | R |          | Alert Services, Inc.             | Calallen Middle Scho | 2,916.00 |
| 5/31/2012 | S |          | AT&T                             | Calallen High School | 38.88    |
| 5/31/2012 | S |          | AT&T                             | Calallen High School | 1,069.33 |
| 5/31/2012 | S |          | AT&T                             | Calallen Middle Scho | 1,011.00 |
| 5/31/2012 | S |          | AT&T                             | Magee Elementary/Und | 155.54   |
| 5/31/2012 | S |          | AT&T                             | Calallen East Elemen | 233.31   |
| 5/31/2012 | S |          | AT&T                             | Central Administrati | 758.25   |
| 5/31/2012 | S |          | AT&T                             | Maintenance Departme | 77.77    |
| 5/31/2012 | S |          | AT&T                             | Transportation Depar | 194.42   |
| 5/31/2012 | S |          | AT&T                             | Special Programs/Spe | 194.42   |
| 5/31/2012 | S |          | AT&T                             | Central Administrati | 38.91    |
| 5/31/2012 | S |          | AT&T                             | Technology Center/Un | 38.88    |
| 5/31/2012 | S |          | AT&T                             | Food Services-Cafete | 77.77    |
| 5/31/2012 | R |          | AT&T                             | Technology Center/Un | 1,023.97 |
| 5/31/2012 | R |          | Baker Distributing Company       | Food Services-Cafete | 71.30    |
| 5/31/2012 | R |          | Barnes & Noble                   | Calallen High School | 23.94    |
| 5/31/2012 | R |          | Barnes & Noble                   | Calallen High School | 28.56    |
| 5/31/2012 | R |          | Besinaiz, Ada                    | Special Programs/Spe | 33.58    |
| 5/31/2012 | R |          | Besinaiz, Ada                    | Special Programs/Spe | 75.00    |
| 5/31/2012 | R |          | Brown, Bryan                     | Technology Center/Ba | 75.00    |
| 5/31/2012 | R |          | Brown, Elizabeth                 | Calallen High School | 75.00    |
| 5/31/2012 | R |          | Carolina Biological Supply       | Calallen High School | 281.07   |
| 5/31/2012 | R |          | Carolina Biological Supply       | Calallen High School | 218.40   |
| 5/31/2012 | R |          | Carroll, Robert                  | Calallen High School | 263.63   |
| 5/31/2012 | R |          | Carter, Donna                    | Calallen High School | 75.00    |
| 5/31/2012 | R |          | CCISD Athletics                  | No Organization      | 45.24    |
| 5/31/2012 | R |          | Classy Promo                     | Calallen High School | 2,800.00 |
| 5/31/2012 | R |          | Coastal Bend Soccer Referres Ass | Calallen High School | 125.00   |
| 5/31/2012 | R |          | Cunningham, Janet                | Curriculum Office/Un | 2,500.00 |
| 5/31/2012 | R |          | Danaher, Anita                   | Curriculum Office/Un | 75.00    |
| 5/31/2012 | R |          | Danaher, Phil                    | Calallen High School | 100.00   |
| 5/31/2012 | R |          | Durrwachter, Sonya               | Calallen Middle Scho | 75.00    |
| 5/31/2012 | R |          | Dwain McCain Plumbing, Inc.      | Calallen High School | 300.00   |
| 5/31/2012 | R |          | EAN HOLDINGS, LLC                | Calallen High School | 71.00    |
| 5/31/2012 | R |          | Enchanted Learning               | Calallen East Elemen | 125.00   |
| 5/31/2012 | R |          | ESC-2                            | Transportation Depar | 100.00   |
| 5/31/2012 | R |          | Ewing, Craig                     | Calallen High School | 75.00    |
| 5/31/2012 | S |          | Fedex                            | Special Programs/Spe | 30.11    |
| 5/31/2012 | R |          | Felder, Lynnette                 | Personnel-Indirect C | 75.00    |
| 5/31/2012 | R |          | G&K Services                     | Maintenance Departme | 16.67    |
| 5/31/2012 | R |          | G&K Services                     | Custodial Department | 18.33    |
| 5/31/2012 | R |          | G&K Services                     | Maintenance Departme | 17.01    |
| 5/31/2012 | R | GEN FUND | G&K Services                     | Custodial Department | 18.71    |

Bills and Warrants May 2012

|           |   |          |                                     |                      |           |
|-----------|---|----------|-------------------------------------|----------------------|-----------|
| 5/31/2012 | R | GEN FUND | G&K Services                        | Maintenance Departme | 16.98     |
| 5/31/2012 | R |          | G&K Services                        | Custodial Department | 18.68     |
| 5/31/2012 | R |          | G&K Services                        | Maintenance Departme | 16.67     |
| 5/31/2012 | R |          | G&K Services                        | Custodial Department | 18.33     |
| 5/31/2012 | R |          | G&K Services                        | Transportation Depar | 7.62      |
| 5/31/2012 | R |          | G&K Services                        | Transportation Depar | 7.62      |
| 5/31/2012 | R |          | Gf Educators, Inc.                  | Magee Elementary/Bas | 159.75    |
| 5/31/2012 | R |          | Glen's A/C                          | Accounts Payable/BB  | 2,173.50  |
| 5/31/2012 | V |          | Glen's A/C                          | Accounts Payable/BB  | -2,173.50 |
| 5/31/2012 | R |          | Hebert Irrigation, Inc              | Magee Elementary/Und | 100.00    |
| 5/31/2012 | R |          | Ics                                 | Calallen High School | 535.00    |
| 5/31/2012 | R |          | Ics                                 | Calallen Middle Scho | 267.50    |
| 5/31/2012 | R |          | Interstate Batteries of South Texas | Maintenance Departme | 53.76     |
| 5/31/2012 | R |          | Meyer, Roseanne                     | Curriculum Office/Ba | 75.00     |
| 5/31/2012 | R |          | Mireles, Larry                      | Calallen High School | 150.00    |
| 5/31/2012 | R |          | Monroe, Bill                        | Bus.Office-Indirect  | 75.00     |
| 5/31/2012 | R |          | Morris, Julie                       | Bus.Office-Indirect  | 75.00     |
| 5/31/2012 | R |          | Neth, Yvonne                        | Calallen High School | 150.00    |
| 5/31/2012 | R |          | Neth, Yvonne                        | Calallen High School | 79.45     |
| 5/31/2012 | R |          | Nueces County Appraisal District    | Tax Office/Undistrib | 49,226.00 |
| 5/31/2012 | R |          | Nueces Elevator Co                  | Calallen High School | 600.63    |
| 5/31/2012 | R |          | Nueces Elevator Co                  | Calallen High School | 90.00     |
| 5/31/2012 | R |          | Nueces Elevator Co                  | Calallen Middle Scho | 90.00     |
| 5/31/2012 | R |          | Reynolds, Lisa                      | Food Services-Cafete | 150.00    |
| 5/31/2012 | R |          | Roman Mazurek Shell                 | Maintenance Departme | 20.00     |
| 5/31/2012 | R |          | Rotex Truck Center                  | Transportation Depar | 325.00    |
| 5/31/2012 | R |          | Saenz, Reynaldo                     | Technology Center/Ba | 75.00     |
| 5/31/2012 | R |          | School Nurse Supply, Inc.           | Calallen High School | 212.38    |
| 5/31/2012 | R |          | Scott, Ramona                       | Bus.Office-Indirect  | 75.00     |
| 5/31/2012 | R |          | Silva, Melana                       | Curriculum Office/Ba | 75.00     |
| 5/31/2012 | R |          | Simple Simon's                      | Calallen High School | 144.00    |
| 5/31/2012 | R |          | Snyder, Bonnie                      | Bus.Office-Indirect  | 75.00     |
| 5/31/2012 | R |          | Subway #651                         | Calallen High School | 245.10    |
| 5/31/2012 | R |          | Texas Department Of Public Safet    | Personnel-Indirect C | 41.00     |
| 5/31/2012 | R |          | Texas Tech University               | Special Programs/Spe | 336.00    |
| 5/31/2012 | R |          | Texas Tech University               | Special Programs/Spe | 18.00     |
| 5/31/2012 | R |          | Tractor Supply Co Credit Plan       | Transportation Depar | 33.96     |
| 5/31/2012 | R |          | Trane U.S., Inc.                    | Calallen High School | 3,095.64  |
| 5/31/2012 | R |          | Trophy Depot                        | Due To Student Group | 74.24     |
| 5/31/2012 | R |          | Trophy Depot                        | Magee Elementary/Und | 371.18    |
| 5/31/2012 | R |          | Trophy Depot                        | Due To Student Group | 1,356.74  |
| 5/31/2012 | R |          | Uil                                 | No Organization      | 271.84    |
| 5/31/2012 | S |          | Uil                                 | No Organization      | 11,292.71 |
| 5/31/2012 | R |          | Villarreal, Terri                   | Central Administrati | 75.00     |
| 5/31/2012 | R |          | Walker, Susan                       | Curriculum Office/Ba | 75.00     |
| 5/31/2012 | R |          | Wellman, David                      | Calallen High School | 126.00    |
| 5/31/2012 | R |          | Whataburger, Inc                    | Calallen High School | 267.12    |
| 5/31/2012 | R |          | White, Morris                       | Calallen High School | 126.00    |
| 5/31/2012 | R |          | Wright, Bradley                     | Calallen High School | 126.00    |
| 5/31/2012 | R |          | Clay Ewell Educational Svs          | Calallen High School | 288.00    |
| 5/31/2012 | R |          | Danaher, Phil                       | Calallen High School | 157.94    |
| 5/31/2012 | R | GEN FUND | ESC-2                               | Wood River Elementar | 40.00     |

Bills and Warrants May 2012

|           |   |          |                                   |                      |            |
|-----------|---|----------|-----------------------------------|----------------------|------------|
| 5/31/2012 | R | GEN FUND | Ewing, Craig                      | Calallen High School | 91.63      |
| 5/31/2012 | R |          | Felder, Lynnette                  | Personnel-Indirect C | 26.00      |
| 5/31/2012 | V |          | Felder, Lynnette                  | Personnel-Indirect C | -26.00     |
| 5/31/2012 | R |          | Hilton Garden Inn                 | Personnel-Indirect C | 173.31     |
| 5/31/2012 | V |          | Hilton Garden Inn                 | Personnel-Indirect C | -173.31    |
| 5/31/2012 | R |          | La Quinta                         | Calallen High School | 102.72     |
| 5/31/2012 | R |          | La Quinta                         | Calallen High School | 102.72     |
| 5/31/2012 | V |          | La Quinta                         | Calallen High School | -102.72    |
| 5/31/2012 | V |          | La Quinta                         | Calallen High School | -102.72    |
| 5/31/2012 | R |          | Martinez, Alonzo III              | Calallen High School | 103.00     |
| 5/31/2012 | R |          | Nelson, Frances                   | Calallen High School | 99.00      |
| 5/31/2012 | R |          | TASA                              | Special Programs/Spe | 175.00     |
| 5/31/2012 | R |          | Texas FFA Association             | Calallen High School | 635.00     |
| 5/31/2012 | R |          | APPLE, INC.                       | Wood River Elementar | 100.00     |
| 5/31/2012 | R |          | Jones & Cook Stationers           | Calallen Middle Scho | 132.21     |
| 5/31/2012 | R |          | Jones & Cook Stationers           | Calallen High School | 2,146.00   |
| 5/31/2012 | R |          | Jones & Cook Stationers           | Calallen Middle Scho | 1,100.00   |
| 5/31/2012 | R |          | Jones & Cook Stationers           | Calallen Middle Scho | 992.22     |
| 5/31/2012 | R |          | Jones & Cook Stationers           | Calallen Middle Scho | 888.41     |
| 5/31/2012 | R | GEN FUND | Jones & Cook Stationers           | Wood River Elementar | 267.72     |
|           |   |          | TOTAL GENERAL FUND                |                      | 748,806.66 |
| 5/2/2012  | R | CHS ACT  | Calallen Food Service             | Due To Student Group | 91.00      |
| 5/2/2012  | R |          | D-Plaque Fanatic                  | Due To Student Group | 15.00      |
| 5/2/2012  | R |          | Group Travel Consultants, Inc     | Due To Student Group | 3,804.00   |
| 5/2/2012  | R |          | Premont I.S.D.                    | Due To Student Group | 1,015.00   |
| 5/2/2012  | R |          | Richard M. Borchard Reg. Fairgrou | Due To Student Group | 3,612.00   |
| 5/2/2012  | R |          | Sparkling City Charter Co.        | Due To Student Group | 1,100.00   |
| 5/21/2012 | V |          | Sparkling City Charter Co.        | Due To Student Group | -1,100.00  |
| 5/2/2012  | R |          | VOORHEES, RHONDA                  | Due To Student Group | 300.00     |
| 5/2/2012  | R |          | Western Auto                      | Due To Student Group | 85.00      |
| 5/9/2012  | R |          | Barbara's Flowers & Gifts Inc     | Due To Student Group | 280.00     |
| 5/9/2012  | R |          | Beverly, Joy                      | Due To Student Group | 70.00      |
| 5/9/2012  | R |          | Boyd, Cherylyn                    | Due To Student Group | 350.00     |
| 5/9/2012  | R |          | Calallen Food Service             | Due To Student Group | 61.80      |
| 5/9/2012  | R |          | D-Plaque Fanatic                  | Due To Student Group | 651.00     |
| 5/9/2012  | R |          | El Cazador Restaurant             | Due To Student Group | 180.00     |
| 5/9/2012  | R |          | Gandy Ink                         | Due To Student Group | 496.00     |
| 5/9/2012  | R |          | Group Travel Consultants, Inc     | Due To Student Group | 21,213.00  |
| 5/9/2012  | R |          | Hobby Lobby Stores, Inc.          | Due To Student Group | 49.05      |
| 5/9/2012  | R |          | Hobby Lobby Stores, Inc.          | Due To Student Group | 74.96      |
| 5/9/2012  | R |          | Hobby Lobby Stores, Inc.          | Due To Student Group | 486.85     |
| 5/9/2012  | R |          | Just for Kix Catalog, LLC         | Due To Student Group | 333.58     |
| 5/9/2012  | R |          | MF ATHLETIC CO, LLC               | Due To Student Group | 116.50     |
| 5/9/2012  | R |          | Orange Grove Coop                 | Due To Student Group | 375.00     |
| 5/9/2012  | R |          | P.W.E, LLC                        | Due To Student Group | 3,000.00   |
| 5/9/2012  | R |          | Presley, Walter                   | Due To Student Group | 252.94     |
| 5/9/2012  | R |          | Sandoval, Joseph                  | Due To Student Group | 250.00     |
| 5/9/2012  | R |          | Sociedad Honoraria Hispanica      | Due To Student Group | 380.00     |
| 5/9/2012  | R |          | Whataburger, Inc                  | Due To Student Group | 82.18      |
| 5/14/2012 | R |          | Al Amin Shrine Temple             | Due To Student Group | 375.00     |
| 5/14/2012 | R | CHS ACT  | Creative Costuming & Designs, Inc | Due To Student Group | 3,887.00   |

# Bills and Warrants May 2012

|           |   |         |                                   |                      |           |
|-----------|---|---------|-----------------------------------|----------------------|-----------|
| 5/14/2012 | R | CHS ACT | Creative Costuming & Designs, Inc | Due To Student Group | 1,672.00  |
| 5/14/2012 | R |         | Positive Promotions, Inc.         | Due To Student Group | 787.31    |
| 5/14/2012 | R |         | Southern Floral Company           | Due To Student Group | 321.15    |
| 5/14/2012 | R |         | Uca Summer Camps                  | Due To Student Group | 10,733.00 |
| 5/17/2012 | R |         | American Steel                    | Due To Student Group | 202.75    |
| 5/17/2012 | R |         | Carter, Donna                     | Due To Student Group | 50.00     |
| 5/17/2012 | R |         | Estes, Sandra                     | Due To Student Group | 22.00     |
| 5/17/2012 | R |         | Fiveash, Gloria                   | Due To Student Group | 110.72    |
| 5/17/2012 | R |         | Havelka, Adrienne                 | Due To Student Group | 47.57     |
| 5/17/2012 | R |         | National Ffa Supply Service       | Due To Student Group | 149.50    |
| 5/17/2012 | R |         | NFL Store                         | Due To Student Group | 85.00     |
| 5/17/2012 | R |         | Pavelka, Jessie                   | Due To Student Group | 900.00    |
| 5/17/2012 | R |         | Pep Promos                        | Due To Student Group | 717.00    |
| 5/17/2012 | R |         | Positive Promotions, Inc.         | Due To Student Group | 849.66    |
| 5/17/2012 | V |         | Positive Promotions, Inc.         | Due To Student Group | -849.66   |
| 5/17/2012 | R |         | Riverstar Farms                   | Due To Student Group | 480.00    |
| 5/18/2012 | R |         | Litton Travel                     | Due To Student Group | 165.00    |
| 5/18/2012 | R |         | Muthwill, Maria                   | Due To Student Group | 270.81    |
| 5/18/2012 | R |         | Visualize It Video Productions    | Due To Student Group | 375.00    |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | -706.84   |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | 1,066.37  |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | -1,100.00 |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | -150.00   |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | 270.52    |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | 1,332.14  |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | 55.10     |
| 5/21/2012 | M |         | Calallen Ind School District      | Due To Student Group | -450.00   |
| 5/22/2012 | R |         | Barcelona Sporting Goods, Inc.    | Due To Student Group | 140.00    |
| 5/22/2012 | R |         | Calallen Food Service             | Due To Student Group | 78.25     |
| 5/22/2012 | R |         | Campbell, Steve                   | Due To Student Group | 317.33    |
| 5/22/2012 | R |         | Davis, Victoria                   | Due To Student Group | 45.00     |
| 5/22/2012 | R |         | Intech Southwest Services, LLC    | Due To Student Group | 73.00     |
| 5/22/2012 | R |         | Jones & Cook Stationers           | Due To Student Group | 2.90      |
| 5/22/2012 | R |         | Kim, Yeon                         | Due To Student Group | 45.00     |
| 5/22/2012 | R |         | Martinez, Corima                  | Due To Student Group | 45.00     |
| 5/22/2012 | R |         | Morin, Samuel                     | Due To Student Group | 75.00     |
| 5/22/2012 | R |         | NATIONAL AWARDS                   | Due To Student Group | 204.00    |
| 5/22/2012 | R |         | Oriental Trading, Inc.            | Due To Student Group | 79.14     |
| 5/22/2012 | R |         | Six Flags Fiesta Texas            | Due To Student Group | 4,998.00  |
| 5/30/2012 | R |         | Baymont Inn & Suites Austin       | Due To Student Group | 1,569.60  |
| 5/30/2012 | R |         | Beverly, Brent                    | Due To Student Group | 1,100.00  |
| 5/30/2012 | R |         | Cici'S Pizza                      | Due To Student Group | 96.00     |
| 5/30/2012 | R |         | The College Board                 | Due To Student Group | 18,095.00 |
| 5/30/2012 | R |         | Dorian Business Systems, Inc.     | Due To Student Group | 795.00    |
| 5/30/2012 | R |         | Havelka, Adrienne                 | Due To Student Group | 78.95     |
| 5/30/2012 | R |         | HEB ISD Bands                     | Due To Student Group | 300.00    |
| 5/30/2012 | R |         | Joel Delapaz                      | Due To Student Group | 1,105.00  |
| 5/30/2012 | R |         | Museum of the Weird               | Due To Student Group | 130.00    |
| 5/30/2012 | R |         | Positive Promotions, Inc.         | Due To Student Group | 274.45    |
| 5/30/2012 | R |         | Robert Keller- Contest Director   | Due To Student Group | 190.00    |
| 5/30/2012 | R |         | Sonic Drive-In                    | Due To Student Group | 50.00     |
| 5/30/2012 | R | CHS ACT | T-Shirt Gallery, Inc.             | Due To Student Group | 188.25    |



Bills and Warrants May 2012

|           |   |         |                           |                      |            |
|-----------|---|---------|---------------------------|----------------------|------------|
| 5/30/2012 | R | CHS ACT | Wal-Mart Community / GEMB | Due To Student Group | 171.47     |
| 5/30/2012 | R |         | Wal-Mart Community / GEMB | Due To Student Group | 206.10     |
| 5/30/2012 | R |         | Wal-Mart Community / GEMB | Due To Student Group | 253.92     |
| 5/30/2012 | R |         | Wal-Mart Community / GEMB | Due To Student Group | 57.57      |
| 5/30/2012 | R |         | Wal-Mart Community / GEMB | Due To Student Group | 141.38     |
| 5/30/2012 | R |         | Wal-Mart Community / GEMB | Due To Student Group | 19.45      |
| 5/30/2012 | R |         | Wal-Mart Community / GEMB | Due To Student Group | 41.95      |
| 5/30/2012 | R | CHS ACT | Wal-Mart Community / GEMB | Due To Student Group | 390.77     |
|           |   |         | TOTAL CHS ACTIVITY        |                      | 90,650.44  |
|           |   |         | TOTAL CHECKS              |                      | 908,265.13 |

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval of proposed Calallen ISD Board of Trustees Meeting Dates  
for 2012-2013

New Business

**Action**

**BACKGROUND INFORMATION**

See attached information

**ITEM ADDRESSED**

Consider approval of the meeting dates for the Calallen ISD Board of Trustees for 2012-2013.

**RECOMMENDED ACTION**

The Administration recommends the Board approve the meeting dates for the Calallen ISD Board of Trustees for 2012-2013.

# Proposed Monthly Board Meeting Dates for 2012-2013

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Meeting time: 5:30 pm

Meeting place: Calallen I.S.D. Board Room

---

Monday, July 16, 2012 (3<sup>rd</sup> Monday of the month due to July 4<sup>th</sup> holiday)

Monday, August 13, 2012

Monday, August 27, 2012 \* Special Meeting for Tax Rate Adoption &  
Budget Approval

Monday, September 10, 2012

Monday, October 8, 2012

Monday, November 12, 2012

Monday, December 10, 2012

Monday, January 14, 2013

Monday, February 11, 2013

Monday, March 4, 2013 (1<sup>st</sup> Monday of the month due to Spring Break)

Monday, April 8, 2013

Monday, May 13, 2013

Monday, June 10, 2013

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval of Gun-Free Schools Report 2011-2012

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New Business

**Action**

**BACKGROUND INFORMATION**

Per Federal guidelines, this report must be approved by the Board each year. No students were expelled during the 2011-2012 school year for violating the gun-free policy.

**ITEM ADDRESSED**

Consider approval of Gun-Free Schools Report 2011-2012

**RECOMMENDED ACTION**

The Admininstration recommends the Board approve the Gun-Free Schools Report for 2011-2012.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------|-----------------------------|---------------------------------------------------------------|
| Report Status: Draft                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                 | <b>FORMULA</b>                            |                       | Report ID: 0014520268850001 |                                                               |
|  <b>TEXAS EDUCATION AGENCY</b><br><b>SAS#: NCLBAA12</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                 | Organization: Calallen ISD                |                       | County District: 178903     |                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 | Campus/Site: N/A                          |                       | ESC Region: 02              |                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 | Vendor ID: 1746000464                     |                       | School Year: 2011-2012      |                                                               |
| <b>2011-2012 NCLB Consolidated Federal Grant Application</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| Printable Version                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 | PR6000                                    |                       | Save                        |                                                               |
| Exit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                 | PR6000 - Gun-Free Schools District Report |                       | Instructions                |                                                               |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                           |                       | Amendment #                 | Version #                                                     |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                           |                       | 00                          | 01                                                            |
| <b>LEA Report</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 |                                           |                       |                             | <b>Help</b>                                                   |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Will the LEA request any federal funds in 2012-2013 under the Elementary and Secondary Education Act, as amended?                                                                                                                                                               |                                           |                       |                             | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| 2.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Were any students expelled during 2011-2012 for bringing a firearm (as defined by Title 18 U.S.C., Section 921) to school? Expulsion, for purposes of this report, is defined as removal from the student's regular program due to conduct described in TEC, Section 37.007(e). |                                           |                       |                             | <input type="radio"/> Yes <input checked="" type="radio"/> No |
| <b>Additional LEA Data (optional)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |                                           |                       |                             | <b>1000 of 1000</b>                                           |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Primary Contact</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>First Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 | <b>25 of 30</b>                           | <b>Initial</b>        | <b>Last Name</b>            | <b>23 of 30</b>                                               |
| Anita                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |                                           |                       | Danaher                     |                                                               |
| <b>Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                 | <b>16 of 40</b>                           |                       |                             |                                                               |
| Assistant Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Telephone</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Ext.</b>                                                                                                                                                                                                                                                                     | <b>Fax</b>                                | <b>E-Mail</b>         |                             | <b>39 of 60</b>                                               |
| 361-242-5600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                 | 361-242-5608                              | adanaher@calallen.org |                             |                                                               |
| <b>Confirm E-Mail</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 | <b>39 of 60</b>                           |                       |                             |                                                               |
| adanaher@calallen.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Copy</b> - Copy Primary Contact information to Authorized Official.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Certification and Incorporation Statement</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| I hereby certify that the information contained in this report is, to the best of my knowledge, correct and that the local education agency named above has authorized me as its representative to submit this data. I further certify that reported program activities were conducted in accordance with all applicable Federal and State laws and regulations, application guidelines and instructions, the Provisions and Assurances, Debarment and Suspension, Lobbying Requirements, Special Provisions and Assurances, and the schedules of the approved application for funding. |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Authorized Official</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>First Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 | <b>25 of 30</b>                           | <b>Initial</b>        | <b>Last Name</b>            | <b>23 of 30</b>                                               |
| Anita                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |                                           |                       | Danaher                     |                                                               |
| <b>Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                 | <b>16 of 40</b>                           |                       |                             |                                                               |
| Assistant Superintendent                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Telephone</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Ext.</b>                                                                                                                                                                                                                                                                     | <b>Fax</b>                                | <b>E-Mail</b>         |                             | <b>39 of 60</b>                                               |
| 361-242-5600                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                 | 361-242-5608                              | adanaher@calallen.org |                             |                                                               |
| <b>Confirm E-Mail</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 | <b>39 of 60</b>                           |                       |                             |                                                               |
| adanaher@calallen.org                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>Submitter Information</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| <b>First Name</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                 | <b>Last Name</b>                          |                       | <b>Approval ID</b>          | <b>Submit Date and Time</b>                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                 |                                           |                       |                             |                                                               |
| Only the legally responsible party may submit this report.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                 |                                           |                       |                             | <b>Certify and Submit</b>                                     |
| Exit                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                 | Printable Version                         |                       | Save                        |                                                               |

Select Schedule GS2100 - Applicant Information

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval of early graduation requests for CHS students

New Business

**Action**

**BACKGROUND INFORMATION**

See attached information.

**ITEM ADDRESSED**

Consider approval of early graduation requests for CHS students

**RECOMMENDED ACTION**

The Administration recommends the Board approve the early graduation requests for CHS students as submitted.

Counselors  
Pamela Cartwright

Calallen High School  
GUIDANCE AND COUNSELING DEPARTMENT



4001 Wildcat Drive  
Corpus Christi, Texas 78410  
Office (361) 242-5636 Fax (361) 242-5638

Counselors  
Tracy Hendley  
Cindy Bammert

## CALALLEN HIGH SCHOOL

### EARLY GRADUATION

Kayla Gutierrez has expressed a desire to graduate earlier than the May, 2014 date that his/her class would normally finish. Even though graduation requirements will not be altered, he/she may not have the opportunity to take all of the elective classes that are available in a regular four-year program.

Your signature and that of your student indicates that both of you accept the minimum high school curriculum and that you are in agreement with early graduation.

Kayla Gutierrez  
(student)

[Signature]  
(parent)

March 28, 2012  
(date)

April 2, 2012  
(date)

To whom it may concern, I am applying to take online courses in order to graduate early. Due to my career choice, I would like to get a jump start on college. My time is very valuable to me and I would like to make the most of what I have. Another reason I am requesting to graduate early is that I would be saving my parents a year of expenses. If you review my grades and discipline, you will see that I am a hardworking student that is capable of withstanding the burden of extra classes. I hope you will accept my request, thank you for your time.

Kayla Gutierrez

April 2, 2012

OK  
y h h  
4-5-12



STATE OF TEXAS  
ACADEMIC ACHIEVEMENT RECORD  
(ACCREDITED)

GUTIERREZ, KAYLA MONIQUE  
Student ID: 147112  
SSN : 627-52-5390  
DOB : 01/30/1996  
FEMALE  
Hispanic, White  
GRADE : 10

Parents/Guardian  
ANDREA GUTIERREZ  
11646 COLETA CREEK DR  
CORPUS CHRISTI TX 78410-3710

CALALLEN ISD  
CALALLEN HIGH SCHOOL  
4001 WILDCAT DR  
CORPUS CHRISTI TX 78410-5197  
(361) 242-5636  
CCBC: 441045

Schools Awarding Credit      2010 178903041/178903041  
2011 178903001/178903001      2012 178903001/178903001

|                          | SM1 | SM2 | AVG | CR   |  | SM1 | SM2 | AVG | CR |
|--------------------------|-----|-----|-----|------|--|-----|-----|-----|----|
| <b>LANGUAGE ARTS</b>     |     |     |     |      |  |     |     |     |    |
| 10/11 ENG 1              | 90  | 85  | 88  | 1.00 |  |     |     |     |    |
| 10/11 JRNLSM             | 100 | 100 | 100 | 1.00 |  |     |     |     |    |
| 11/12 ENG 2              | 90  |     |     | .50  |  |     |     |     |    |
| <b>MATHEMATICS</b>       |     |     |     |      |  |     |     |     |    |
| 10/11 ALG 1              | 90  | 91  | 91  | 1.00 |  |     |     |     |    |
| 11/12 GEOM               | 80  |     |     | .50  |  |     |     |     |    |
| <b>SCIENCE</b>           |     |     |     |      |  |     |     |     |    |
| 10/11 BIO                | 93  | 95  | 94  | 1.00 |  |     |     |     |    |
| 11/12 CHEM               | 80  |     |     | .50  |  |     |     |     |    |
| <b>SOCIAL STUDIES</b>    |     |     |     |      |  |     |     |     |    |
| 10/11 W GEO              | 93  | 84  | 89  | 1.00 |  |     |     |     |    |
| 11/12 W HIST             | 91  |     |     | .50  |  |     |     |     |    |
| <b>HEALTH</b>            |     |     |     |      |  |     |     |     |    |
| 10/11 HLTH ED            | 89  |     |     | .50  |  |     |     |     |    |
| <b>OTHER LANGUAGE</b>    |     |     |     |      |  |     |     |     |    |
| 09/10 SPAN 1:J           | 83  | 80  | 82  | 1.00 |  |     |     |     |    |
| 10/11 SPAN 2             | 92  | 89  | 91  | 1.00 |  |     |     |     |    |
| <b>FINE ARTS</b>         |     |     |     |      |  |     |     |     |    |
| 11/12 ART 1              | 98  |     |     | .50  |  |     |     |     |    |
| <b>TECH APPLICATIONS</b> |     |     |     |      |  |     |     |     |    |
| 11/12 TADTP              | 100 |     |     | .50  |  |     |     |     |    |
| <b>CAREER/TECH ED</b>    |     |     |     |      |  |     |     |     |    |
| 10/11 MEDTERM:A          |     | 90  |     | .50  |  |     |     |     |    |
| 11/12 PRTNHLSC:A         | 88  |     |     | .50  |  |     |     |     |    |

Page 1 of 1

Credit Totals:      State 11.50      Local      .00

Date of Class Rank: 01/23/2012  
Rank: 146    Class Size: 317  
GPA: 4.004  
Quartile: 2

Date of Certificate:  
Date of Graduation : 05/19/2014  
Graduation Program Type: REC HS PROG  
Advanced Measures:

Official Signature

Passing is 70 or above    A=ARTICULATED TECH PREP COURSE J=HS COURSE COMPLETED PRIOR TO GR 9  
P = Passing F = Fail

Calallen High School  
GUIDANCE AND COUNSELING DEPARTMENT



4001 Wildcat Drive  
Corpus Christi, Texas 78410  
Office (361) 242-5636 Fax (361) 242-5638

## CALALLEN HIGH SCHOOL

### EARLY GRADUATION

Mikayla Littleton has expressed a desire to graduate earlier than the May, 20~~15~~<sup>12</sup> date that his/her class would normally finish. Even though graduation requirements will not be altered, he/she may not have the opportunity to take all of the elective classes that are available in a regular four-year program.

Your signature and that of your student indicates that both of you accept the minimum high school curriculum and that you are in agreement with early graduation.

Mikayla Littleton  
(student)

[Signature]  
(parent)

3/23/2012  
(date)

3/23/2012  
(date)

Dear Calallen School Board of Trustees,

March 22, 2012

Hello, my name is Mikayla Littleton and I am a sophomore at Calallen High School. The purpose of my letter is to introduce myself and my notable accomplishment along with asking for your approval to join the Class of 2013 rather than keep my position in the Class of 2014.

At the end of the first semester of my 10<sup>th</sup> grade year (December 2011), I had earned 12.5 credits which is above average by 3 credits and moved me to junior status. I will continue to take classes through the high school and will supplement a few credits that I will need by taking online classes through Texas Tech. I have always tried to do better than has been expected of me, and I hope to continue that through the rest of my school years.

By allowing me to graduate early, it will allow me to get a head start on my post high school education. I would love to become a licensed Pharmacist, which will mean I will be a full-time college student for anytime between 6-8 years.

I thank you for your careful consideration,

*Mikayla Littleton*

Mikayla Littleton

OK  
YML  
3-30-12

STATE OF TEXAS  
ACADEMIC ACHIEVEMENT RECORD  
(ACCREDITED)

LITTLETON, MIKAYLA ALLYSON RAE Parents/Guardian  
Student ID: 143071 SARAH CHAMPION

CALALLEN ISD  
CALALLEN HIGH SCHOOL  
4001 WILDCAT DR  
CORPUS CHRISTI TX 78410-5197  
(361) 242-5636  
CCBC: 441045

DOB : 02/24/1996 12122 HEARN RD  
FEMALE CORPUS CHRISTI TX 78410  
Non-Hispanic, White  
GRADE : 10

Schools Awarding Credit 2009 178903041/178903041  
2010 178903041/178903041 2011 178903001/178903001  
2012 178903001/178903001

|                  | SM1 | SM2 | AVG | CR   | SM1 | SM2 | AVG | CR |
|------------------|-----|-----|-----|------|-----|-----|-----|----|
| LANGUAGE ARTS    |     |     |     |      |     |     |     |    |
| 10/11 ENG 1      | 80  | 78  | 80  | 1.00 |     |     |     |    |
| 11/12 ENG 2      | 94  |     |     | .50  |     |     |     |    |
| SPEECH           |     |     |     |      |     |     |     |    |
| 10/11 COMMAPP    |     | 98  |     | .50  |     |     |     |    |
| MATHEMATICS      |     |     |     |      |     |     |     |    |
| 10/11 ALG 1      | 81  | 84  | 83  | 1.00 |     |     |     |    |
| 11/12 GEOM       | 86  |     |     | .50  |     |     |     |    |
| SCIENCE          |     |     |     |      |     |     |     |    |
| 10/11 BIO        | 78  | 76  | 77  | 1.00 |     |     |     |    |
| 11/12 CHEM       | 77  |     |     | .50  |     |     |     |    |
| SOCIAL STUDIES   |     |     |     |      |     |     |     |    |
| 10/11 W GEO      | 94  | 89  | 92  | 1.00 |     |     |     |    |
| 11/12 W HIST     | 95  |     |     | .50  |     |     |     |    |
| HEALTH           |     |     |     |      |     |     |     |    |
| 09/10 HLTH ED:J  | 81  |     |     | .50  |     |     |     |    |
| P.E./EQUIVALENT  |     |     |     |      |     |     |     |    |
| 08/09 PE 1A:J    | 100 |     |     | .50  |     |     |     |    |
| 08/09 PE TS:J    |     | 97  |     | .50  |     |     |     |    |
| OTHER LANGUAGE   |     |     |     |      |     |     |     |    |
| 10/11 LATIN 1    | 75  | 67  | 71  | 1.00 |     |     |     |    |
| 11/12 LATIN 2:Q  | 70  |     |     | .50  |     |     |     |    |
| FINE ARTS        |     |     |     |      |     |     |     |    |
| 10/11 ART 1      | 100 | 98  | 99  | 1.00 |     |     |     |    |
| CAREER/TECH ED   |     |     |     |      |     |     |     |    |
| 09/10 KEYBRDG:J  |     | 97  |     | .50  |     |     |     |    |
| 10/11 MEDTERM:A  | 88  |     |     | .50  |     |     |     |    |
| 11/12 DIMEDIA:A  | 79  |     |     | .50  |     |     |     |    |
| 11/12 PRINHLSC:A | 82  |     |     | .50  |     |     |     |    |

Page 1 of 1

Credit Totals: State 12.50 Local .00

Date of Class Rank: 01/23/2012  
Rank: 216 Class Size: 317  
GPA: 3.548  
Quartile: 3

Date of Certificate:  
Date of Graduation : 05/19/2014  
Graduation Program Type: REC HS PROG  
Advanced Measures:

\_\_\_\_\_  
Official Signature

Passing is 70 or above A=ARTICULATED TECH PREP COURSE J=HS COURSE COMPLETED PRIOR TO GR 9  
P = Passing F = Fail Q=PRE AP COURSE

Counselors  
Pamela Cartwright

Calallen High School  
GUIDANCE AND COUNSELING DEPARTMENT



4001 Wildcat Drive  
Corpus Christi, Texas 78410  
Office (361) 242-5636 Fax (361) 242-5638

Counselors  
Tracy Hendley  
Cindy Bammert

## CALALLEN HIGH SCHOOL

### EARLY GRADUATION

Sydney McCain has expressed a desire to graduate earlier than the May, 2013 date that his/her class would normally finish. Even though graduation requirements will not be altered, he/she may not have the opportunity to take all of the elective classes that are available in a regular four-year program.

Your signature and that of your student indicates that both of you accept the minimum high school curriculum and that you are in agreement with early graduation.

Sydney McCain  
(student)

3/23/12  
(date)

[Signature]  
(parent)

3/23/12  
(date)

To whom it may concern,

My name is Sydney McCain and I am writing this letter to request your permission allowing me to graduate a semester early. I just turned seventeen this passed January and have recently acquired a job so that I can save up money for online courses that I will be taking to graduate high school and start college classes. I already have enough money saved for all of the classes that I have to take to graduate early and I'm continuing to save for the text books and college. Having saved up my own hard earned money and putting it towards classes that will allow me to graduate early, puts great value to those classes, I can assure you I'll strive to do my best because this is a goal that I strongly desire to achieve. Graduating early will leave me with the fall semester off. This time will allow me to start taking college classes and get a head start in life. I will also use this time to work more hours so that I can save more money for college and my future. Staying in high school a full year, and taking a full schedule including electives is limiting my ability to proceed with my goals that I have set for my future. Calallen High School offers numerous elective courses that students can take that will help them in their future careers and teach them necessary skills, but I feel that my time can be better spent only taking my core classes my senior year and graduating early so that I can start working and advance to taking college classes. I have set a lot of goals for myself and graduating early would be the first step to achieving them. After careful consideration and reading my letter I hope that my request to graduate early will be approved.

Thank you for your time,

Sincerely,

Sydney McCain

OK  
4/12/12  
3-30-12

STATE OF TEXAS  
ACADEMIC ACHIEVEMENT RECORD  
(ACCREDITED)

MCCAIN, SYDNEY ROCHELLE  
Student ID: 131007

Parents/Guardian  
SHANA MCCAIN

CALALLEN ISD  
CALALLEN HIGH SCHOOL  
4001 WILDCAT DR  
CORPUS CHRISTI TX 78410-5197  
(361) 242-5636  
CCBC: 441045

DOB : 01/09/1995  
FEMALE  
Non-Hispanic, White  
GRADE : 11

3941 MOLLIE LN  
ROBSTOWN TX 78380-5814

Schools Awarding Credit  
2010 178903001/178903001  
2012 178903001/178903001

2009 178903041/178903041  
2011 178903001/178903001

|                          | SM1 | SM2 | AVG | CR   | SM1 | SM2 | AVG | CR |
|--------------------------|-----|-----|-----|------|-----|-----|-----|----|
| <b>LANGUAGE ARTS</b>     |     |     |     |      |     |     |     |    |
| 09/10 ENG 1              | 82  | 88  | 85  | 1.00 |     |     |     |    |
| 10/11 ENG 2              | 91  | 87  | 89  | 1.00 |     |     |     |    |
| 11/12 ENG 3              | 83  |     |     | .50  |     |     |     |    |
| 11/12 JRNLSM             | 100 |     |     | .50  |     |     |     |    |
| <b>SPEECH</b>            |     |     |     |      |     |     |     |    |
| 10/11 COMMAPP            | 100 |     |     | .50  |     |     |     |    |
| <b>MATHEMATICS</b>       |     |     |     |      |     |     |     |    |
| 09/10 ALG 1              | 85  | 82  | 84  | 1.00 |     |     |     |    |
| 10/11 GEOM               | 77  | 86  | 82  | 1.00 |     |     |     |    |
| 11/12 ALG 2              | 81  |     |     | .50  |     |     |     |    |
| <b>SCIENCE</b>           |     |     |     |      |     |     |     |    |
| 09/10 BIO                | 84  | 83  | 84  | 1.00 |     |     |     |    |
| 10/11 CHEM               | 82  | 84  | 83  | 1.00 |     |     |     |    |
| 11/12 PRINTECH:A         | 92  |     |     | .50  |     |     |     |    |
| <b>SOCIAL STUDIES</b>    |     |     |     |      |     |     |     |    |
| 09/10 W GEO              | 95  | 94  | 95  | 1.00 |     |     |     |    |
| 10/11 W HIST:Q           | 87  | 97  | 92  | 1.00 |     |     |     |    |
| 11/12 US HIST            | 93  |     |     | .50  |     |     |     |    |
| <b>HEALTH</b>            |     |     |     |      |     |     |     |    |
| 10/11 HLTH ED            |     | 94  |     | .50  |     |     |     |    |
| <b>P.E./EQUIVALENT</b>   |     |     |     |      |     |     |     |    |
| 09/10 PE EQ1             | 100 |     |     | .50  |     |     |     |    |
| 09/10 PE EQ2             |     | 100 |     | .50  |     |     |     |    |
| 10/11 SUBATH2            | 100 | 100 | 100 | 1.00 |     |     |     |    |
| 11/12 SUBATH3            | 90  |     |     | .50  |     |     |     |    |
| <b>OTHER LANGUAGE</b>    |     |     |     |      |     |     |     |    |
| 08/09 SPAN 1:J           | 82  | 82  | 82  | 1.00 |     |     |     |    |
| 09/10 SPAN 2             | 79  | 73  | 76  | 1.00 |     |     |     |    |
| <b>FINE ARTS</b>         |     |     |     |      |     |     |     |    |
| 10/11 ART 1              | 100 | 98  | 99  | 1.00 |     |     |     |    |
| <b>TECH APPLICATIONS</b> |     |     |     |      |     |     |     |    |
| 11/12 BUSIM1:A           | 96  |     |     | .50  |     |     |     |    |
| <b>CAREER/TECH ED</b>    |     |     |     |      |     |     |     |    |
| 09/10 PERFAMDV           | 98  | 94  | 96  | 1.00 |     |     |     |    |

Page 1 of 1

Credit Totals: State 18.50 Local .00

Date of Class Rank: 01/23/2012  
Rank: 99 Class Size: 272  
GPA: 4.024  
Quartile: 2

Texas Grant Academic Indicator: 1  
Date of Certificate:  
Date of Graduation : 05/19/2013  
Graduation Program Type: REC HS PROG  
Advanced Measures:

\_\_\_\_\_  
Official Signature

Passing is 70 or above A=ARTICULATED TECH PREP COURSE J=HS COURSE COMPLETED PRIOR TO GR 9  
P = Passing F = Fail Q=PRE AP COURSE  
TX Grant 1,2,5 = Eligible



Counselors  
Pamela Cartwright

Calallen High School  
GUIDANCE AND COUNSELING DEPARTMENT



4001 Wildcat Drive  
Corpus Christi, Texas 78410  
Office (361) 242-5636 Fax (361) 242-5638

Counselors  
Tracy Hendley  
Cindy Bammert

## CALALLEN HIGH SCHOOL

### EARLY GRADUATION

Tera Tanguma has expressed a desire to graduate earlier than the May, 2014 date that his/her class would normally finish. Even though graduation requirements will not be altered, he/she may not have the opportunity to take all of the elective classes that are available in a regular four-year program.

Your signature and that of your student indicates that both of you accept the minimum high school curriculum and that you are in agreement with early graduation.

Tera Tanguma L. Tanguma  
(student) (parent)

5-2-12  
(date)

5/2/12  
(date)

To whom it may concern, the reasoning behind my wanting to graduate early is simply to get a head start in academics as well as my life. I plan on going into the medical field and most majors require a long period of time dedicated to the education of. I plan on attending the University of Texas at San Antonio. I believe that I am prepared as well as capable of bearing the burden of the extra work that comes with graduating early. My education is the most important thing to me and I have always done well in school; I plan to continue that. I have many goals I want to accomplish in life and this is just the first step in reaching those goals. Thank you for your time and consideration.

Tera Tanguma

STATE OF TEXAS  
ACADEMIC ACHIEVEMENT RECORD  
(ACCREDITED)

TANGUMA, TERA DANIELLE  
Student ID: 143081  
SSN : 628-50-8353  
DOB : 09/26/1995  
FEMALE  
Hispanic, White  
GRADE : 10

Parents/Guardian  
LINDA TANGUMA  
4201 RIVER HILL DR  
CORPUS CHRISTI TX 78410

CALALLEN ISD  
CALALLEN HIGH SCHOOL  
4001 WILDCAT DR  
CORPUS CHRISTI TX 78410-5197  
(361) 242-5636  
CCBC: 441045

Schools Awarding Credit  
2011 178903001/178903001

2010 178903041/178903041  
2012 178903001/178903001

|                          | SM1 | SM2 | AVG | CR   | SM1 | SM2 | AVG | CR |
|--------------------------|-----|-----|-----|------|-----|-----|-----|----|
| <b>LANGUAGE ARTS</b>     |     |     |     |      |     |     |     |    |
| 10/11 ENG 1:QG           | 94  | 78  | 86  | 1.00 |     |     |     |    |
| 11/12 ENG 2              | 77  | 91  | 84  | .50  |     |     |     |    |
| <b>SPEECH</b>            |     |     |     |      |     |     |     |    |
| 09/10 COMMAPP:J          |     | 98  |     | .50  |     |     |     |    |
| <b>MATHEMATICS</b>       |     |     |     |      |     |     |     |    |
| 09/10 ALG 1:JG           | 80  | 84  | 82  | 1.00 |     |     |     |    |
| 10/11 GEOM:QG            | 80  | 71  | 76  | 1.00 |     |     |     |    |
| 11/12 ALG 2              | 78  | 84  | 81  | .50  |     |     |     |    |
| <b>SCIENCE</b>           |     |     |     |      |     |     |     |    |
| 10/11 BIO:QG             | 77  | 67  | 72  | 1.00 |     |     |     |    |
| 11/12 CHEM:QG            | 70  | 68  | 69  | .50  |     |     |     |    |
| <b>SOCIAL STUDIES</b>    |     |     |     |      |     |     |     |    |
| 10/11 W GEO:QG           | 85  | 71  | 78  | 1.00 |     |     |     |    |
| 11/12 W HIST:Q           | 90  | 92  | 91  | .50  |     |     |     |    |
| <b>HEALTH</b>            |     |     |     |      |     |     |     |    |
| 09/10 HLTH ED:J          | 95  |     |     | .50  |     |     |     |    |
| <b>P.E./EQUIVALENT</b>   |     |     |     |      |     |     |     |    |
| 10/11 SUBATH1            | 98  | 94  | 96  | 1.00 |     |     |     |    |
| <b>OTHER LANGUAGE</b>    |     |     |     |      |     |     |     |    |
| 10/11 SPAN 1             | 87  | 86  | 87  | 1.00 |     |     |     |    |
| 11/12 SPAN 2             | 75  | 90  | 83  | .50  |     |     |     |    |
| <b>FINE ARTS</b>         |     |     |     |      |     |     |     |    |
| 10/11 ART 1              | 97  | 98  | 98  | 1.00 |     |     |     |    |
| <b>TECH APPLICATIONS</b> |     |     |     |      |     |     |     |    |
| 11/12 BUSIM1:A           | 96  | 98  | 97  | .50  |     |     |     |    |
| <b>CAREER/TECH ED</b>    |     |     |     |      |     |     |     |    |
| 11/12 PRINHLSC:A         | 78  | 83  | 81  | .50  |     |     |     |    |

Page 1 of 1

Credit Totals: State 12.50 Local .00

Date of Class Rank: 01/23/2012  
Rank: 186 Class Size: 317  
GPA: 3.788  
Quartile: 3

Date of Certificate:  
Date of Graduation : 05/19/2014  
Graduation Program Type: REC HS PROG  
Advanced Measures:

\_\_\_\_\_  
Official Signature

Passing is 70 or above  
P = Passing F = Fail

A=ARTICULATED TECH PREP COURSE G=GIFTED & TALENTED  
J=HS COURSE COMPLETED PRIOR TO GR 9 Q=PRE AP COURSE

TANGUMA, TERA

GRD:10

OTHER ID: 143081

SCHOOL:001

CALENDAR:170

HM ROOM:601

ADVISOR:P CARTWR

| ABS. DATE     | FP | 0    | 1    | 2    | 3    | 4    | 5    | 6    | 7    | 8 | 9 | PN |
|---------------|----|------|------|------|------|------|------|------|------|---|---|----|
| 09/06/11 Tue. | 2  |      |      |      |      |      |      |      | M-   |   |   | N  |
| 09/07/11 Wed. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 09/09/11 Fri. | 2  |      | L-   |      |      |      |      |      |      |   |   | N  |
| 09/13/11 Tue. | 2  |      | E-   |      |      |      |      |      |      |   |   | N  |
| 09/14/11 Wed. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 09/15/11 Thu. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 09/22/11 Thu. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 09/23/11 Fri. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 09/29/11 Thu. | 2  |      | L-   |      |      |      |      |      |      |   |   | N  |
| 10/04/11 Tue. | 2  |      | O-   | O-   | O-   | O-   | O-   | O-   |      |   |   | N  |
| 10/12/11 Wed. | 2  |      | A-   | A-   |      |      |      |      |      |   |   | N  |
| 10/18/11 Tue. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 10/27/11 Thu. | 2  |      |      |      |      | M-   |      |      |      |   |   | N  |
| 11/03/11 Thu. | 2  |      | U-   | U-   | U-   | U-   | U-   | U-   | U-   |   |   | N  |
| 11/10/11 Thu. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   |      |   |   | N  |
| 11/28/11 Mon. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 11/29/11 Tue. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 12/08/11 Thu. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 12/16/11 Fri. | 2  | M-   | M-   | M-   |      |      |      |      |      |   |   | N  |
| 01/09/12 Mon. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 01/10/12 Tue. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 01/11/12 Wed. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 01/12/12 Thu. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 01/16/12 Mon. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 01/17/12 Tue. | 2  | U-   | U-   |      |      |      |      |      |      |   |   | N  |
| 01/31/12 Tue. | 2  |      |      |      |      | E-   | E-   | E-   | E-   |   |   | N  |
| 02/01/12 Wed. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 02/03/12 Fri. | 2  |      |      |      | L-   |      |      |      |      |   |   | N  |
| 02/07/12 Tue. | 2  |      |      |      |      |      |      |      | O-SA |   |   | N  |
| 02/10/12 Fri. | 2  |      |      |      |      |      |      |      | A-   |   |   | N  |
| 02/14/12 Tue. | 2  |      |      |      |      |      |      |      | O-SA |   |   | N  |
| 02/16/12 Thu. | 2  | M-   | M-   | M-   | M-   | O-SA | O-SA | O-SA | O-SA |   |   | N  |
| 02/17/12 Fri. | 2  | O-SA | O-SA | O-SA | O-SA | O-SA | O-SA | O-SA | O-SA |   |   | N  |
| 02/22/12 Wed. | 2  |      | A-   | A-   | A-   | A-   | A-   | A-   | A-   |   |   | N  |
| 02/28/12 Tue. | 2  | E-   | E-   |      |      |      |      |      |      |   |   | N  |
| 03/06/12 Tue. | 2  |      |      |      |      |      | T-   |      |      |   |   | N  |
| 03/22/12 Thu. | 2  | M-   | M-   | M-   |      |      |      |      |      |   |   | N  |
| 03/23/12 Fri. | 2  |      |      |      |      |      |      |      | O-SA |   |   | N  |
| 04/04/12 Wed. | 2  |      |      |      |      |      |      |      | O-SA |   |   | N  |
| 04/11/12 Wed. | 2  |      | L-   |      |      |      |      |      |      |   |   | N  |
| 04/13/12 Fri. | 2  |      |      |      |      | M-   | M-   | M-   | M-   |   |   | N  |
| 04/17/12 Tue. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 04/18/12 Wed. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 04/19/12 Thu. | 2  | E-   | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 05/03/12 Thu. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 05/04/12 Fri. | 2  |      | E-   | E-   | E-   | E-   | E-   | E-   | E-   |   |   | N  |
| 05/09/12 Wed. | 2  |      | M-   | M-   | M-   | M-   | M-   |      |      |   |   | N  |
| 05/14/12 Mon. | 2  |      | L-   |      |      |      |      |      |      |   |   | N  |
| 05/18/12 Fri. | 2  |      | E-   |      |      |      |      |      |      |   |   | N  |

\*\*\*\*\* End of report \*\*\*\*\*

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval of revision to Board Policy BE (LOCAL)

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New Business

**Action**

**BACKGROUND INFORMATION**

See attached proposed revision. The proposed change indicates that the Calallen ISD Regular Board meeting time has changed to 5:30 p.m.

**ITEM ADDRESSED**

Consider approval of revisions to Board Policy BE (LOCAL)

**RECOMMENDED ACTION**

The Administration recommends the Board approve revisions to Board Policy BE(LOCAL) as presented.

BOARD MEETINGS

BE  
(LOCAL)

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| MEETING PLACE                       | Unless otherwise provided in the notice for a meeting, Board meetings shall be held at the administration building Board room.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| MEETING TIME                        | Regular meetings of the Board shall be held on the second Monday of each month at 5:30 p.m. When determined necessary and for the convenience of Trustees, the Board President may change the date or time of a regular meeting. The notice for that meeting shall reflect the changed date or time.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| SPECIAL OR<br>EMERGENCY<br>MEETINGS | <p>The time and place of special and emergency meetings shall be as set out in the notice for the meeting.</p> <p>The President of the Board shall call special meetings at the President's discretion or on request by two members of the Board.</p> <p>The President shall call an emergency meeting when it is determined by the President or two members of the Board that an emergency or urgent public necessity, as defined by law, warrants the meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| AGENDA<br>DEADLINE                  | The deadline for submitting items for inclusion on the agenda is noon of the sixth calendar day before regular meetings and noon of the fourth calendar day before special meetings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| PREPARATION                         | <p>In consultation with the Board President, the Superintendent shall prepare the agenda for all Board meetings. Any Trustee may request that a subject be included on the agenda for a meeting, and the Superintendent shall include on the preliminary agenda of the meeting all Trustee-requested topics that have been timely submitted.</p> <p>Before the official agenda is finalized for any meeting, the Superintendent shall consult the Board President to ensure that the agenda and the topics included meet with the President's approval. In reviewing the preliminary agenda, the President shall ensure that any topics the Board or individual Trustees have requested to be addressed are either on that agenda or scheduled for deliberation at an appropriate time in the near future. The Board President shall not have authority to remove from the agenda a subject requested by a Trustee without that Trustee's specific authorization.</p> |
| NOTICE TO MEMBERS                   | Members of the Board shall be given notice of regular and special meetings at least 72 hours prior to the scheduled time of the meeting and at least two hours prior to the time of an emergency meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| CLOSED MEETING                      | Notice of all meetings shall provide for the possibility of a closed meeting during an open meeting, as provided by law. [See BEC]                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval for out-of-state travel request for CHS Powerlifters  
to travel to Orlando, Florida for the National meet

New Business

**Action**

**BACKGROUND INFORMATION**

In order for a group to travel out-of-state, the Board must approval their travel request.

**ITEM ADDRESSED**

Consider approval for out-of-state travel request for CHS Powerlifters to travel to Orlando, Florida for National meet

**RECOMMENDED ACTION**

The Admininstration recommends the Board approve the request for CHS powerlifters to travel out-of-state to Orlando, Florida for the National meet.

## Permission request for National Powerlifting meet

I would like to request permission to take 2 of our lifters to compete at the National Powerlifting meet. The meet will be held on June 22-24, 2012 in Orlando Florida.

The lifters who have qualified are Thomas Soto and Jacob De La Paz.



BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date : June 11, 2012

Subject: Consider approval of Calallen High School, Calallen Middle School, Magee Elementary, Calallen East Elementary and Wood River Elementary Student Handbooks for 2012-2013

New Business

**Action**

**BACKGROUND INFORMATION**

See attached handbooks for all Calallen ISD campuses. The handbooks have been revised district-wide using the recommended TASB model for handbooks.

**ITEM ADDRESSED**

Consider approval of Calallen High School, Calallen Middle School, Magee Elementary, Calallen East Elementary and Wood River Elementary Student Handbooks for 2012-2013

**RECOMMENDED ACTION**

The Administration recommends the Board approve Calallen High School, Calallen Middle School, Magee Elementary, Calallen East Elementary and Wood River Elementary Student Handbooks for 2012-2013.

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**Parent/Student  
Handbook  
2012-2013**



**CALALLEN HIGH SCHOOL  
The Pride of Texas**

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---

## **CALLEN SCHOOL SONG**

Hail to Calallen  
To thee we'll be true  
Your courage and honor  
Will always come through  
You give inspiration  
With standards so high  
So let us cheer the school we love  
CALLEN HIGH

## **SCHOOL COLORS**

Maroon and White

## **MASCOT**

Wildcat

## **CALLEN HIGH SCHOOL MISSION STATEMENT**

Our mission is to develop continuing relationships and behaviors that foster student success, encourage lifelong learning, and create productive members of a global society.

CALLEN HIGH SCHOOL  
Calallen Independent School District  
4001 Wildcat Drive  
Corpus Christi, Texas 78410  
(361) 242-5626  
[www.calallen.org](http://www.calallen.org)

It is the policy of Calallen ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Es norma de Calallen ISD no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Título VI de la Ley de Derechos Civiles de 1964, según enmienda; el Título IX de las Enmiendas en la Educación, de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda.

## PEOPLE TO KNOW

|     |                                   |                                         |                                 |                                      |
|-----|-----------------------------------|-----------------------------------------|---------------------------------|--------------------------------------|
| 1.  | <b>Principal</b>                  | Yvonne Neth                             |                                 | 361-242-5626                         |
| 2.  | <b>Assistant Principals</b>       | Beverly Barker                          | <b>A – GA</b>                   | 361-242-5626                         |
|     |                                   | William Ball                            | <b>GB – PA</b>                  | 361-242-5632 (fax)                   |
|     |                                   | Peter Van Maren                         | <b>PB – Z</b>                   |                                      |
| 3.  | <b>Athletic Director</b>          | Phil Danaher                            |                                 | 361-242-5968                         |
|     |                                   | Jean Brown                              | Athletic Secretary              | 361-242-5971 (fax)                   |
| 4.  | <b>Counselors</b>                 | Cindy Bammert                           | <b>A - GA</b>                   | 361-242-5636                         |
|     |                                   | Larissa Duke                            | <b>GB - PA</b>                  | 361-242-5638 (fax)                   |
|     |                                   | Pam Cartwright                          | <b>PB - Z</b>                   |                                      |
| 5.  | <b>Dean of Instruction</b>        | Stephanie Martinez                      |                                 | 361-242-5626                         |
| 6.  | <b>Department Chairpersons</b>    |                                         |                                 |                                      |
|     | English                           | Susan Day                               | Math                            | Marcie Thomas                        |
|     | Science                           | Marian McKim                            | Social Studies                  | Steve James                          |
| 7.  | <b>Department Representatives</b> |                                         |                                 |                                      |
|     | AP/Pre-AP Coord.                  | Beverly Barker                          | Business                        | Diana O'Brien                        |
|     | Career & Technical Ed             | Marsha Mackerer                         | Counseling                      | Cindy Bammert                        |
|     | DAEP/PLUS                         | Pete Van Maren                          | Foreign Language                | Maria Muthwill                       |
|     | Health/PE                         | Debbie Radford                          | Special Education               | Sandra Brownrigg/<br>Melissa Cardona |
|     | UIL/Fine Arts                     | Charlene Dietrich                       |                                 |                                      |
| 8.  | <b>Librarian</b>                  | Lori Villa                              |                                 | 361-242-5653 (fax)                   |
|     |                                   | Angie Garza                             | Library Aide                    |                                      |
| 9.  | <b>Office Support</b>             | Tina Stogsdill                          | Principal's Secretary           |                                      |
|     |                                   | Tracy Castillo                          | Assistant Principals' Secretary |                                      |
|     |                                   | Kathy Shumake                           | Grades/PEIMS                    |                                      |
|     |                                   | Susan Myers                             | Registrar                       |                                      |
|     |                                   | Vanessa Cantu                           | Counselors' Secretary           |                                      |
| 9.  | <b>Bookkeeper</b>                 | Donna Carter                            |                                 | 361-242-5928                         |
| 10. | <b>Attendance</b>                 | Vicki Gonzales (vgonzales@calallen.org) |                                 | 361-242-5633                         |
|     |                                   | Rita Rivera (rrivera@calallen.org)      |                                 |                                      |
| 11. | <b>Workroom</b>                   | Pat Galloway                            |                                 | 361-242-5640                         |
| 12. | <b>Nurses</b>                     | Tammie Carney/Kim Smith                 |                                 | 361-242-5639                         |
| 13. | <b>Technology Coord.</b>          | Diana O'Brien                           |                                 | 361-242-5626                         |

## Testing Calendar 2012 - 2013

|                     |       |
|---------------------|-------|
| October 17, 2012    | PSAT  |
| November 2012 (TBA) | ASVAB |
| January 2013 (TBA)  | THEA  |

### TAKS Exit Level Retest

|                                                 |         |
|-------------------------------------------------|---------|
| October 22, 2012, March 4, 2013, April 22, 2013 | ELA     |
| October 23, 2012, March 5, 2013, April 23, 2013 | Math    |
| October 24, 2012, March 6, 2013, April 24, 2013 | Science |
| October 25, 2012, March 7, 2013, April 25, 2013 | ELA     |

### STAAR/EOC Retests

|                              |                                     |
|------------------------------|-------------------------------------|
| December 3, 2012             | English I Writing                   |
| December 4, 2012             | English I Reading                   |
| December 3-14, 2012 (window) | Algebra I, Biology, World Geography |

### STAAR/EOC First Administration

|                         |                                                                                                               |
|-------------------------|---------------------------------------------------------------------------------------------------------------|
| April 1, 2013           | English I Writing                                                                                             |
| April 2, 2013           | English I Reading                                                                                             |
| April 3, 2013           | English II Writing                                                                                            |
| April 4, 2013           | English II Reading                                                                                            |
| April 5, 2013           | English make-up day                                                                                           |
| May 6-17, 2013 (window) | Algebra I, Geometry, Algebra II, Biology<br>Chemistry, Physics, World Geography,<br>World History, US History |

Students may also have to take Field Tests as required by the state on dates to be determined.  
Students may take some of the TAKS tests online at dates other than stated above.

AP (Advanced Placement) tests will be given May 7 - 17.

Semester exam guidelines are in the handbook on page 38.

See Appendix for important information on TAKS Success Incentives.

### Credit by Exam

Fall: Sept. 11, 12, 13, 2012 (Deadline to register August 10, 2012)  
Spring: May 28, 29, 30, 2013 (Deadline to register April 26, 2013)

#### Cell Phones

Due to the potentially disruptive nature of electronic devices, campus administrators heavily discourage their presence on campus, especially during any state testing. Possession of a cell phone during state testing can result in your child's test being invalid. If a student brings any of these devices to school, he/she will be held responsible for the security of the item(s).

# CALALLEN HIGH SCHOOL

4001 Wildcat Drive  
Corpus Christi, Texas 78410  
(361) 242-5626

August 2012

Dear Parents, Students, and All Wildcat Supporters,

I sincerely hope this handbook finds you and yours in the “Best of All Regards.” It is indeed my pleasure to welcome all to Calallen High School. You will find the best faculty and staff assembled in the State of Texas. It is our goal to help you achieve all of your educational needs. Education is a lifelong, ongoing process, and we will help you build your foundation for the future.

It is our hope that you will join several of our highly acclaimed extracurricular activities for which our students have gained state and national recognition.

Calallen High School operates under the laws of the State of Texas, the guidelines of the Texas Education Agency, and the policies of the Calallen Independent School District. This handbook has been prepared to help you understand the guidelines, procedures, and student expectations at Calallen High School. The provisions set forth in this handbook are intended to be informational and are not inclusive in nature. If you have specific questions about any of the information in this handbook, please ask your teacher, counselor or an administrator. Your teachers will also have classroom rules and regulations that must be followed in class.

It will be our goal for you to have a successful year. Calallen High School is the “Pride of Texas.”

Yours in Education,



Yvonne Marquez-Neth  
Calallen High School Principal

*“The Wildcats”*  
CALALLEN INDEPENDENT SCHOOL DISTRICT

*Three rules for  
success at  
Calallen High School:*

*Be safe*

*Be respectful*

*Be responsible*

## Legend

- Student Holiday / Staff development
- △ New Teacher Mtg.
- School Holiday
- ▽ Early Release Day
- { } 6 Weeks Begins/Ends
- ◇ SSI Remediation Days
- \* Bad Weather Makeup Day

## Semester

1st Semester 79 days  
2nd Semester 101 days  
Student Days 180

## Important Student Dates

**1st Student Day** - Aug. 27  
End of 1st Six Wks. - Sept. 28  
End of 2nd Six Wks. - Nov. 2  
**Thanksgiving** - Nov. 21-23  
End of 3rd Six Wks. - Dec. 19  
**Christmas** - Dec. 20 - Jan. 2



**Livestock Show** - Jan. 16-18  
**MLK Day** - Jan. 21  
End of 4th Six Wks. - Feb. 22  
**Spring Break** - Mar. 11-15  
**Easter** - March 29  
End of 5th Six Wks. - Apr. 19  
End of 6th Six Wks. - June 7  
**Last Day of School** - May 31  
**Graduation** - May 25  
**Intense Remediation** - June 3-7

## Calallen ISD

4205 Wildcat Drive  
Corpus Christi, TX  
78410

Phone: 361-242-5600  
Fax: 361-242-5608  
Visit our Website at:  
[www.calallen.k12.tx.us](http://www.calallen.k12.tx.us)

Commitment to Excellence - Success for All!

# CALLEN ISD



# 2012-2013 School Calendar

| July 2012 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 |
| 29        | 30 | 31 |    |    |    |    |

| August 2012 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | T  | F  | S  |
| 5           | 6  | 7  | 8  | 9  | 10 | 11 |
| 12          | 13 | 14 | 15 | 16 | 17 | 18 |
| 19          | 20 | 21 | 22 | 23 | 24 | 25 |
| 26          | 27 | 28 | 29 | 30 | 31 |    |

| September 2012 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| S              | M  | T  | W  | T  | F  | S  |
| 2              | 3  | 4  | 5  | 6  | 7  | 8  |
| 9              | 10 | 11 | 12 | 13 | 14 | 15 |
| 16             | 17 | 18 | 19 | 20 | 21 | 22 |
| 23             | 24 | 25 | 26 | 27 | 28 | 29 |
| 30             |    |    |    |    |    |    |

| October 2012 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 28           | 29 | 30 | 31 |    |    |    |

| November 2012 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 | 30 |    |

| December 2012 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 2             | 3  | 4  | 5  | 6  | 7  | 8  |
| 9             | 10 | 11 | 12 | 13 | 14 | 15 |
| 16            | 17 | 18 | 19 | 20 | 21 | 22 |
| 23            | 24 | 25 | 26 | 27 | 28 | 29 |
| 30            | 31 |    |    |    |    |    |

| January 2013 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
| S            | M  | T  | W  | T  | F  | S  |
| 6            | 7  | 8  | 9  | 10 | 11 | 12 |
| 13           | 14 | 15 | 16 | 17 | 18 | 19 |
| 20           | 21 | 22 | 23 | 24 | 25 | 26 |
| 27           | 28 | 29 | 30 | 31 |    |    |

| February 2013 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 |    |    |

| March 2013 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

| April 2013 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  |
| 7          | 8  | 9  | 10 | 11 | 12 | 13 |
| 14         | 15 | 16 | 17 | 18 | 19 | 20 |
| 21         | 22 | 23 | 24 | 25 | 26 | 27 |
| 28         | 29 | 30 |    |    |    |    |

| May 2013 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

| June 2013 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        |    |    |    |    |    |    |



[illegible]

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## LOCKER LOCATIONS

| <u>Grade</u> | <u>Location</u>    | <u>Locker #'s</u> |
|--------------|--------------------|-------------------|
| 9            | 300 Hall           | 1-306             |
|              | 300 Hall           | 191-230           |
|              | 300 Hall           | 733-784           |
|              | 300 Hall           | 1022-1069         |
|              | 300 Hall           | 1635-1654         |
| 10           | 200 Hall           | 375-732           |
|              | 200 Hall           | 1071-1098         |
|              | 200 Hall           | 1655-1674         |
|              | 200/300 Cross Hall | 307-374           |
| 11           | 300/400 Cross Hall | 785-866           |
|              | 400 English Hall   | 867A-892B         |
|              | 400 Math Hall      | 1504-1634         |
|              | 500 Hall           | 905-1018          |
| 12           | 400/500 Cross Hall | 1100-1503         |

**STUDENTS ARE RESPONSIBLE FOR ALL ITEMS IN THEIR LOCKERS**

**STUDENTS ARE NOT TO SHARE LOCKERS AT ANY TIME.**

**Bell Schedule**  
2012 - 2013 School Year

**REGULAR BELL SCHEDULE**

| <b><u>A Lunch</u></b> |              |              | <b><u>B Lunch</u></b> |              |             |
|-----------------------|--------------|--------------|-----------------------|--------------|-------------|
| 0                     | 7:30         | 8:25         | 0                     | 7:30         | 8:25        |
| 1 <sup>st</sup>       | 8:30         | 9:23         | 1 <sup>st</sup>       | 8:30         | 9:23        |
| 2 <sup>nd</sup>       | 9:28         | 10:38        | 2 <sup>nd</sup>       | 9:28         | 10:38       |
| 3 <sup>rd</sup>       | 10:42        | 11:35        | 3 <sup>rd</sup>       | 10:42        | 11:35       |
| <b>Lunch</b>          | <b>11:35</b> | <b>12:05</b> | 4 <sup>th</sup>       | 11:40        | 12:33       |
| 4 <sup>th</sup>       | 12:10        | 1:03         | <b>Lunch</b>          | <b>12:33</b> | <b>1:03</b> |
| 5 <sup>th</sup>       | 1:08         | 2:04         | 5 <sup>th</sup>       | 1:08         | 2:04        |
| 6 <sup>th</sup>       | 2:09         | 3:02         | 6 <sup>th</sup>       | 2:09         | 3:02        |
| 7 <sup>th</sup>       | 3:07         | 4:00         | 7 <sup>th</sup>       | 3:07         | 4:00        |

**PEP RALLY SCHEDULE**

| <b><u>A Lunch</u></b> |              |              | <b><u>B Lunch</u></b> |              |              |
|-----------------------|--------------|--------------|-----------------------|--------------|--------------|
| 0                     | 7:30         | 8:25         | 0                     | 7:30         | 8:25         |
| 1 <sup>st</sup>       | 8:30         | 9:20         | 1 <sup>st</sup>       | 8:30         | 9:20         |
| 2 <sup>nd</sup>       | 9:25         | 10:15        | 2 <sup>nd</sup>       | 9:25         | 10:15        |
| 3 <sup>rd</sup>       | 10:20        | 11:10        | 3 <sup>rd</sup>       | 10:20        | 11:10        |
| <b>Lunch</b>          | <b>11:10</b> | <b>11:40</b> | 4 <sup>th</sup>       | 11:15        | 12:05        |
| 4 <sup>th</sup>       | 11:45        | 12:35        | <b>Lunch</b>          | <b>12:05</b> | <b>12:35</b> |
| 5 <sup>th</sup>       | 12:40        | 1:30         | 5 <sup>th</sup>       | 12:40        | 1:30         |
| 6 <sup>th</sup>       | 1:35         | 2:25         | 6 <sup>th</sup>       | 1:35         | 2:25         |
| 7 <sup>th</sup>       | 2:30         | 3:20         | 7 <sup>th</sup>       | 2:30         | 3:20         |
| Pep Rally             | 3:20         | 4:00         | Pep Rally             | 3:20         | 4:00         |

**COLLABORATION SCHEDULE**

| <b><u>A Lunch</u></b> |              |              | <b><u>B Lunch</u></b> |              |             |
|-----------------------|--------------|--------------|-----------------------|--------------|-------------|
| Collaboration         | 8:00         | 8:50         | Collaboration         | 8:00         | 8:50        |
| 1 <sup>st</sup>       | 8:55         | 9:45         | 1 <sup>st</sup>       | 8:55         | 9:45        |
| 2 <sup>nd</sup>       | 9:50         | 10:52        | 2 <sup>nd</sup>       | 9:50         | 10:52       |
| 3 <sup>rd</sup>       | 10:57        | 11:47        | 3 <sup>rd</sup>       | 10:57        | 11:47       |
| <b>Lunch</b>          | <b>11:47</b> | <b>12:17</b> | 4 <sup>th</sup>       | 11:52        | 12:42       |
| 4 <sup>th</sup>       | 12:22        | 1:12         | <b>Lunch</b>          | <b>12:42</b> | <b>1:12</b> |
| 5 <sup>th</sup>       | 1:17         | 2:10         | 5 <sup>th</sup>       | 1:17         | 2:10        |
| 6 <sup>th</sup>       | 2:15         | 3:05         | 6 <sup>th</sup>       | 2:15         | 3:05        |

|                 |      |      |  |                 |      |      |
|-----------------|------|------|--|-----------------|------|------|
| 7 <sup>th</sup> | 3:10 | 4:00 |  | 7 <sup>th</sup> | 3:10 | 4:00 |
|-----------------|------|------|--|-----------------|------|------|

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## **PREFACE**

To Students and Parents:

Welcome to school year 2012–2013! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Calallen 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 two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Calallen Independent School District Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted on-line or available in the principal’s office.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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

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

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Calallen High School 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 good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 22 and **Academic Programs** on page 15.]
- 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 361-242-5626 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Conferences** on page 47.]
- Becoming a school volunteer. [For further information, see policies at GKG.]
- Participating in campus parent organizations. Parent organizations include academic and extra-curricular booster clubs.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 55.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

## **PARENTAL RIGHTS**

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

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

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

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

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

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

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

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

[Also see **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

### **Displaying a Student's Artwork, Photos, and Other Original Work**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

You may review your child's student records. These records include:

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

[See **Student Records** on page 8.]

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Granting Permission to Receive Parenting and Paternity Awareness Instruction**

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate 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.

### **Removing a Student from Human Sexuality Instruction**

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, below is a summary of the district's curriculum regarding human sexuality instruction:

Calallen ISD follows an abstinence program.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 65 and policy EC(LEGAL).]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]



### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **School Safety Transfers**

As a parent, you may request the transfer of your child to another classroom if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. See the principal for information.

### **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

### **Parents of Students with Disabilities with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### **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 school districts 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is your child's counselor at 361-242-5636.

#### **Parents of Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

#### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

## Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the

records requested or make other arrangements for the parent or student to review these records. The address of the superintendent's office is 4205 Wildcat Drive, Corpus Christi, Texas 78410.

The address of the principal's office is 4001 Wildcat Drive, Corpus Christi, Texas 78410.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL) and **Complaints and Concerns** on page 21 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.calallen.org](http://www.calallen.org).

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's 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.

**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 complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Directory Information**

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in this handbook.] [See, also, FL(LOCAL) for purposes.]

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

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact your child's principal at 361-242-5626.

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and may be subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 would be unauthorized and may be considered trespassing. [See policy FEA.]

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work

missed. The student will supply the attendance office with the appropriate signed documentation from the college or university upon returning to school.

#### **Failure to Comply with Compulsory Attendance**

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

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

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

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student’s violation of the state compulsory attendance law.

[See policy FEA(LEGAL).]

#### **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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan that, approved by the principal, allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policy FEC.]

Medical appointments do not count as absences when the student attends a portion of the school day and provides an official doctor’s excuse for the day of the medical appointment. Students or parents may request award of credit by submitting a written petition to the alpha counselor if the excessive absences are due to extenuating circumstances as listed in FDD (LOCAL). The petitions **must** be filed prior to the end of the next three week period when the attendance committee meets. The appeal form may be picked up by a student/parent in the counselors’ office.

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 the reasons listed above at

**Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.

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

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

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

The student will supply the attendance office with the appropriate signed documentation from the college or university upon returning to school. The district, with prior approval by administration, shall provide alternative ways which include, but are not limited to, the following for students to make up work or regain credit lost because of excessive absences.

- Complete additional assignments, as specified by the committee.
- Attend make-up sessions at the cost of \$2.00 per hour (up to \$20.00 a semester).
- Maintain the attendance standards for the rest of the semester.
- Make-up hours will be before school, after school or during Saturday school only.

**In all cases, the student must also earn a passing grade in order to receive credit.**

#### **Official Attendance-Taking Time**

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day during second period.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

#### **Parent's Note after an Absence**

- When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent or send an email 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. **No phone calls will be accepted.** No student should leave the campus or a classroom without checking out through the attendance office prior to leaving. A student will need an attendance pass to verify leaving the campus. Consequences for the



student will be ISS if standard procedure is not followed. If a student must leave campus during lunch, a parent must come to school and sign him out.

- If a student is absent from school, the parent is asked to call 242-5633 between 8:00 a.m. to 12 noon the day of the absence to notify the school of the student's absence, and a note must be sent upon returning to school. Absences are unexcused until a note from a parent or guardian is received by the attendance office (this must be done within 5 days of the absence).
- When returning to school after an absence, a student must bring a note signed by the parent that gives the reason and date of the absence. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will face disciplinary action.
- If a student comes/returns to school after 8:30 a.m., the student must check in at the attendance window.
- Unexcused absences are absences determined not to be due to extenuating circumstances. Examples: truancy, trips, extended vacations, flat tires, oversleeping, personal appointments, etc.
- All documentation (parent notes, doctor's notes, appointment verifications, etc.) must be presented to the attendance office within 5 days of returning to school. **Any absence not cleared within the allotted time will remain an unexcused absence.**
- The District shall excuse students from attending school for the purpose of observing religious holy days when it is a tenet of their faith that they must be absent from school during such time, and if, before the absence, the parent, guardian, or person having custody or control of the student submits a written request in advance for the excused absence. The District shall excuse the student for days on which the religious holy days are observed and for days on which the student must travel to and from the site where the holy days will be observed. Excused days for travel shall be limited to not more than one day for travel to and one day for travel from the site where the student will observe the holy days. A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days. If the student fails to satisfactorily complete the work missed, the District may respond appropriately. If the student satisfactorily completes the work, the days of absence shall be counted as days of compulsory attendance.
- **Students are reminded that attendance is their responsibility and they should know how many absences and how many make-up hours they need.**
- When students are absent 5 consecutive days, they will require a doctor's excuse to return to school.
- Students must be in the classroom for 35 minutes to be counted present for a class.
- **The District Truant Officer may file truancy against a student and/or parents when a student has 3 or more unexcused absences (days or parts of day) within a four week period, or 10 or more unexcused absences (days or parts of day) within a six month period.**

A letter (see Appendix) will be mailed to the parent when a student has 5 absences and again when the student reaches 9 absences. You may also receive letters from the CISD truancy officer. Please respond to all letters upon receiving.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the attendance office, which the student will need to submit to DPS upon application for a driver license. **Make up hours to regain class credit DO NOT apply to the VOE.** *Message: If you want a driver's license, come to school every day!*

## **ACADEMIC PROGRAMS**

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see **Academic Counseling** on page 22 of this handbook and policies at EIF. See also, separate publication Calallen High School Course Selection Catalog.]

### **Scholastic Awards**

To receive a scholastic medal, a student must be in the Distinguished Program or the Recommended Program and earn a 4.2 GPA during the current year in all courses. **Academic jackets will be awarded to juniors and seniors who have a cumulative GPA of 4.5 and who have not received a jacket for any other extracurricular activity.**

### **Honor Graduates**

To be an honor graduate, a student must have the following grade point averages:

cum laude - 4.0-4.5, magna cum laude - 4.6-5.0, summa cum laude 5.1-higher.

Honor cords will mark the distinction between summa cum laude, magna cum laude, and cum laude graduates. Summa cum laude graduates will receive gold cords. Magna cum laude graduates will receive silver cords. Cum laude graduates will receive white cords. The top three students will wear white gowns. The rest of the graduating class will wear maroon gowns. A student must be on the Distinguished Plan and/or the Recommended Plan in order to be an honor graduate. All locally developed non-academic classes will be excluded in the cumulative average.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school

property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

[Also see **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24 and **Hazing** on page 53, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **BUS RULES**

### **Bus Conduct (Regular Routes and/or Extracurricular Activities)**

The District is extremely concerned about providing a safe and secure environment for students traveling on school buses. It is essential that parents, students, bus drivers, principals and administration work closely to assure that this occurs. A student being transported in a school-

owned vehicle is required to comply with the STUDENT CODE OF CONDUCT. Any student who fails to comply with that code or established rules of conduct while on school transportation may be denied transportation and shall be subject to disciplinary action.

**The following rules shall apply to student conduct on school transportation.**

- Passengers shall follow the driver's directions at all times.
- Passengers shall board and leave the bus in an orderly manner at the designated bus stop nearest their home.
- Passengers shall not stand. The law states that no one is to be standing while the bus is in motion.
- Passengers shall keep books, band instrument cases (bus drivers may have a designated band instrument seat), feet, and other objects out of the aisles of the bus.
- Passengers shall not deface the bus and/or its equipment (this will result in immediate removal from the bus and restitution of damages).
- Passengers shall not extend head, hands, arms or legs out of the windows; they shall not hold anything out of the window nor throw objects within or out of the bus.
- Passengers shall not use or possess any form of tobacco.
- Usual classroom conduct shall be observed. Unruly conduct, including the use of obscene language, will subject the passenger to disciplinary action.
- Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
- Food and drink will not be consumed on regular bus routes. On field trips, sponsors will use their discretion in allowing or not allowing food or drink to be consumed.
- The driver has the discretion to establish any other safety rules.

A bus driver's primary responsibility is to be sure that all students are transported safely to and from school. All students must cooperate in order to assure that this occurs. Bus drivers have the responsibility to drive safely and to maintain order on the buses. The students must follow all rules and regulations on school buses and school rules as spelled out in the STUDENT CODE OF CONDUCT. Violation of bus rules will first be handled by the bus driver (warnings, etc.). Serious misconduct or violations of the STUDENT CODE OF CONDUCT will be referred to campus principals where discipline will be administered. **Parents will be notified by principals as to the nature of the offense. Serious student misconduct or persistent misbehavior on school buses will result in the student's loss of transportation privileges.**

Special Education students riding the regular bus routes will follow all rules stated above and will face the same consequences for misbehavior. ARD committees are responsible for changes in special transportation. The campus principal is responsible for carrying out ARD committee decisions pertaining to special transportation placement. Campus principals are responsible for disciplinary sanctions (suspension from special education transportation counts toward maximum 10-day out-of-placement removal).

**Board policies dealing with bus stops and eligibility to ride school buses:**

- CNA (LOCAL) BOARD POLICY (Eligibility) - The District shall not provide transportation to any student for whom it does not receive state transportation funds, except as may be required by a handicapped student's Individual Education Plan.

- CNA (LOCAL) BOARD POLICY (Bus Stops) - All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

## **WARNING: THE DISTRICT HAS INSTALLED VIDEO CAMERAS ON SCHOOL BUSES.**

### **CAMPUS RESTRICTIONS**

Students are not to be in the building without a teacher or sponsor before or after regular school hours. Any student arriving before school starts must go directly to the cafeteria or to tutorial sessions. Students will not be allowed to go to tutorials after **8:15 a.m.** unless they have a pass or clearance from a staff member.

### **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs in agriculture, food and natural resources; arts, A/V technology and communications; business, management and administration; education and training; health science; human services; information technology; law, public safety, corrections and security; manufacturing; marketing sales and service; and science, technology, engineering and math. Admission to these programs is based on student interest.

Calallen ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 64 for additional information regarding the district's efforts regarding participation in these programs.]

### **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **CLASS INTERRUPTIONS**

Every effort will be made to keep interruptions to a minimum. If a parent is requesting a conference with a teacher, please contact the principal's secretary and leave a message for the teacher with whom you need to speak. The teacher will return the call on his/her conference period and set up an appointment.

## **CLASS RANK/HIGHEST RANKING STUDENT**

In determining the cumulative grade point average and class rank, locally developed non-academic courses with no grade points will be excluded. This grading determination will be used for all students including honor graduates, valedictorian, and salutatorian. Senior class rank for graduation purposes is calculated at the end of the 5<sup>th</sup> six weeks. A final cumulative class rank will be recalculated and posted on the transcript at the end of the 6<sup>th</sup> six weeks of school.

[For further information, see policy EIC.]

## **CLASS SCHEDULES**

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day's schedule.

### **Schedule Changes**

It is very important that students give serious consideration to their next year's class request. What the student asks for in the spring of this year will be the classes he/she will have next fall. The computer makes all teacher and period assignments. No changes will be made unless a student has previously failed a course with a teacher to whom he/she has been assigned. Changes

in schedule will also be made for classes that do not make or where there are irresolvable conflicts. No schedule changes will be made after **August 31, 2012** for the fall semester or **January 9, 2013** for the spring semester.

## **CLOSED CAMPUS**

Calallen High School is a closed campus. Safety and proper supervision cannot be guaranteed if a student is off campus. **Closed campus shall be enforced from the time the students reach the campus until they have completed their regularly scheduled day.** Students shall leave their cars upon arriving in the parking lot and not return to them for any reason until it is time for them to leave campus. (See local School Board Policy FDF). Stringent disciplinary measures will be taken in order to keep students on campus. Students will not be allowed to leave campus without written permission from the principal or designee.

## **COLLEGE AND UNIVERSITY ADMISSIONS**

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2013 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

[See also **Calallen High School Course Selection Catalog** for information specifically related to how the district calculates a student's rank in class].

## **COLLEGE CREDIT COURSES**

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Certain courses taught at the high school campus, which may include courses termed dual credit and Advanced Placement (AP);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Del Mar College; and
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information. Depending on the student's grade level and the course, an end-of-course assessment may be required for graduation and, if so, will affect a student's final course grade.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

## **COMPLAINTS AND CONCERNS**

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

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

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a



required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.

- Interference with the transportation of students in vehicles owned or operated by the district.
- The District may pursue criminal charges against and/or impose discipline to any person inciting, promoting, or participating in a protest demonstration, disruption, riot, sit-in, walkout, blocking of entrances, etc. Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials may not be sold, circulated, or distributed on any school campus without the approval of the principal. Violators shall be subject to disciplinary action.

### **Social Events**

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

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

### **CONTAGIOUS 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 contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

### **COUNSELING**

#### **Academic Counseling**

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8–12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

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

The guidance center, located just inside the main entrance to the building, has information on colleges, vocational technical training schools, military services, and other areas of career or vocational interests. Students are especially encouraged to talk with their counselors about course offerings, graduation requirements, college entrance requirements, scholarships, and financial aid. Students should also talk with school counselors, teachers, and principals in order to learn about the curriculum, course offerings, graduation requirements and differences between graduation requirements for the regular high school program and the advanced programs. All

students in grades 9-12 and their parents shall be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, training school or pursuing some other advanced education should work closely with their counselors so that they may take the high school courses that will best prepare them for further work. Full-time counselors provide students with help in the areas of personal, educational, and vocational guidance. Students who wish to visit with their counselors should sign up in the counseling office and must have either a pass from their teacher or the counselor.

### **Personal Counseling**

The school counselor is available 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 sign up in the counselors' office.

[Also see **Suicide Awareness** on page 74.]

### **Psychological Exams, Tests, or Treatment**

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

[For more information, refer to policies EHBA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

### **COURSE CREDIT**

A student in grades 9–12 will earn credit for a course only if the final grade is 70 or above and the student has met all attendance requirements. For a two-semester (1 credit) course, the student's grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student's combined average be less than 70, the student will be required to retake the semester in which he or she failed.

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

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school.

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

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

[For further information, see the counselor and policy EHDB(LOCAL).]

## **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 or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2012–2013 school year include:

|         |                            |                                      |
|---------|----------------------------|--------------------------------------|
| Fall:   | September 11, 12, 13, 2012 | Deadline to register August 10, 2012 |
| Spring: | May 28, 29, 30, 2013       | Deadline to register April 26, 2013  |

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

## **DANCES**

All dances have to be scheduled and approved by the principal. Dances are held for Calallen High School students only. No middle school students will be allowed to attend high school dances. Student I.D. cards are required for admittance into the dances.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's Web site.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

#### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

**Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

**Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

**Investigation of Report**

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

**DELIVERIES**

No delivery of any kind will be accepted for a student.

## **DETENTION HALL**

Should a student be assigned to detention hall, he/she will report at the time assigned. Gum, food, and communication are not allowed. Students must report on time and study the entire time. If a student skips the assigned D-hall, the student will be assigned ISS.

## **DISCIPLINE**

The assistant principals or principal handles serious discipline problems that are referred to the office. However, each teacher is responsible for discipline at all times and anywhere on the high school campus. Teachers will have full authority and responsibility to correct student behavior whenever such correction is necessary. Should the student become a disruptive factor in a classroom, he/she will be asked to leave the class and report to the office. The District's disciplinary options include using one or more discipline management options: detention hall, in-school suspension, suspension, etc., removal to an alternative education program and expulsion. Disciplinary measures are applied depending on the nature of the offense (consult the Student Code of Conduct).

## **DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

State law prohibits a student placed in a Disciplinary Alternative Education Program (DAEP) for reasons specified in state law from attending or participating in school-sponsored or school-related extracurricular activities. If a student assigned to DAEP enters a regular ed. campus or extracurricular activity, it will be considered trespassing and the student can be arrested.

Students placed in the CISD Disciplinary Alternative Education Program (DAEP) for violations of the Student Code of Conduct will receive a core curriculum while assigned to DAEP. In order to receive credit for any other courses in which that student may be enrolled at the time of DAEP placement, the student must have successfully completed 90% of the semester at the time of placement and the student will be required to complete all assignments due until the end of the semester.

### **DAEP Makeup Work**

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

## **School Standardized Dress for CHS DAEP**

At Calallen High School's DAEP, a standardized dress code is implemented to promote education by emphasizing a content-neutral atmosphere. The purpose of having a standardized dress code is to promote an environment that is conducive to learning. The matter of student grooming and student dress is left to the discretion of local school districts. The school officials at Calallen ISD have the authority to restrict the wearing of apparel and student dress for the following reasons:

- Items emblazoned with slogans and diagrams deemed indecent or inappropriate are in bad taste for an educational setting.

- Items of clothing may prove to be disruptive or interfere with the rights of others. The Superintendent's designee/principal/assistant principal has the authority to make a ruling on any controversial dress code issue in question. At Calallen High School's DAEP, students are required to wear the following:
- White, navy blue, gray, or maroon "polo" style shirt.
- Navy blue or khaki slacks or shorts or blue jeans.

Our goal is not to inconvenience parents/guardians at home or at work during the school day. Therefore, parents/guardians may assist the school by making sure the student is wearing the required clothing before he/she leaves the home every day. If the student arrives at school out of dress code, he/she will be sent home and will receive an unexcused absence.

### **Standardized Dress Code Application to all DAEP Students**

#### **Pants/Shorts:**

- Uniform, zip-up, logo free, navy blue or khaki. Black/denim pants are allowed.
- Slacks need to fit appropriately at the waist and the crotch.
- Slacks and shorts must be hemmed.
- Shorts must go to the top of the knee.

#### **Not Permitted:**

- patch pockets
- lace up/button flies
- capris
- bell bottoms
- tight fitting cargo pants
- hip huggers
- bagging, sagging, oversized low-rise pants
- slits or tears
- frayed pant legs
- 5 pocket pants

#### **Belts:**

- Only solid brown or black belts with plain metal buckles are allowed.
- BELTS WITH RHINESTONES OR STUDS ARE NOT ALLOWED.
- Belts must be worn with pants or shorts with belt loops and must be of appropriate length.

#### **Shirts (Short/long sleeved) and Turtlenecks:**

- Logo free, button down (3 limit), "polo" type shirts with a collar.
- Shirts must be solid white, gray, navy blue, or maroon ONLY.
- Calallen spirit shirts are allowed as long as they are white, gray, navy blue or maroon.
- OTHER COLORED AND CAMOUFLAGE SPIRIT SHIRTS ARE NOT ALLOWED.
- Shirttails must be longer than the waistline and MUST BE TUCKED IN AT ALL TIMES
- Logo free turtlenecks in solid white, gray, navy blue or maroon may be worn under the required uniform shirts

#### **Shoes:**

- Shoes must be worn at all times.
- Backless shoes or sandals are NOT permitted.

- Shoes designed to be worn with shoelaces must be laced and tied appropriately.
- Steel-toed boots are not allowed.

#### **Accessories:**

- Accessories and jewelry are not allowed on campus.
- Hats/caps/sunglasses may not be worn in the building. Anything displaying drugs, drug paraphernalia and/or alcohol, sexual or foul language will be taken away from the student and must be picked up by the parent. In the case of a second offense, the item(s) will be confiscated and discarded.
- Chains on wallets, bandanas, and safety pins are not allowed on campus or on the school bus.

#### **Sweaters/Coats/Windbreakers/Pullover Sweatshirts:**

- Calallen Wildcat logos only. Other logos are NOT permitted.
- Must be solid white, gray, navy blue, or maroon and must fit appropriately.
- Sweaters must zip up or button up
- Sweatshirts may be worn over a uniform shirt and must be worn appropriately.
- Hoodies are not allowed.
- Coats that do not meet the dress code will be placed in the office during the school day.

#### **Piercings/body art:**

- No jewelry is allowed on any part of the body. All earrings will be removed upon arrival.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not permitted.
- Writing on the skin is not permitted.
- Coloring in of fingernails using markers or any other writing utensil is not permitted.
- Black nail polish is not permitted.

### **Standardized Dress Code Applicable to DAEP Female Students**

#### **Hair:**

- Hair must be neat, clean, and well groomed at all times.
- Extremely dyed hair, painted/unnatural hair color designs, or insignias are not allowed.
- Hair that covers the eyes or hangs in front of the face is not allowed.
- Dreadlocks and distracting braids are not allowed

#### **Undergarments:**

- Appropriate undergarments will be worn at all times.
- Colored or patterned bras may not be worn underneath white uniform shirts.

### **Standardized Dress Code Applicable to DAEP Male Students**

#### **Hair:**

- Hair must be neat, clean, and well groomed at all times.
- Hair must be uniformly cut with a gradual transition.
- Military style haircuts are permitted.
- Bald or partially shaved heads (shaved underneath, long on top) are not allowed.
- Hair must not pass the ears or touch the shirt collar.
- Haircuts using clippers smaller than a 1 are discouraged.

#### **Not permitted:**



- Extremely dyed hair, painted hair, designs, or insignias
- Hair that covers the eyes or hangs in front of the face
- Hair long enough to be tucked behind the ear
- Dreadlocks and distracting braids

#### **Makeup:**

- Boys are not allowed to wear makeup of any kind.

#### **Undergarments:**

- Appropriate undergarments will be worn at all times.
- Shirts should be tucked in so that undergarments cannot be seen from behind.

**FAILURE TO COMPLY WITH DAEP DRESS CODE WILL RESULT IN AUTOMATIC SUSPENSIONS AND UNSUCCESSFUL DAYS. REPEATED FAILURE TO COMPLY WITH DAEP DRESS CODE MAY RESULT IN SERIOUS DISCIPLINARY ACTION.**

#### **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

#### **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. In limited circumstances, a student in grade 8 may also be eligible to enroll in a course through the TxVSN.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the “no pass, no play” rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page 38.]

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the counselor.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district will not recognize and apply the course or subject toward graduation requirements or subject mastery.

#### **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

##### **School Materials**

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

The school newspaper, *The Wildcatter*, and the yearbook, *Wildcat*, are available to students.

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

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

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

The principal has designated the high school library as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's 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 for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the superintendent for prior review. The superintendent 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 policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

#### **DISTRICT VOLUNTEER PROGRAM**

In accordance with Education Code 22.05(b), a volunteer is a person rendering services for or on behalf of the District, on the premises of the District or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement of expenses. Members of organizations such as the PTA and booster clubs acting in the capacity as members of these organizations do not fit the definition of volunteer.

Volunteers may be used in schools to relieve teachers of routine and clerical matters so they may

increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources.

Any person wishing to volunteer at a campus or for the District is required to complete an application and participation in orientation and training activities before beginning volunteer services. Additionally, the District shall obtain the criminal history record of prospective school volunteers through the Texas Department of Public Safety (DPS) before the volunteer can begin their service to the District. The application, orientation and training, and DPS criminal history record check are one time requirements. After the initial DPS criminal history record check, the District may do periodic checks on volunteers.

Any person wishing to serve a campus or the District as a volunteer should contact any CISD campus principal. The CISD School Volunteer Program Policy can be found at each principal's office and library at: GKG (LOCAL).

### **DISTRICT'S ELECTRONIC COMMUNICATIONS SYSTEM**

Students will be required to complete and sign the Student Agreement for Participation In An Electronic Communication Systems available on-line in order to use the District electronic information/communications systems.

Students will be required to have an ID Card which will be hole-punched with a unique punch designating the student and parent have signed and returned the agreement. Students may use the Internet throughout the building by showing this hole-punched ID Card.

#### **Individual User**

The following standards will apply to all users of the District's electronic Responsibilities Information/communications systems:

- The individual in whose name a system account is issued will be Conduct responsible at all times for its proper use.
- The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.
- System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
- Students may not distribute personal information about themselves or others by means of the electronic communication system.
- System users must purge electronic mail in accordance with established retention guidelines.
- System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
- System users may not download or install any programs, commercial or public domain, to the system. District technicians are solely responsible for installing, upgrading, and configuring any and all components of the computer system.
- System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- System users may not access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

- System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the District or school, whether or not that was the user's intention.
- System users may not waste District resources related to the electronic communications systems.
- System users may not gain unauthorized access to resources or information.

## **Vandalism**

Any malicious attempt to harm or destroy District equipment or data of Prohibited another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of District policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. (See DH, FN series, FO series, and the Student Code of Conduct)

## **Forgery**

Forgery or attempted forgery of electronic mail messages is prohibited. Prohibited attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

Information System users and parents of students with access to the District's system Content/ should be aware that use of the system may provide access to other electronic Third-Party communications systems in the global electronic network that may contain Supplied Information inaccurate and/or objectionable material. A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct. An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies. (See DH) Participation in Participation in chat rooms and news groups accessed on the Internet is not Chat Rooms and permitted by any District User. A waiver may be granted by the District Newsgroups technology coordinator to a teacher in specific instances. Network System users are expected to observe the following network etiquette:

- Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- Use of inappropriate language; i.e. swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Pretending to be someone else when sending/receiving messages is considered inappropriate.
- Transmitting obscene messages or pictures is prohibited.

- Using the network in such a way that would disrupt the use of the network by other users is prohibited.

## Termination

Termination of an employee's or a student's access for violation of District Revocation of policies or regulations will be effective on the date the principal or District User system coordinator receives notice of student withdrawal or of revocation of system account privileges, or on a future date if so specified in the notice. Disclaimer The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on the system will be uninterrupted or error free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the District. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

## DRESS AND GROOMING

In the past, the behavior and appearance of the student body at Calallen High School has created a very favorable and positive image. We continue to believe in the importance of encouraging high standards in dress and personal grooming. We believe that a positive outward appearance reflects a positive inward self-esteem. The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. The following guidelines regarding dress code at CHS should be helpful. If you have questions about this policy, please contact the principal or one of the assistant principals at 242-5626.

- All clothing must be neat and clean. The student must be fully and appropriately dressed in a way that is not distracting to the educational process.
- Acceptable shirts include: Polo style or button up Oxford with collar, Henley style, collarless shirts with high round neckline, T-shirts positively promoting Calallen High School clubs, associations, classes, teams, etc., or other T-shirts that are positive in nature (example - University logos, UIL events). The length of the shirt cannot hang longer than the finger tips and must hang past the top of the front pocket or to the wrist if no pockets are on the pants. All shirts that hang longer than the finger tips must be tucked in. Appropriate undergarments will be worn. See-through shirts or blouses, low-necked shirts that show cleavage, sleeveless shirts, mid-riff shirts and **torn clothing** are not allowed.
- All pants must be worn above the hips. Jeans, slacks or shorts that are "Sag" and/or "Bag" clothing will not be allowed to be worn at school or any school function. The jeans, slacks and shorts must be properly sized and fitted in the waist and crotch area. (The width of the leg bottom must be no larger than 10 inches.) All pants must be hemmed. Full length Cargo pants are allowed. Capri pants for girls can be worn. No rips, tears, cuts or holes allowed in any clothing.
- Shorts are allowed but must be hemmed and hang knee length (knee length is defined from the top of the knee cap to bottom of the knee cap). Cargo shorts with no more than 6 total pockets may be worn, if they comply with all the above requirements.

- Skirts and dresses must hang to the knee cap and cannot exceed in length beyond the ankle. No slits in either dresses or skirts are allowed above the kneecap. All dresses must have sleeves and no V, scoop, or square neckline dresses are allowed. All button dresses must be buttoned except for the last top button.
- Long, tight leggings/jeggings may not be worn unless the top meets dress code length for skirts. Above the knee leggings (bike shorts) are not allowed.
- Clothing and/or accessories painted, printed or stamped with obscene, vulgar, or suggestive language or scenes are prohibited. Clothes and/or accessories painted, printed or stamped with language or scenes depicting sex, death, occultism, violence, antisocial behavior, blood, gore, tobacco, controlled substances, alcohol, or promotion of gang identification are prohibited. Gang paraphernalia is not allowed on campus and/or at any extracurricular event. Clothing and/or accessories that depict these items are not allowed at school or any extracurricular function.
- Athletic shorts, warm ups, sweat pants, jeggings and yoga pants are not allowed.
- ***Safety is the first priority.*** Shoes must be worn at all times. Shower shoes (rubber flip-flops), house shoes, soccer sandals, water shoes or beach shoes and steel-toed shoes/boots are not allowed. Closed toe/backless shoes are allowed. Sandals are allowed but must have a manufactured back strap. No shoes with a strap between the toes are allowed unless they have a manufactured back strap. Closed back/closed toe shoes are required for all science labs.
- Coats and jackets must be appropriate for school. Over-sized coats or trench coats are not allowed.
- Caps or hats may not be worn in the building. Examples include, but are not limited to, ski caps, beanies, and hoods. Sunglasses and bandanas are not allowed to be worn in the building.
- Hair must be neat, clean and well groomed at all times. Distracting hairstyles such as extremely dyed hair, painted hair, spikes, tails, dreadlocks, or partially shaved hair is not allowed. The hair must be uniformly cut with no designs or insignias cut into the hair and the hair must be the student's natural color. Hair must be neatly styled and must not cover the eyes or hang in front of the face. Sideburns must reach no longer than the bottom of the earlobe. Mustaches and beards are not permitted. The length of a boy's hair must not extend past the middle of a dress shirt collar and must be worn in a manner that does not disrupt the educational environment. All boys will be clean shaven daily.
- Boys may not wear makeup. Boys may wear one stud earring in each ear lobe.
- Males and females may only wear piercing jewelry in the earlobe. Gages will not be allowed in males or females. It is not acceptable to wear jewelry in the eyebrow, nose, tongue, etc. makeup that is worn by girls must be appropriate. Black lipstick, body glitter, distracting stickers or tattoos may not be worn on the face or body.
- Wallet chains and dog chains are not allowed and may not be worn as jewelry. Bracelets, necklaces, and belts that have spikes are not allowed.
- All tattoos must be covered.
- The entire staff will enforce the dress code. Students in violation will be sent to the principal or assistant principal. Repeated offenses may result in further serious disciplinary action.
- The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in an extracurricular activity. Students who violate these standards may be removed or excluded

from the activity for a period determined by the principal or sponsor and may be subjected to further disciplinary action.

- **The Superintendent's designee/principal/assistant principal has the authority to make a ruling on any controversial dress code issue in question.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Failure to attend ISS will result in further disciplinary action. ISS days that are missed will have to be made up. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. Either the student or the parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 72 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. There will be a \$15 charge to reclaim any electronic device before being returned to the student or parent.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 72 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### **ELEVATOR USE**

Only students with injuries or other handicapping conditions will be allowed to use the elevator. Those students will be issued a temporary elevator key and be charged a \$5.00 deposit. When the student is able to use the stairs again, he/she will return the elevator key to the office and receive their deposit back. Failure to do so will result in a \$30.00 fine.

### **END-OF-COURSE (EOC) ASSESSMENTS**

See **Course Credit** on page 23 and **Graduation** on page 49.



In 2007 Senate Bill 1031 was enacted, which called for the development of "end-of-course assessment instruments for secondary-level courses in algebra I, algebra II, geometry, biology, chemistry, physics, English I reading, English I writing, English II reading, English II writing, English III reading, English III writing, world geography, world history and United States history." The purpose of the end-of-course (EOC) assessments is to measure students' academic performance in core high school courses and to become part of the graduation requirements beginning with the freshman class of 2011-2012. The EOC assessments for lower-level courses must include questions to determine readiness for advanced coursework. The assessments for higher-level courses must include a series of special purpose questions to measure college readiness and the need for developmental coursework in higher education. In addition, a student's score on each EOC assessment will be worth 15% of the student's final grade for that course for the 2012-2013 school year (*pending Commissioner's ruling*).

## EXAMS

### Semester Exams

**Fall Semester** exams are mandatory in core curriculum classes and discretionary in the elective classes.

**Spring Semester** exams are administered at the teacher's discretion.

[See Grading Policy Overview on page 42 for further information.]

### TAKS/EOC & Attendance Incentives

- Students must be passing all classes to be exempt the last 5 days of school.
- 11<sup>th</sup> and 12<sup>th</sup> grade students passing all 4 sections of TAKS and owing no attendance make up hours will be exempt from attending the last 5 days of school.
- Seniors must meet all graduation requirements.
- 9<sup>th</sup> and 10<sup>th</sup> grade students passing all EOC tests and owing no attendance hours are exempt from attending the last 5 days of school.

## EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

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 an Advanced Placement course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks. The principal may grant a waiver to the no pass-no play ruling for a student in a Pre-AP/AP course whose 6 weeks average is less than 70. **The student must have at least a 60 in a**

**Pre-AP class or a 55 in an AP class.** If the student does not meet this requirement, the waiver will not be signed.

- 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.
- **Students are permitted seventeen (17) absences per year**, in order to participate in school-related or school-sanctioned activities on or off campus. If a student attains more than 17 absences due to extracurricular events, they may apply for a waiver, which will give the student an additional five absences, for a total of 22 absences for extracurricular activities. After 22 absences, the student must make up hours in order to regain credit. The student must make up work in order not to lose credit. All UIL activities and any activities approved by the Board come under this provision.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.
- During subsequent six-week periods, students who receive a six-week grade below 70 in any course or students who fail to meet the standards in their Individual Education Plan (IEP) may not participate in extracurricular activities during the following three-week period; however, students are still eligible to practice. The suspension from extracurricular activities goes into effect seven days AFTER the last day of the six-week period during which the grade lower than 70 was earned. Students shall be allowed to participate at the end of any three-week period in which the student earns a grade of 70 or above in all courses after the seven day wait period. After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows: a) mechanical error occurred in averaging or recording the original grade; or b) the teacher's grading procedure violated either local policy, state law or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.
- **If a student is absent for a school activity, it is required that work be obtained and turned in before the absence unless prior arrangements are made with the teacher. Any work that is due during the absence or immediately after is still due and is required to be turned in on time. STUDENTS ARE REMINDED THAT MAKE-UP WORK IS THEIR RESPONSIBILITY.**
- A student's absences resulting from participation in an activity sponsored by an organization on the CISD Board approved list, but not under the direct supervision of CISD, will be counted as a student activity. Any absence resulting from a student's participation in an organization not on the school board's approved list will be excused at the principal or principal's designee's discretion.

#### **Standards of Behavior**

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

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

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 71.]

### **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers.

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- Fees for lockers requiring more than usual cleaning by school staff.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 76.]
- A fee not to exceed \$20 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.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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 office. [For further information, see policies at FP.]

## FINES

All outstanding fines for lost or damaged textbooks, library fines, club fines, organizational fines, etc. must be paid prior to taking final exams. A student who does not pay such fines will not be cleared for fall registration until the fines are paid.

### Calallen ISD's Check Acceptance and Return Policy

In the event that a check written to any Calallen ISD campus, club or organization is returned unpaid by your bank, Calallen ISD or its agent (Check Smart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30 plus applicable sales tax. The use of a check for payment is your Acknowledgement and Acceptance of this policy and its terms. You may reach Check Smart Recovery at (888) 851-6634.

### Damaged/Lost Textbook Fees

By law, students and/or parents are responsible for paying for textbooks that are lost or damaged by the student. Students must be responsible for the proper use and care of textbooks and will maintain book covers on all textbooks at all times. Any misuse of the textbooks due to carelessness or neglect may be considered a cause to charge the student a fine for the textbook.

The State does not provide guidelines for assessing costs for damaged textbooks. Therefore, the policy for assessing damaged textbook fines has been established by the Calallen Independent School District.

- Any textbooks which have been damaged or defaced beyond usable condition are to be considered destroyed and full price for the textbook will be assessed.
- If charges for the damaged textbook exceed 50% of the cost of the book, the book is to be considered destroyed and the full price of the textbook will be assessed.
- Removal of bar-code labels **PROHIBITED**. The Bar-coding System provides a direct link from textbook to student. A student cannot return a book that has been issued to another student. All books returned are accredited to the student to which they were issued.

|                                                                              |                 |
|------------------------------------------------------------------------------|-----------------|
| Markings in book.....                                                        | \$10.00         |
| <b>Excessive</b> markings.....                                               | Full price      |
| Cut or Torn pages.....                                                       | \$1.00 per page |
| <b>Excessive</b> page cut or torn out of book (considered a total loss)..... | Full price      |
| Water damage or Lost book.....                                               | Full price      |
| Broken or bent book cover / binding (book in usable condition).....          | \$10.00         |
| Bar-code missing (book <b>not</b> reported lost by other students).....      | \$10.00         |
| Strip code missing (inside book).....                                        | \$1.00          |

► **FULL PRICE** will be assessed if book has been reported “lost.”

## FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 7 days before the event. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

## **GRADE CLASSIFICATION**

After the ninth grade, students are classified according to the number of credits earned toward graduation.

| <u>Credits Earned</u> | <u>Classification</u>            |
|-----------------------|----------------------------------|
| 6                     | Grade 10 (Sophomore)             |
| 12                    | Grade 11 (Junior)                |
| 17                    | Grade 12 (Senior) (UIL)          |
| 19                    | Grade 12 (Senior) (Calallen ISD) |

## **GRADING POLICY OVERVIEW (CISD)**

Procedures and guidelines that pertain to grading are necessary to establish some degree of consistency among teachers, grade levels and schools. Because daily activities, assignments, student needs/abilities and professional teaching styles differ, some variation in grading is to be expected.

A grade should represent a fair estimate, by the teacher, of a student's achievement and should reflect the growth each student is making in relationship to his/her performance, maturity and ability. A grade should reflect consistent progress and convey the degree to which the student has mastered the Texas Essential Knowledge and Skills after introductory skills have been taught.

Grading procedures should emphasize success and should complement the programs that are tailored to the individual needs of each student. Grades should be logical, justifiable, sufficient in number, and should ensure that the grade is an accurate measure of the student's progress and achievement. The conduct grade is an evaluation of the student's social attitudes and behavior and shall not alter the grade in academic areas. A student's academic grade shall reflect TEKS based curriculum mastery and SHALL NOT be altered because of behavior, headings, titles, etc.

Students who receive instruction below their assigned grade level shall be continuously monitored to determine if the placement and progress are appropriate.

In teaching and evaluating student progress, teachers shall use a variety of activities and strategies in order to reach children with different modality strengths and learning styles thereby providing opportunities for student success. Techniques may include portfolio assessment, cooperative learning, class participation, oral expression, written assignments, projects, presentations, assessment results, daily grades, homework completion, and a variety of other

instructional activities. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Grading should help the teacher

- appraise the effectiveness of teaching procedures;
- diagnose the needs and evaluate the progress of each student;
- monitor the student for grade placement.

Grading should assist the student

- evaluate his/her own progress;
- attain optimum achievement;
- set his/her goals for future learning.

Grading should provide information to help parents

- guide the student in making personal and social adjustments;
- encourage the student to attain maximum performance;
- assist their child in his/her school work.

## **Grade Book**

All teachers are expected to keep an accurate Skyward grade book. The grade book should identify daily work assignments/grades and major work assignments/grades and six-weeks/semester exam grades. According to Skyward, the teacher will indicate the original grade or any additional comments for documentation of the grade within the grade book program. Only the teacher who records the grade will have access to comments.

There should be a minimum\* of eight (8) grades in Category I. Category II will have a minimum of 2 grades (spaced appropriately) prior to the six weeks test, or a minimum of 3 major (separate) grades (spaced appropriately) if a six weeks test is not given per reporting period, per subject.

\*A minimum of six (6) grades per six weeks in Category I and two (2) grades in Category II (spaced appropriately in Category II) are required in AP classes.

**Teachers use a system of grading based on a numerical scale of 100 points.**

|                 |                          |
|-----------------|--------------------------|
| <b>90 – 100</b> | <b>(equivalent to A)</b> |
| <b>80 - 89</b>  | <b>(equivalent to B)</b> |
| <b>70 - 79</b>  | <b>(equivalent to C)</b> |
| <b>Below 70</b> | <b>(equivalent to F)</b> |

These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. EIA (LOCAL)

For all Skyward users, grades from the previous week should be entered into the Skyward Grade book in a reasonable and consistent timeframe and monitored by the campus administrator.

## **Grades**

### **Citizenship**

A citizenship grade of E, S, N, or U is given. The citizenship grade will be determined by:

- A. Following classroom rules
- B. Following handbook guidelines
- C. Exhibiting overall appropriate behavior

**Citizenship grades have a bearing on participation in Student Council, UIL, and some elected honors and/or organization memberships.**

|                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------|
| <p><b>E = Excellent</b><br/> <b>S = Satisfactory</b><br/> <b>N = Needs Improvement</b><br/> <b>U = Unsatisfactory</b></p> |
|---------------------------------------------------------------------------------------------------------------------------|

### **Six-Weeks Grades**

When averaging grades for each six weeks, the following percentages are to be used. (See chart that follows.) A range is given to allow discretion among departments and subjects within departments because of differences in subject matter. **Six weeks tests will not be retaught or reassessed.**

When averaging grades for each six weeks the following percentages are given to each category of grade(s) for non-weighted core academic classes (ELA, Math, Social Studies, Science):

| <b>Category</b>     | <b>Product Description</b>                                | <b>With Six-Weeks Test</b> | <b>Without Six-Weeks Test</b> |
|---------------------|-----------------------------------------------------------|----------------------------|-------------------------------|
| <b>Category I</b>   | Daily Grades (Classwork, Homework**, participation, etc.) | 30%                        | 30%                           |
| <b>Category II</b>  | Major Grades (chapter/unit tests, projects)*              | 55%                        | 70%                           |
| <b>Category III</b> | Six Weeks Test*                                           | 15%                        | 0%                            |

\*If a six weeks test is given, it will count as 15% of the grade and major grades (chapter/unit tests projects, etc.) will count as 55%.

\*\*Homework will not count more than 25% of Category I grades.

\*\*\* Category weights may not apply to Dual Credit classes.

When averaging grades for each six weeks the following percentages are given to each category of grade(s) for weighted Pre-AP and AP core academic classes (ELA, Math, Social Studies, Science):

| Category     | Pre-AP and AP Product Description                         | With Six-Weeks Test | Without Six-Weeks Test |
|--------------|-----------------------------------------------------------|---------------------|------------------------|
| Category I   | Daily Grades (Classwork, Homework**, participation, etc.) | 25%                 | 25%                    |
| Category II  | Major Grades (chapter/unit tests, projects)*              | 60%                 | 75%                    |
| Category III | Six-Weeks Test*                                           | 15%                 | 0%                     |

\*If a six weeks test is given, it will count as 15% of the grade and major grades (chapter/unit tests projects, etc.) will count as 60%.

\*\*Homework will not count more than 25% of Category I grades.

When averaging grades for each six weeks, the following percentages are given to each category of grade(s) for non-weighted Electives (foreign language, CTE, art, music, band, etc.)

| Category     | Product Description                                       | With Six-Weeks Test | Without Six-Weeks Test |
|--------------|-----------------------------------------------------------|---------------------|------------------------|
| Category I   | Daily Grades (Classwork, Homework**, participation, etc.) | 40%                 | 40%                    |
| Category II  | Major Grades (chapter/unit tests, projects)*              | 45%                 | 60%                    |
| Category III | Six Weeks Test*                                           | 15%                 | 0%                     |

\*If a six weeks test is given, it will count as 15% of the grade and major grades (chapter/unit tests projects, etc.) will count as 45%.

\*\*Homework will not count more than 25% of Category I grades.

### **Homework**

The assignment of homework must always serve as an introduction to or reinforcement of learning. Students should be able to complete the practice independently. Correct usage of homework should provide timely feedback to the student and inform the teacher of student progress toward mastery.

### **Standardized Testing**

The counselor and/or teacher may discuss test results or other confidential student information with the parents. The *State of Texas Assessments of Academic Readiness/End of Course (STAAR/EOC)* will be administered to students in Grades 9-12 according to their testing Cohort. (See TEA website for cohort information. *STAAR EOC Phase-in Illustration* [http://www.tea.state.tx.us/student\\_assessment/staar/](http://www.tea.state.tx.us/student_assessment/staar/)) The *Texas Assessment of Knowledge and Skills Test (TAKS)* will be administered to students in grades not mandated within the cohort



guidelines. The *Texas English Language Proficiency Assessment System* (TELPAS) is administered to LEP identified students at grades K-12 in the spring.

### **Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee taking into consideration written materials, observation, or information from students. EIA (LOCAL) Grade penalty will result in a grade of "0". Academic dishonesty is considered cheating. When cheating, if both parties are aware of the occurrence, both parties will receive the same consequences.

### **Plagiarism**

Plagiarism: 1. the unauthorized use or close imitation of language and thoughts of another author and the representation of them as one's own original work. 2. something used and represented in this manner.

((<http://dictionary.reference.com/browse/plagiarism>)

Copyright infringement (or copyright violation) is the unauthorized use of material that is covered by copyright law, in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works.

([http://en.wikipedia.org/wiki/Copyright\\_infringement](http://en.wikipedia.org/wiki/Copyright_infringement))

[See Plagiarism on page 46.]

### **Special Education**

Variations in procedures and academic achievement level expectation for awarding grades to identified special education students shall be determined by the Admission Review and Dismissal (ARD) Committee and included in the student's Individual Education Plan. At the end of each six weeks, in addition to the regular report card, all students in the special education program will receive a progress report that identifies the current level of progress on the student's Individual Education Plan.

Special consideration should be given to modifying the methods used for evaluating the academic progress of children who qualify for special education so they will not be penalized because of their handicapping condition.

### **Modification of Instruction**

House Bill 72 requires school districts to provide instruction to meet the needs of each student by modifying instructional materials, pacing, and instructional methodologies as appropriate when students are not mastering TEKS.

### **Grades for Students in the ESL Program**

ESL certified teachers with beginning level ESL students shall have the option of bubbling NG (no grade) for a maximum of three grading periods. During the period of adjustment, grades based on the student's achievement, at the student's proficiency level, shall be appropriate.

The teacher shall be assessing, evaluating, and recording progress during the time the student is not receiving a grade on the report card. Written communication such as personal notes and progress reports shall be sent to the parents or guardian.

When no grade is given, the following message shall be communicated to the student and parents: *"Your child has received no grade in some subjects for this grading period so that he/she will have time to adjust to the demands of learning a new language. Call your school for additional information if you have any questions."*

### **Interim Reports (Progress Reports)**

Interim progress reports shall be issued for all students after the third week of each grading period when an elementary student's performance in a class or subject is 75 or below or when a secondary student's grade is 78 or below. Supplemental progress reports may be issued at the teacher's discretion. EIA (LOCAL)

Progress report averages will be calculated with Category I as 30%/40% and Category II as 60%/70% of the grade as determined within the core academic or elective grading categories.. A student's progress can be monitored by parents using Skyward any time during the grading cycle. Once a progress report is issued with a grade of 70 or below, it must be signed by a parent/guardian and returned to the teacher who issued it.

### **Report Cards**

Report cards are issued no later than the fifth day following the end of each six weeks during the second period class. Parents are required to sign the report cards. Students will return the report cards to their second period teacher who will keep them on file. Teachers are expected to communicate with parents regarding students who are not being successful. Likewise, parents are urged to contact the teacher when they feel their student is not being successful in a classroom.

### **Conferences**

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. EIA (LOCAL)

### **Semester Grades**

The three six-weeks averages should constitute 85% of the semester grade with the other 15% being the semester final examination. When required by state law, a student's score on the initial end-of-course (EOC) assessment shall count for 15 percent of the student's final grade for the course as reported on the student's transcript. If a student retakes an EOC assessment, the District will not include the retake score in the final grade calculation for the course. EIA (LOCAL).

### **Reteach / Reassess**

When a student fails a TEK, district objective, or Category II grade, the teacher will use a different teaching strategy to reteach the concept. Following reteach, students in non-advanced classes will be reassessed. **Reassessment is the student's responsibility; time allotted for reassessment will be done at the teacher's discretion. It may be done either before school, after school, during tutorials, or by prior arrangement with the teacher.** The teacher may decide to reassess the entire class, if the teacher feels the test was not a true analysis of student

progress or academic achievement. If a grade is given on a reassessment, the highest possible grade is a 70. **Six weeks tests will not be retaught or reassessed.**

## **Tutorials**

It is the responsibility of all teachers to schedule tutorials during the school day. In addition, many teachers offer tutorials before and/or after school. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

## **MAKE-UP WORK**

### **Excused**

Students are expected to make up any work missed due to an excused absence. Students will have the same number of days to make up work as they were absent. EIA (LOCAL) The only exception will be due to extenuating circumstances. It is the student or parent's responsibility to request make-up work and turn it in.

If work is not made up on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of 10 or more days) should be turned in on the due date regardless of any absences during the extended assignment period. Advanced notice of long-term assignments will be provided to the student (i.e. posted on the website, syllabus, assignment directions, etc.).

### **Unexcused**

Students are expected to make up any work missed due to an unexcused absence. Unexcused absences are absences not determined to be extenuating circumstances. Examples: truancy, trips, extended vacations, flat tire, over-sleeping, etc. The grade for make-up work after an unexcused absence shall be no higher than a 70. EIA (LOCAL) Parents are urged to call the office to request make-up work on the second consecutive day of their child's absence. It is important that they call before 10:00 A.M. so the teachers will have adequate time to gather assignments. Parents will need to pick up work between 3:45 – 4:15 in the front office.

**The District shall not impose a grade penalty for make-up work after an absence due to a suspension.**

## **Late Work**

Daily work (i.e. homework, classwork, drills, worksheets etc.) may be accepted one day after the due date for a grade no higher than a 70. If major work (end products, reports, projects, major essays, research papers) is not received on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of 10 or more days) should be turned in on the due date regardless of any absences during the extended assignment period.

## **Incomplete Grades**

A student with an "incomplete" grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the "incomplete" was replaced with a passing grade prior to the end of the seven-day grace period. Students with an "incomplete" grade either within or after the seven-day grace period may regain eligibility **if the work is made up in accordance with district policy regarding make-up work.** This also applies to students who are homebound due to an illness.

## **Failing Grades and Eligibility**

UIL eligibility requires that a student maintain passing grades in all subjects in order to be eligible for participation. After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows: a.) mechanical error occurred in averaging or recording the original grade; or b.) the teacher's grading procedure violated either local policy; state law or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.

**Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "Incomplete" grade discussed above. (As per TEA/UIL Side-by-side)**

## **Transfer Students**

Grades and/or other academic data from transferring students will be entered into district campus data systems at the campus administrator's discretion.

## **GRADUATION**

### **Requirements for a Diploma**

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grade 11 during the 2012–2013 school year must pass the exit-level test to graduate. A student in grade 12 during the 2012–2013 school year who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who entered grade 9 in the 2011–2012 school year, EOC assessments are administered for the following courses and replace the exit-level test mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

### **Graduation Programs**

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement

Effective with ninth graders in the 2011–2012 school year and thereafter, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student’s graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

All students must meet the following credit and course requirements for graduation under the programs listed:

**Revised by CISD Board  
of Trustees  
on February 8, 2010.**

|                                 |    |    |
|---------------------------------|----|----|
| Technology Applications*        | 1  | 1  |
| Elective/Additional Components* | 4  | 3  |
| Total Program                   | 26 | 26 |

\* College Board Advanced Placement/Dual Credit courses may be substituted in appropriate areas.

\*\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\* Distinguished Achievement Program (DAP) – in addition to earning the required credits in the 26-credit DAP columns above, a student must receive any combination of four of the advanced measures approved by the CISD Board of Trustees. The advanced measures must focus on demonstrated student performance at the college level.

The advanced measures are as follows:

| Advanced Measures                                                                                                                                                                                                                                                                                                                                                                                                       | Limited to One | Limited to Two | Unlimited – One to four times |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|-------------------------------|
| 1. Test Data—College Board AP Exam or Art Studio Portfolio score of 3, 4, or 5                                                                                                                                                                                                                                                                                                                                          |                |                | X                             |
| PSAT score that qualifies student for National Merit Scholar program                                                                                                                                                                                                                                                                                                                                                    | X              |                |                               |
| 2. Original Research/Project                                                                                                                                                                                                                                                                                                                                                                                            |                | X              |                               |
| 3. Dual-Credit or Concurrent Enrollment Course with a grade of 3.0 or higher                                                                                                                                                                                                                                                                                                                                            |                |                | X                             |
| 4. There are two types of technical articulated courses that may be counted as DAP advanced measures:<br>Locally articulated course(s) identified in a local tech-prep articulation agreement between a college and a school district<br>Statewide-articulated course(s) listed in the Advanced Technical Credit (ATC) Program crosswalk<br>The student must make a minimum grade of B in every course in the sequence. |                |                | X                             |

For more information contact a counselor.

**NOTE:** Students who entered 9<sup>th</sup> grade in years prior to those specified above may complete graduation programs approved in subsequent years and may earn the appropriate seal on their transcripts.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished

Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.] If a student takes a STAAR Modified or STAAR Alternate EOC assessment, the score on the EOC assessment will not be used as 15 percent of the final course grade and is not required to be used toward the student's cumulative score for graduation.

### **Graduation Speakers**

Certain graduating students will be given an opportunity to have speaking roles at graduation ceremonies.

A student must meet local eligibility criteria, which may include requirements related to student conduct, to have a speaking role. Students eligible for speaking roles will be notified by the principal and given an opportunity to volunteer.

[See FNA(LOCAL) and the Student Code of Conduct.]

### **Graduation Expenses**

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

### **Scholarships and Grants**

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

### **HALL GUIDELINES**

Any time a student leaves a classroom to go anywhere, he/she must have a pass from the teacher and expect to be asked for the pass when seen in the hall. Failure to have the pass may result in disciplinary action. During the lunch periods, students must either be in the cafeteria or the outdoor pavilion. Students may not be in the halls during lunch. There will be no horseplay (pushing, shoving, loud conversation or yelling, etc.) in the hall. **As a rule, keep your hands and feet to yourself.**

### **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

### **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus **at any time**, by one person alone or acting with others, directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[For more detailed information concerning hazing, see Sections 37.151 and 37.154 of the Texas Education Code and board policy FNCC (Legal).]

### **HEALTH-RELATED MATTERS**

#### **Bacterial Meningitis**

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



- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.
- What are the symptoms?  
Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.  
Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.  
The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.
- How serious is bacterial meningitis?  
If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.
- How is bacterial meningitis spread?  
Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).  
The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.
- How can bacterial meningitis be prevented?  
Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.  
While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.\*
- What should you do if you think you or a friend might have bacterial meningitis?  
You should seek prompt medical attention.
- Where can you get more information?  
Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a 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>.

- \* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to **Immunizations**, below, for more information.

### **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### **School Health Advisory Council (SHAC)**

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

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** on page 5 for additional information.]

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

#### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to your student's principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

#### ***Vending Machines***

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

#### ***Tobacco Prohibited***

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

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Harley Schmidt, the district's designated asbestos coordinator, at 361-242-5975.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact Kelly Murphy, the district's IPM coordinator, at 361-242-5975.

## **HEALTH PROGRAM**

The school health services provided by CISD are no substitute for the health care that parents should provide for their children. Rather than relieving parents' responsibilities, this service is provided to support individuals in utilizing the services of a private physician, dentist, optometrist, and/or community health agency.

There is a health room staffed by a licensed nurse on each campus available for all students who become ill or injured at school. However, there may be times when the campus principal's designee will be providing health care for your child. These members of the health care team have been trained in medication administration and certified in CPR and first aid. Confidentiality is strictly upheld in the health services department. However, your child may have a condition about which other members of the health care team may need information, on a need to know basis, to be able to provide the best care for your child. Members of the health care team may include, but are not limited to, licensed nurses, teachers, principals, and counselors.

### **Required Annual Health Information**

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information. Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed:

- Emergency card
- Health history
- Special health care needs (if applicable)
- Medication orders forms, parent or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school.

### **Communicable Illness**

To help prevent children from acquiring a contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school or that your child may be sent home from school (to prevent the spread of illness) are:

- Upper respiratory illnesses: (colds, cough, bronchitis, sinus infections, etc.)
- Sore throat: If a child wakes up with a severe sore throat that persists, he/she should be kept at home until he/she has been checked by a physician to insure the child does not have strep throat (a highly contagious, serious illness).
- Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.
- Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
- Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
- Head lice and nits: The lice are parasites and the nits are their eggs. Children must have proof of treatment before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absences due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.
- Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

### **Communicable Illness Required Reporting**

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by the triplicate Health Room Referral form and, if necessary, also by phone. A copy of this form will be returned to the student so that it can be brought home to the parent. Parents should check with their child to determine if the child received a Health Room Referral form from the school nurse. This reporting system will help increase communication between the school nurse and parents.

### **Notification**

In order to help insure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/ treatment is to be given at school or regarding the student's health care.

## Injuries

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

## Emergencies

CISD's health care team will provide the best emergency school health care possible, barring no unforeseen circumstances, given the information provided by the parent.

## Transportation of Ill or Injured Students

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time, the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

## Neglect of Health Care Needs

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).

## Medication Policy

Ideally, all medication should be given at home. If this is not possible, school policy is strictly followed in order to safely administer medication. (Copies of this policy are located at each campus health room and available to you.) The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code, 21.905 medication is defined as: Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.
- **All** medication must be brought to the school nurse by a parent or guardian who is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
- ***Students are not allowed to be in possession of any medication at any time unless they have written permission from a physician and parent.*** The written permission must state that the student has a condition that requires immediate treatment. (Examples: Asthma Inhalers.)
- ***Students will be subject to disciplinary action if they are in possession of any kind of medication unless written physician and parent authorization is present.***
- All CISD staff who may administer medication must be familiar with the following information before a medication will be given:
  1. the actions of the medication
  2. the indications and dosage of the medication
  3. possible adverse reactions of the medication
  4. interactions of the medication
  5. contraindications of the medication
  6. nursing considerations of the medication
- Written authorization is required from parent/guardian for over the counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.) **No phone requests will be accepted.**
- Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)

- Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
- In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
- The most current physician's order and/or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match, your child will not receive the medication at school.
- Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
- Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
- Medication will be stored in a locked drawer/cabinet.
- A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
- **It is the responsibility of the student to report to the designated area to take his/her medication.** Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.
- **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to accept any prescribed medication without a physician's order.

## Exemptions

The Law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

For children needing medical exemptions, a written statement by the physician should be submitted to the school or child-care facility.

## Provisional Enrollment

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a

provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

### **Screenings**

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings will be conducted for 6<sup>th</sup> and 9<sup>th</sup> grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 3<sup>rd</sup>, 5<sup>th</sup> and 7<sup>th</sup> and 9<sup>th</sup> grade students as per HB 2989. Parents will be notified of abnormal results. ***Important: If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN at 361-242-5928.***

When signing the Student Code of Conduct Acknowledgement form, you are also agreeing to the policies and procedures of the District Health Services.

### **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Ada Besinaiz, at 361-242-5600.

### **HOMESCHOOL**

Homeschooled students will take Credit by Exam for first or second semester credit. Or they may take only the second semester CBE and receive credit for both semesters based on that grade. They will receive a numerical grade for each semester.

### **IDENTIFICATION CARDS**

Each student at Calallen High School is **required** to purchase and possess, while at school, a student ID card. This card will be made at the high school at the beginning of school and periodically throughout the year. This card is to be used only by the student to whom it is issued. They are required to be used to obtain lunch in the cafeteria, to check out books from the library, to attain student admission prices, etc. **Students are expected to carry and produce ID cards at all times.** The cost of an ID is \$5.00. An ID card will be required from students who access the Internet system throughout the school. **ID fees not paid will result in student being placed on the fine list.**

### **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization

Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

A TB (Tuberculosis) questionnaire is required by CISD for students entering the District for the first time in any grade. If it is necessary, a TB skin test will be required.

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 a 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(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

As noted above at **Bacterial Meningitis**, entering college students must now, with limited exception, furnish evidence of having received a bacterial meningitis vaccination prior to attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

## **IN-SCHOOL SUSPENSION**

Students will be placed in I.S.S. (In-School Suspension) when certain violations of the Student Code of Conduct occur. Students in I.S.S., when assigned by an administrator, will not be counted absent from class and are responsible for work assigned by the teacher. Failure to attend I.S.S. will result in further disciplinary action. I.S.S. days that are missed will have to be made up. Students who are in I.S.S. are prohibited from participating and attending extracurricular activities, including practices, until the suspension ends. Students removed from I.S.S. for disciplinary action will be suspended.

## **INSURANCE**

A major insurance company makes available to each student an accident insurance policy. Students are urged to take out this policy. All students who participate in any sport will be required to subscribe to this insurance policy. This includes all athletic activities. Exceptions will be made if a parent signs a statement that, in lieu of the coverage, they will provide coverage for injuries.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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



- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

## **LEAVE PERIOD**

**Seniors** are the only students allowed to have a leave period. In order for a student to have a leave period, permission from his/her parents must be obtained. A senior who has met or is enrolled in all courses needed for graduation may have two leave periods if he/she is employed by the end of 1<sup>st</sup> semester. A letter from the employer and the parent will be required. Students with a leave period are expected to leave campus upon completion of classes. **Loitering in the building or on campus will not be allowed.**

## **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

## **MESSAGES**

In our effort not to interrupt teaching-learning time, only emergency messages will be delivered to students. Lunch money, transportation plans, etc. should be finalized before leaving home in the morning.

## **NATIONAL HONOR SOCIETY**

Selection for induction into the National Honor Society is considered to be one of the highest honors the school can give a student. Selection for membership is by faculty council, based on outstanding scholarship, character, leadership, and service. To be considered a candidate for the National Honor Society, students must have a minimum cumulative scholastic average of 4.5. All grades for all courses taken beginning with grade 9 shall be used to determine the student's grade point average.

Candidates must be enrolled in a Pre-Ap/Ap class during the year of their induction and be on the Distinguished Plan or Recommended Plan. In addition to this, they must have demonstrated

service, leadership, and character. **Eligibility is restricted to sophomores, juniors and seniors who have completed one full semester at Calallen High School. Candidates who do not attend the induction ceremony due to reasons accepted by the advisor (illness, family emergency, etc.), shall be probationary members, pending spring induction the following year.**

The following guidelines to defining leadership, service, and character are given in the National Honor Society Handbook:

- **Leadership:** Students who exercise leadership are helpful in promoting school activities, uphold school ideals, contribute ideas that improve the school's civic life and are able to delegate responsibilities. In addition to those the student should inspire positive behavior in others, show academic initiative and be thoroughly dependable for any responsibility accepted.
- **Service:** The students should be willing to keep a loyal school attitude, participate in some outside activity (Boy Scouts, Girl Scouts, church groups, volunteer services for the aged, poor, or disadvantaged), show willingness to sacrifice to offer assistance, work well with others, plus take on difficult or inconspicuous responsibilities. Service given to the school, by means of committee or staff work, should be done cheerfully and enthusiastically.
- **Character:** The student of character takes all criticism willingly and accepts recommendations offered, consistently exemplifies desirable qualities of behavior, upholds principles of morality and ethics, cooperates with school regulations concerning property, programs, office, etc. and shows courtesy and respect for others. Perseverance and application to studies plus observation of rules and honesty must be shown.

Honor Society cords are worn at the graduation ceremony. Only the following cords/collars/medals are acceptable:

- Blood Honor Cords—red cord
- Calallen Academic Medal—red, white, and blue ribbon with medal
- National Forensic League—red/silver cords
- National High School Scholar Association—cord
- National Honor Society—collar
- National Spanish Honor Society—red/yellow cord
- National Technical Honor Society—white scarf or purple cord
- Quill & Scroll Honor Society—blue/gold cords

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Calallen ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Anita Danaher, 4205 Wildcat Drive, Corpus Christi, Texas 78410, 361-242-5600.

- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Mrs. Bonnie Peeler, 15118 Dry Creek, Corpus Christi, Texas 78410, 361-242-7560.
- All other concerns regarding discrimination: See the superintendent, Dr. Arturo Almendarez, 420t Wildcat Drive, Corpus Christi, Texas 78410, 361-242-5600.

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

## **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma** on page 49.]

## **PHYSICAL EDUCATION**

Each student will be required to “suit out” on a daily basis. Shorts, t-shirt, socks, and tennis shoes in any combination of the following colors may be worn: maroon, white, and gray. Disciplinary action will be implemented if a student does not suit out.

First offense - a zero; second offense - a zero and a parent phone call; third offense - a zero and referral to the assistant principal’s office.

## **PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Certain extracurricular activities will require a student to obtain a physical examination in order to participate. The student will be notified of this requirement upon joining such activity.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 5.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

## **PRAYER**

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

## **PRINTED MATERIAL**

No one shall display, distribute, post, or sell any poster, handbill, advertisement, magazine, journal, or other printed material without approval from the principal (See local School Board Policy).

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student’s teacher, the score received on any criterion-referenced or state-mandated assessment,

and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

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 in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on an EOC assessment will count for 15 percent of the final grade for the course in which the student is enrolled and will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

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

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. [For additional information, see the counselor and policy EIF(LEGAL).] For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

## **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## **RESPECT**

The staff of Calallen High School treats all students with courtesy, respect and dignity; therefore, we expect every staff member to be treated with the same courtesy, respect and dignity. **A show of disrespect toward a staff member or insubordination on the part of the student will not, under any circumstances, be tolerated.**

## **RETALIATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

## **SAFETY**

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

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

### **Evacuation Drill Procedures**

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

### **CODE GREEN: EVACUATE THE BUILDING.**

### **CODE RED: STAY IN THE ROOM AND LOCK ALL DOORS.**

- At the sounding of the fire alarm, students are to leave the building in an orderly manner through designated exits and proceed to designated areas. Alternate routes are posted in all rooms.
- Designated exits and safety areas:
  - A. First Floor Area
    1. Rooms in 100 hall (including gyms) - exit to front of school toward grass area.
    2. Rooms in 200 hall - exit 200 hall to grass area next to field house.
    3. Rooms in 300 hall - exit 300 hall to grass area next to field house.
    4. Rooms 418-428 - exit 400 hall B to grass area next to tennis courts.
    5. Rooms 406-412 - exit out front doors to grass area in front of school via 400/500 cross hall then 500 hallway to the main door exit.
    6. Rooms 401 and 405 - exit 400 hall B to grass area next to tennis courts.
    7. Rooms 402 and 404 - exit out the front doors to grass area in front of school.

8. Rooms 413-417 - exit 400 hall A toward Wildcat Drive.
9. Rooms 501-505 - exit through main doors in front of school.
10. Rooms 504-511 - exit side door between office/library to front of school.
11. Rooms 513-517 and library - exit 500 hall toward Wildcat Drive.
12. Vo-Ag Building/DAEP - exit grass area next to football field.
13. Rooms 801-808 - exit to grass area next to football field.
14. Band/Choir halls - exit back doors to grass area next to tennis courts.

**B. Second Floor Area**

1. Rooms 602-606 - exit choir hall side staircase and proceed to grass area next to tennis courts.
2. Rooms 607-612 - exit band hall side staircase toward Wildcat Drive.
3. Rooms 701-704 - exit staircase next to room 702 and exit side door between office and library to front of school.
4. Rooms 705-707 - exit library side staircase toward Wildcat Drive.

**C. Cell phones are not to be used during an evacuation and will be confiscated.**

**D. Purposely setting off a fire alarm will result in disciplinary action, and criminal charges will be filed.**

**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 may have to rely on previously provided 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**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency. If there is a need to dismiss school on any given day, an official announcement will be made only on the following stations. Calallen Schools will be in session if no announcement is made.

K-99 9 9.1 FM (289-0111)  
KIII CH. 3 (986-8300)  
KOUL 103.7 FM (883-1600)

KRIS CH. 6 (886-6100)  
KZTV CH. 10 (883-7070)

**SCHOOL ELECTIONS**

**Student Council Representatives**

- Any person desiring to be a representative shall file with the student council sponsor at least ten days prior to election. A representative must have an overall average of 78 and must be passing all classes.
- Eight representatives from each class shall be voted on by secret ballot.
- The president must be classified as a senior during his/her term of office. The vice president must be classified as either a junior or senior during his/her term of office. The remaining officers shall be any grade classification. All officers shall have attained at least 70 in each

subject and an 80 overall average the six weeks prior to election and maintain this through their term. The president and vice-president shall have served at least one year in the council prior to election. Students running for office must have teacher recommendations. These names will be placed on a ballot and voted on by the student body.

- An organized club, with a constitution, may have one representative on the council.

#### **Cheerleaders/Dance Team**

- All candidates must have written permission from parent/guardian in order to try out.
- The varsity and junior varsity cheerleaders will be chosen from the freshman, sophomore, and junior classes. Freshman cheerleaders will be chosen from the current year eighth grade.
- All tryouts are conducted by judges.
- Teacher evaluations as well as decisions made by the judges will determine the cheerleading squad/dance team.

#### **Class Elections**

- Any person desiring to run for class office shall file with the student council sponsor at least **ten** days prior to the election. A person running for office must have an overall average of 80 and must be passing all classes.
- Each position will be voted on by secret ballot.
- If there is only one person who signs up for an office, that person will be awarded the office.

### **SCHOOL FACILITIES**

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

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

The following areas are open to students before school, from 8:00 to 8:15 a.m. – Cafeteria, teacher classrooms, library.

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

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

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

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

#### **Use of Hallways During Class Time**

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



## Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. To apply, see Lisa Reynolds, Food Services Manager, 4201 Calallen Drive, Corpus Christi, Texas 78410, 361-242-5905.

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(LEGAL).]

## Cafeteria

The cafeteria dining room will be open before school and during lunch time for students' use. **A student ID must be shown in order for that student to receive lunch. If a student ID is not shown, that student will be given a sack lunch.** At all times students are expected to practice these general rules of good manners: (1) wait your turn in line and do not cut into line; (2) observe good dining room standards at the table; (3) leave the table and surrounding area clean and orderly; (4) replace chairs, return trays, and put trash in the proper containers. **Food and drinks are to be consumed in the cafeteria. Video cameras are installed in the cafeteria to ensure student safety.** Students are to remain in the cafeteria or outside pavilion, and failure to do so will result in disciplinary action.

As soon as a student has a negative balance, verbal reminders are given to the student. If the student's account reaches a negative \$5.00, a verbal reminder is given to the student that he will be given milk and cereal for breakfast and milk and a sandwich for lunch the next day. If the student's account remains in the negative, cereal and milk is given for breakfast and a sandwich with milk is given for lunch each day until the account is replenished. The District cafeterias will accept checks when the total amount is placed in the student's lunch account. The District cafeterias will also accept checks for the exact amount of a purchased meal or a check of no more than \$5.00 when the purchased meal price is less than \$5.00.

Any lunch brought to students must be delivered to the student in the front lobby. Students will **not** be called down and meals will **not** be delivered. Students will not be allowed to meet the parent in the parking lot. *Parents can bring lunch ONLY for their student.*

## Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. In addition to regular class periods, the library/media center is open from 8:00 a.m. to 4:15 p.m. Students are always encouraged to ask the librarians for help. Students are allowed to check out three books at a time for a two week checkout period. For books not returned on the due date, a fine of ten cents per day is charged on each overdue book. Fines must be cleared before additional books may be checked out. A copy machine, pencil/pen machine, and other miscellaneous school supplies are available for student use and student projects.

## Library Media Procedures for Students

(Hours 8:00 a.m. - 4:15 p.m. each school day)

- Individual students should sign in on the clipboard on the desk near the main entrance. The student must have a pass from his teacher if coming to the library during class periods.

- All books are indexed on the Computer Catalog and can be accessed by author, title, subject, keyword, or series.
- Students must have their ID cards with them in order to check out books. The library is automated. Local catalogs for the Corpus Christi Public Library and the Nueces County Keach Family Library are also available for students to peruse.
- Students may check out up to 3 books for 2 weeks which may be renewed as needed.
- A fine of ten cents per school day is charged for late books.
- Students are responsible for all materials checked out on their library accounts.
- No books will be checked out to students with overdue books or fines on their record.
- Lost and damaged books must be paid for. If found and returned after a book is paid for, a fine is charged accordingly and the balance is returned to the student. **No lost books will be refunded after one school year from date on the Date due slip.**
- Students may use the library for study and research before, during, and after school.
- Students may view videos, filmstrips, etc., in the audio visual room upon request by a teacher.
- Internet access for student research purposes is provided if he or she has completed and returned the district Computer Use Agreement.
- Students can be assisted in requesting books from the Corpus Christi Public libraries, if they have their library card with them.
- Twenty-three computers are available to students for word processing and research.
- Magazines in print and on the Internet are available for use.
- Nine TI-83 calculators are available for overnight checkout. The overdue fine is 50 cents per school day.
- A copy machine (10 cents per page) and a pencil machine (25 cents per pencil) are available.
- Copies from the Internet can be made for 10 cents per page for black and white copies, 50 cents per color page.

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

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

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

#### **SEARCHES**

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

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

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by 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.

### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

### **Vehicles on Campus**

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

### **Trained Dogs**

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

### **Metal Detectors**

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

### **Drug-Testing**

[For further information, see policy FNF(LOCAL). Also see **Steroids** on page 73.]

## **SEXUAL HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 24.]

### **SKATEBOARDS**

No skateboards are allowed on campus. They will be taken up and given back at the end of the school year.

### **SKYWARD FAMILY ACCESS**

Family Access is a computer program that allows parents access to student grades, attendance, class schedule, and more. Family Access will allow you to securely access your child's information conveniently from any internet-connected computer at any time of the day or night. Calallen ISD is providing this as a free service to parents. For more information go to [www.calallen.org](http://www.calallen.org).

## **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 Dr. Ada Besinaiz, 4205 Wildcat Drive, Corpus Christi, Texas 78410, 361-242-5600.

## **SPORTSMANSHIP**

**Calallen Wildcats** exhibit good manners and sportsmanlike conduct at games and activities. IN RESPECT for our country, we stand during the pledge of allegiance to the flag and the singing of the Star Spangled Banner. We stand quietly during the playing of the opponent's school song, and we stand and participate in the singing of the Calallen Alma Mater. **Any disciplinary problems that arise in school sponsored activities will result in students being prohibited from attending any CHS activities for a period of time determined by the administration.**

## **STAAR (State of Texas Assessments of Academic Readiness)**

[See Grading Policy Overview on page 42.]

## **STEROIDS**

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

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

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

More information on the UIL testing program may be found on the UIL Web site at

<http://www.uiltexas.org/health/steroid-information>.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact the counselors' office, who has been designated as the district's liaison for children in the conservatorship of the state, at 361-242-5636 with any questions.

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **SUSPENSIONS**

Students suspended from school are prohibited from participating in or attending extracurricular activities, including athletic practice, music rehearsal, drama presentations, dances, etc.

Students who are suspended are responsible for all make-up work for all classes. Arrangements should be made with the assistant principal to obtain all class assignments.

## **TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)**

[See Grading Policy Overview on page 42.]

## **TARDINESS**

Calallen High School has a **zero** tolerance tardy policy. Students are provided a five-minute passing period with a one minute warning bell after four minutes. Failure to comply with the tardy policy will result in consequences which include lunch d-hall, after school detention, ISS and AEP. (See Appendix)

## **TELEPHONE USE**

The telephones in the office are to be used only for school business and emergencies. Students will not be allowed to use these telephones except for these reasons. Students will not be called out of class for telephone calls except in emergencies.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Each student is responsible for keeping up with his/her own textbooks. Should a book be lost, the student to whom the book is issued will be expected to pay for the book. The student's name, along with his/her teacher's name, should be in ink in the appropriate space inside the front cover of the book. The student is responsible for his/her books at all times. All book fines must be cleared in order to receive a new book.

Calallen High School will not issue refunds on any lost or returned textbooks after June 7, 2013, even if the book(s) are returned. Fines and fees will still be collected after June 7 but we will no longer accept the textbooks.

## **TRANSCRIPTS**

Two free transcripts will be provided to each student. A fee of \$2.00 will be charged for each additional transcript requested. "Official" transcripts must be mailed to the student's next educational institution. All transcripts issued to the student will be stamped "Unofficial." During summer, transcripts must be ordered in advance and can only be picked up on Wednesdays.

## **TRANSFERS**

The principal is authorized to transfer a student from one classroom to another.

[See **School Safety Transfers** on page 6, **Bullying** on page 15, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services** on page 7, for other transfer options.]

## **TRANSFER STUDENTS**

No nonresident students shall be permitted to attend District schools except as the superintendent deems appropriate on an individual basis. In making a decision regarding a transfer, and before approving any requests, the Superintendent shall consider the impact on District facilities and whether additional personnel might be required to serve transfer students. The Superintendent shall also review the attendance record, discipline referrals, grades, and test scores of any student requesting transfer. Refer to FDA (LOCAL).

Children of nonresident District professional employees shall be eligible to attend District schools tuition-free in accordance with DEB (LOCAL). The transfer shall be revoked when a student engages in conduct that would warrant AEP placement or expulsion. If a student seeking transfer under this policy has been expelled or placed in an AEP by another district, the transfer request shall be denied.

Out-of-state transfer students and transfer students from a Texas nonpublic school shall complete all state graduation requirements to be eligible for a Texas diploma. Credits required that are not completed prior to enrolling in the Calallen district may be satisfied by advanced placement examinations, credit by examination, correspondence courses, completing the course, or demonstrating achievement by meeting the standard requirements of the course.

## **TRANSPORTATION**

### **School-Sponsored Trips**

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

### **Extracurricular Overnight Trips**

Students involved in clubs and organizations will sometimes take periodic field trips. Field trips in which the students spend one or more nights away from home will require parent permission. CHS Student Code of Conduct will be in effect on all trips. A luggage check will also be conducted to ensure the safety of all students. Students will be required to follow school rules and dress code guidelines at all times.

### **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. A student who fails to maintain appropriate conduct when on the bus, waiting for the bus, or walking to and from the bus stop may be suspended from riding the bus or may be subject to other necessary actions. No food or drink may be consumed on the bus (See **Bus Rules** on page 16). Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Scott Chapman at 361-242-5983.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

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.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

## **VANDALISM**

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

## **VIDEO CAMERAS**

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

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

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents are always welcome on campus. Parents must sign in at the attendance office and receive a visitation pass. Visits to individual classrooms during instructional time are permitted only with

approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

**Only parents are allowed to bring lunch for their child. Students will not be called down and meals will not be delivered. Students will not be allowed to meet the parent in the parking lot; they must meet their parent in the lobby to receive their lunch. Parents will be allowed to visit with teachers during the school day only when arrangements are made by the parent and teacher. Students' friends or relatives from other schools will not be allowed on campus during the school day.**

#### **Visitors Participating in Special Programs for Students**

On College Night, September 10, 2012, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

#### **WITHDRAWING FROM SCHOOL**

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

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



## **CONTRACTUAL DISCLAIMER**

The provisions and information set forth in this handbook are intended to be informational and not contractual in nature. Thus, this handbook is not intended, and shall not be construed, to constitute a contract between the Calallen Independent School District and any student, prospective student, agency of the local, state, or federal government, or any other person or legal entity of any and every nature whatsoever.

The District hereby reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this handbook at any time, from time to time, without notice, in any manner that the Administration or the Board of Trustees of the District deem to be in the best interest of the District.

**Students and parents are required to acknowledge that they have received and read the Student Handbook by signing a separate notice to be provided. (Student Code of Conduct Acknowledgment Form, Directory Information, Notice To Students and Parents Regarding Drug Free Schools)**

## CHILD FIND

Last updated July 8, 2002

Child Find is an initiative to identify, locate and evaluate children with disabilities in need of special education and related services. Public school districts offer special education services for eligible children and young adults ages 3 through 21, while Early Childhood Intervention (ECI) helps babies and toddlers, ages birth to 3, with disabilities or delays in their development.

### Children Ages 3 through 21

If you know of a school age child who appears to have a disability, who might need extra help, or is not progressing normally, contact the counselor at the child's school. If the child is 3 or older, but has not yet entered school, contact your school district's special education office at one of the numbers listed below. A referral for assessment may be made to determine eligibility for services through special education.

Dr. Ada Besinaiz, Director of Special Programs                      361-242-5600

### Children Ages Birth to 3 Years

If you know of a child age birth to 3 years who appears to not be developing normally, speak to the child's doctor or contact the Texas Early Childhood Intervention program (ECI) care line at (800) 250-2246. You will then be referred to a local ECI program for evaluation and determination of eligibility.

### **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 that 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 to 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:

Contact Person:              Dr. Ada Besinaiz                      Phone Number: 361-242-5600

## **Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un periodo de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informar al padre la manera de obtener una copia de la *Notificación de las Salvaguardas del Procedimiento-Derecho de los Padres de Estudiantes con Discapacidades*.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Dr. Ada Besinaiz

Número de teléfono: 361-242-5600

**APPENDIX I:**  
**Use of Student Work in District Publications**

Occasionally, Calallen ISD wishes to display or publish student artwork, photos taken by the student, or other original work on the district's Web site, a Web site affiliated or sponsored by the district, such as a campus or classroom Web site, and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to use my child's artwork, photos, or other original work in the manner described above.

Parent signature: \_\_\_\_\_

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

## APPENDIX II:

### Calallen High School

4001 Wildcat Dr.  
Corpus Christi, TX 78410  
(361) 242 -5633

CHS Parent  
1234 Your Street  
Corpus Christi, TX 78410

Dear CHS Parent,

Good attendance is an essential part of any effective program. For this reason the Texas Education Agency has strict accounting rules and procedures relating to attendance.

As of \_\_\_\_\_ your son/daughter, your student's name, has been absent five or more times in one or more classes. The state requires a minimum number of days attendance per semester. For the 2012- 2013 school year \_\_\_\_ days of attendance for the first semester and \_\_\_\_ days of attendance in the second semester are required to receive credit. These absences can also result in truancy charges. Extenuating circumstances for excessive absences must be substantiated with doctor notes or other documentation as outlined in the Student Handbook.

This letter is to provide the current status of your student with regard to attendance. Please call the attendance office at 242-5633 for more information.

According to the Texas Education Agency and the Texas Administrative Code (19 TAC 75.2) in order for a student to receive credit for a class taken at a Texas Public high school, a student MUST:

Have a passing grade at the end of each semester and

Be in attendance at least 90 percent of the days EACH class is offered per semester.

If a student exceeds the absence limit, excused or unexcused, per class, the student must make up hours to regain credit.

Sincerely,

Yvonne Marquez-Neth  
Principal

## **APPENDIX III:**

### **TARDY POLICY**

#### **Tardies 2nd - 7th Period**

|                        |                                                    |
|------------------------|----------------------------------------------------|
| 1 <sup>st</sup> Tardy  | Warning                                            |
| 2 <sup>nd</sup> Tardy  | 1 D-Hall                                           |
| 3 <sup>rd</sup> Tardy  | 1 D-Hall                                           |
| 4 <sup>th</sup> Tardy  | 1 D-Hall                                           |
| 5 <sup>th</sup> Tardy  | 2 hours Saturday School and Parent Notification    |
| 6 <sup>th</sup> Tardy  | 4 hours Saturday School and Parent Notification    |
| 7 <sup>th</sup> Tardy  | 1 day ISS, Parent Notification and Office Referral |
| 8 <sup>th</sup> Tardy  | 1 day ISS, Parent Notification and Office Referral |
| 9 <sup>th</sup> Tardy  | 1 day ISS, Parent Notification and Office Referral |
| 10 <sup>th</sup> Tardy | Placement Hearing                                  |

**First period tardies are an automatic lunch detention on that day regardless of the reason for being late.**

## APPENDIX IV:

# Important Information for Parents and Students

## STAAR / TAKS Success Incentive

The CISD 3-Tier Student Success Incentive is a unique program ensuring success for all students in our district.

The program takes into account successful completion of the state assessment and current promotion standards and offers an early end-of-school date, May 24, 2013, for those meeting all standards. Classes will continue through May 31, 2013 with small group and one-on-one instruction for students in an effort to further assist them in meeting the promotion standards. Those students who have not met promotion standards after May 31, 2013 may be required to attend summer school.

## 2012-2013 SCHOOL YEAR

### TIER 1

The last day of school for PK-11 students meeting all promotion standards will be May 24, 2013.

The last day of school for graduating seniors will be May 24, 2013.

### TIER 2

Students who have not yet met all promotion standards will be required to attend classes featuring small group and one-on-one instruction.

The last day of school for students meeting all promotion standards after this tier will be May 31, 2013.

### TIER 3

Students who have not met promotion standards after the second tier may be required to attend summer school.

## AS A PARENT/GUARDIAN, YOU CAN ENSURE YOUR CHILD'S SUCCESS IN THE FOLLOWING WAYS:

- Encourage your child to develop good study habits.
- Note test dates on your home calendar.
- Make sure your child gets a good night's rest and eats a normal breakfast before testing.
- Encourage your child to do the best work possible.
- Confer with teachers on a regular basis for progress reports.
- Encourage your child to take responsibility for homework and class study.
- Do not send your child to school if illness is apparent.
- Praise your child for work done well.

# Promotion Standards

## PREKINDER AND KINDERGARTEN

Teachers shall make recommendations for promotion based on the following criteria:

- Mastery of objectives in the Texas Essential Knowledge and Skills (TEKS)
- Social development and work habits.

## GRADE 1-2

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts

## GRADES 3-5

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments

## GRADES 6-8

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

## GRADES 9-11

- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR EOC\*, TAKS, LAT, TELPAS)
- Credits required for grade level classification
  - Sophomore (10<sup>th</sup>) – 6 to 11 credits and entering second year in an accredited high school
  - Junior (11<sup>th</sup>) 12 to 18 credits and entering third year in an accredited high school
  - Senior (12<sup>th</sup>) 19 or more credits, entering at least third year in an accredited high school, and declaring intent to graduate the current school year

## GRADE 12

- Student must meet all state and local graduation

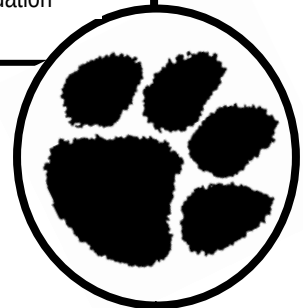
\*All versions of STAAR and TAKS

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## SPRING TEST DATES

| DATE          | TEST                                       | GRADE      |
|---------------|--------------------------------------------|------------|
| Mar 4         | TAKS Exit Level ELA                        | Exit       |
| Mar 18-Apr 10 | TELPAS                                     | K-12       |
| Apr. 1        | English I and III Writing                  | 9, 11      |
| Apr 2         | STAAR Writing - Day 1                      | 4, 7       |
|               | STAAR Math                                 | 5, 8       |
|               | English I and III Reading                  | 9, 11      |
| Apr 3         | STAAR Writing - Day 2                      | 4, 7       |
|               | STAAR Reading                              | 5, 8       |
|               | English II Writing                         | 10         |
| Apr 4         | English II Reading                         | 10         |
| Apr 23        | STAAR Mathematics                          | 3, 4, 6, 7 |
|               | TAKS Exit Level Mathematics                | Exit       |
| Apr 24        | STAAR Reading                              | 3, 4, 6, 7 |
|               | Science                                    | 5, 8       |
|               | TAKS Exit Level Science                    | Exit       |
| Apr 25        | Social Studies                             | 8          |
|               | TAKS Exit Level Social Studies             | Exit       |
| May 6 - 17    | STAAR:                                     |            |
|               | Algebra I, Algebra II, Biology, Chemistry, |            |
|               | Geometry, Physics, World Geography,        |            |
|               | World History, U. S. History               |            |

**2013**



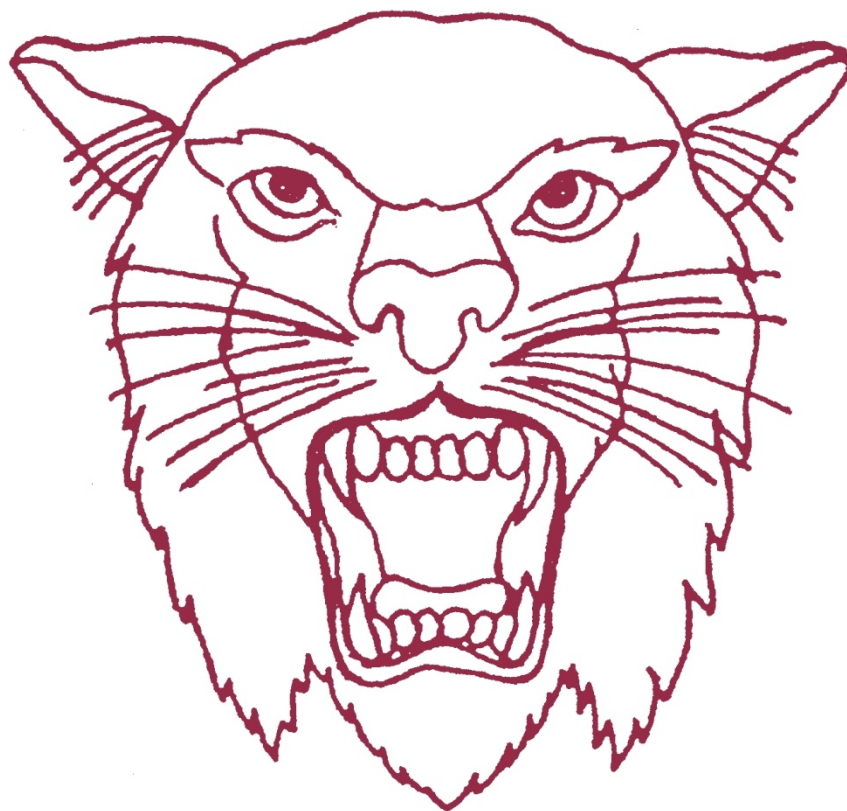
|                                                                                       |
|---------------------------------------------------------------------------------------|
| STAAR –<br>State of Texas Assessments of<br>Academic Readiness                        |
| TAKS –<br>Texas Assessment of Knowledge<br>and Skills<br>(Includes TAKS Accommodated) |
| LAT –<br>Linguistically Accommodated<br>Testing                                       |

*Testing dates may  
be subject to change  
by TEA.*

**S  
D**



# **Calallen Middle School Student Handbook**



**Calallen Independent School District  
2012 - 2013**

**Marcos Flores  
Principal**

**Melissa Barrington  
Assistant Principal**

**Dr. Arturo Almendarez  
Superintendent of Schools**

**Francisco C. Ramirez  
Assistant Principal**



## **Pledge of Allegiance**

I pledge allegiance, to the flag  
Of the United States of America  
And to the republic, for which it  
stands,  
One nation,  
Under God,  
Indivisible,  
With liberty and justice for all.

## **Texas Pledge**

Honor the Texas flag  
I pledge allegiance to thee Texas  
One state under God  
One and indivisible.

## **CMS School Song**

Hail to Calallen  
To thee we'll be true  
Your courage and honor  
Will always come through  
You give inspiration  
With standards so high  
So let us cheer  
The school we love  
Calallen Middle School.

## **MOTTO:**

**Caring Motivated Successful**

## **MISSION:**

The mission of Calallen Middle School is to pursue excellence by preparing students to acquire knowledge, skills, and responsibility needed to function successfully in life by utilizing uniform curricular goals, a systematic approach to mastery of Texas Assessment of Knowledge & Skills, a positive environment with facilities that are conducive to learning, varied and current resources, and a highly qualified, caring staff that encourages parental and community involvement and who is committed to the idea that all students can succeed.

# **CALALLEN ISD Mission Statement & Goals**

## **MISSION STATEMENT**



## **CALALLEN INDEPENDENT SCHOOL DISTRICT**

### **GOALS**

**2012-2013**

- GOAL 1** To hold high expectations for all Calallen Independent School District students that are demonstrated through a variety of achievement measures.
- GOAL 2** To provide a safe, positive learning environment.
- GOAL 3** To provide quality learning opportunities for all students.
- GOAL 4** To provide quality learning opportunities for all faculty.
- GOAL 5** To maintain high standards through an evaluation of all programs and services that assures continuous improvement for Calallen Independent School District.
- GOAL 6** To promote a strong partnership between parents, community members, and Calallen Independent School District schools that results in shared responsibility and commitment for a quality educational system.



## **DIRECTORY OF TELEPHONE NUMBERS**

WEB Page - [www.calallen.org](http://www.calallen.org)

### **Calallen Middle School**

|                |          |
|----------------|----------|
| School Office  | 242-5672 |
| Fax Number     | 242-0628 |
| Nurse's Office | 242-5681 |
| Cafeteria      | 242-5672 |

### **Calallen ISD Administration Office**

|        |          |
|--------|----------|
| Office | 242-5600 |
|--------|----------|

### **Calallen High School**

|                   |          |
|-------------------|----------|
| School Office     | 242-5626 |
| Attendance Office | 242-5633 |

### **Magee Intermediate School**

|               |          |
|---------------|----------|
| School Office | 242-5900 |
|---------------|----------|

### **East Primary**

|               |          |
|---------------|----------|
| School Office | 242-5938 |
|---------------|----------|

### **Wood River Primary**

|               |          |
|---------------|----------|
| School Office | 242-7560 |
|---------------|----------|

### **Transportation**

|        |          |
|--------|----------|
| Office | 242-5983 |
|--------|----------|

### **Central Cafeteria**

|        |          |
|--------|----------|
| Office | 242-5905 |
|--------|----------|

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## PREFACE

## **To Students and Parents:**

Welcome to school year 2012–2013! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Calallen Middle 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 two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Calallen ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

**Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.**

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact Mr. Marcos Flores at 242-5672.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review online at <http://pol.tasb.org/Home/Index/947>.



*Commitment to Excellence - Success for All!*  
**CALALLEN ISD**

**2012-2013**  
**School Calendar**

**Legend**

- Student Holiday / Staff development
- △ New Teacher Mgt
- School Holiday
- ▽ Early Release Day
- ⬢ 6 Weeks Bygone Ends
- ◇ SS Remediation Days
- \* Best Weather Makeup Day

**Semester**

1st Semester 79 days  
 2nd Semester 101 days  
 Student Days 180

**Important Student Dates**

1st Student Day - Aug. 27  
 End of 1st Six Wks. - Sept. 26  
 End of 2nd Six Wks. - Nov. 2  
 Thanksgiving - Nov. 21-23  
 End of 3rd Six Wks. - Dec. 11  
 Christmas - Dec. 20 - 26  
 1st Student Day - Jan. 18-19  
 MLK Day - Jan. 21  
 End of 4th Six Wks. - Feb. 22  
 Spring Break - Mar. 11-15  
 Easter - March 28  
 End of 5th Six Wks. - Apr. 19  
 Last Day of School - May 7  
 Graduation - May 25  
 Incentive Remediation - June 3-7

**Calallen ISD**

4205 Wildcat Drive  
 Corpus Christi, TX 78410  
 Phone: 361-242-5600  
 Fax: 361-242-5608  
 Visit our Website at: [www.calallen.k12.tx.us](http://www.calallen.k12.tx.us)

**July 2012**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

**August 2012**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

**September 2012**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**October 2012**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**November 2012**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 |    |    |

**December 2012**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**January 2013**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    | 1  | 2  | 3  | 4  | 5  |    |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**February 2013**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
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|    |    |    |    |    |    | 1  |
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 |    |

**March 2013**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**April 2013**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

**May 2013**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
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| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**June 2013**

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

Approved by CISD Board of Trustees on February 13, 2012 - revised March 5, 2012

## **Regular Bell Schedule**

"A" Lunch

"B" Lunch

|                      |               |
|----------------------|---------------|
| 1st Period           | 8:30 - 9:21   |
| 2nd Period           | 9:25 - 10:18  |
| Tutorials/Enrichment | 10:22 - 10:51 |
| 3rd Period           | 10:55 - 11:46 |
| "A" Lunch            | 11:50 - 12:20 |
| 4th Period           | 12:24 - 1:15  |
| 5th Period           | 1:19 - 2:10   |
| 6th Period           | 2:14 - 3:05   |
| 7th Period           | 3:09 - 4:00   |

|                      |               |
|----------------------|---------------|
| 1st Period           | 8:30 - 9:21   |
| 2nd Period           | 9:25 - 10:18  |
| Tutorials/Enrichment | 10:22 - 10:51 |
| 3rd Period           | 10:55 - 11:46 |
| 4th Period           | 11:50 - 12:41 |
| "B" Lunch            | 12:45 - 1:15  |
| 5th Period           | 1:19 - 2:10   |
| 6th Period           | 2:14 - 3:05   |
| 7th Period           | 3:09 - 4:00   |

\*Detention Hall - Monday through Friday 4:05 - 5:00

## **Pep Rally Bell Schedule**

"A" Lunch

"B" Lunch

|            |               |
|------------|---------------|
| 1st Period | 8:30 - 9:21   |
| 2nd Period | 9:25 - 10:18  |
| 3rd Period | 10:22 - 11:13 |
| "A" Lunch  | 11:17 - 11:47 |
| 4th Period | 11:51 - 12:42 |
| 5th Period | 12:46 - 1:37  |
| 6th Period | 1:41 - 2:32   |
| 7th Period | 2:36 - 3:27   |
| Pep Rally  | 3:30 - 4:00   |

|            |               |
|------------|---------------|
| 1st Period | 8:30 - 9:21   |
| 2nd Period | 9:25 - 10:18  |
| 3rd Period | 10:22 - 11:13 |
| 4th Period | 11:17 - 12:08 |
| "B" Lunch  | 12:12 - 12:42 |
| 5th Period | 12:46 - 1:37  |
| 6th Period | 1:41 - 2:32   |
| 7th Period | 2:36 - 3:27   |
| Pep Rally  | 3:30 - 4:00   |

\*Detention Hall - Monday through Friday 4:05 - 5:00



# COLLABORATIVE



## "A" Lunch

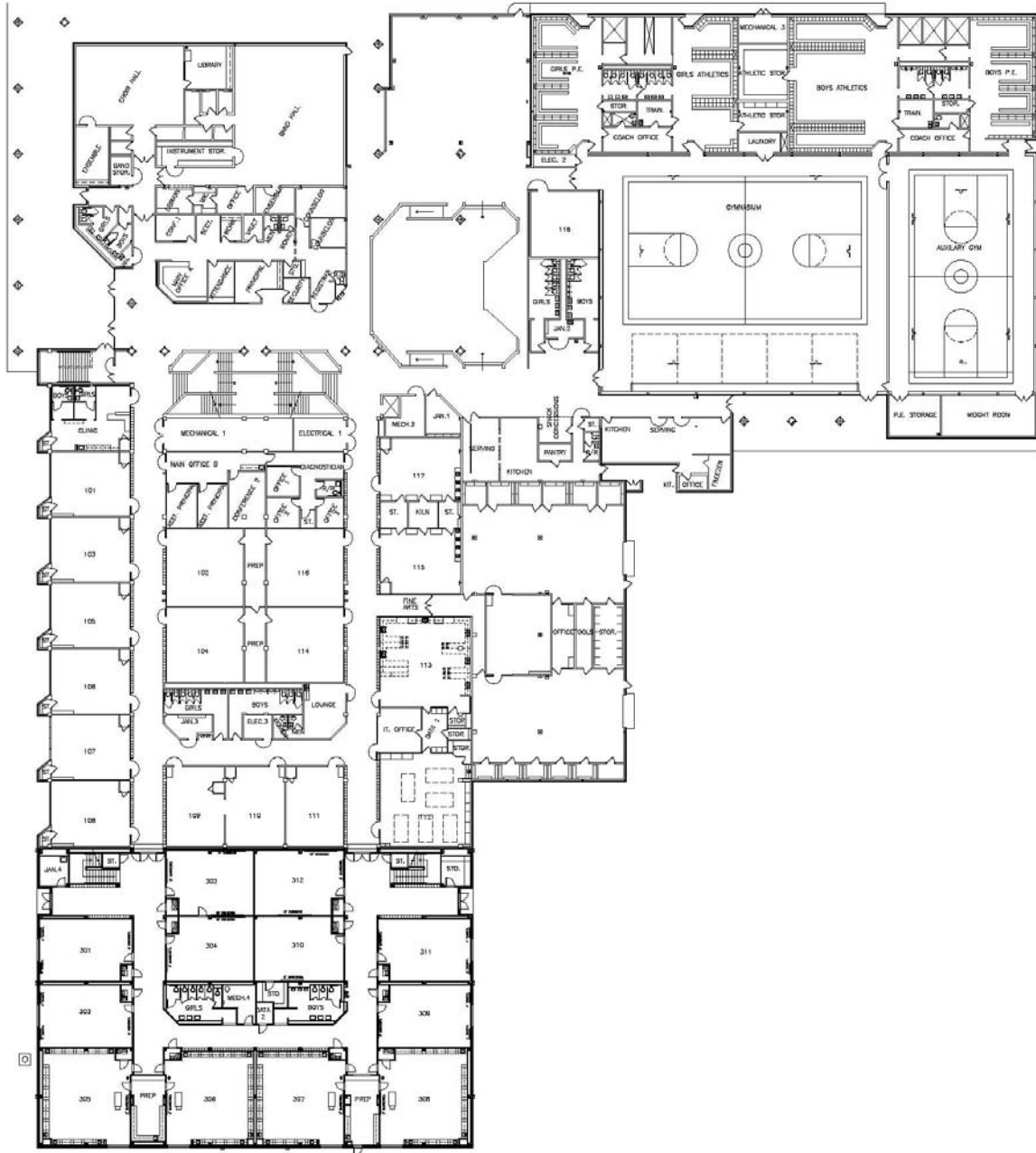
## "B" Lunch

|                      |               |            |
|----------------------|---------------|------------|
| 1st Period           | 8:55 - 9:42   | 47 minutes |
| 2nd Period           | 9:46 - 10:36  | 50 minutes |
| Tutorials/Enrichment | 10:40 - 11:10 | 30 minutes |
| 3rd Period           | 11:14 - 12:01 | 47 minutes |
| "A" Lunch            | 12:05 - 12:35 | 30 minutes |
| 4th Period           | 12:39 - 1:26  | 47 minutes |
| 5th Period           | 1:30 - 2:17   | 47 minutes |
| 6th Period           | 2:21 - 3:08   | 47 minutes |
| 7th Period           | 3:12 - 4:00   | 48 minutes |

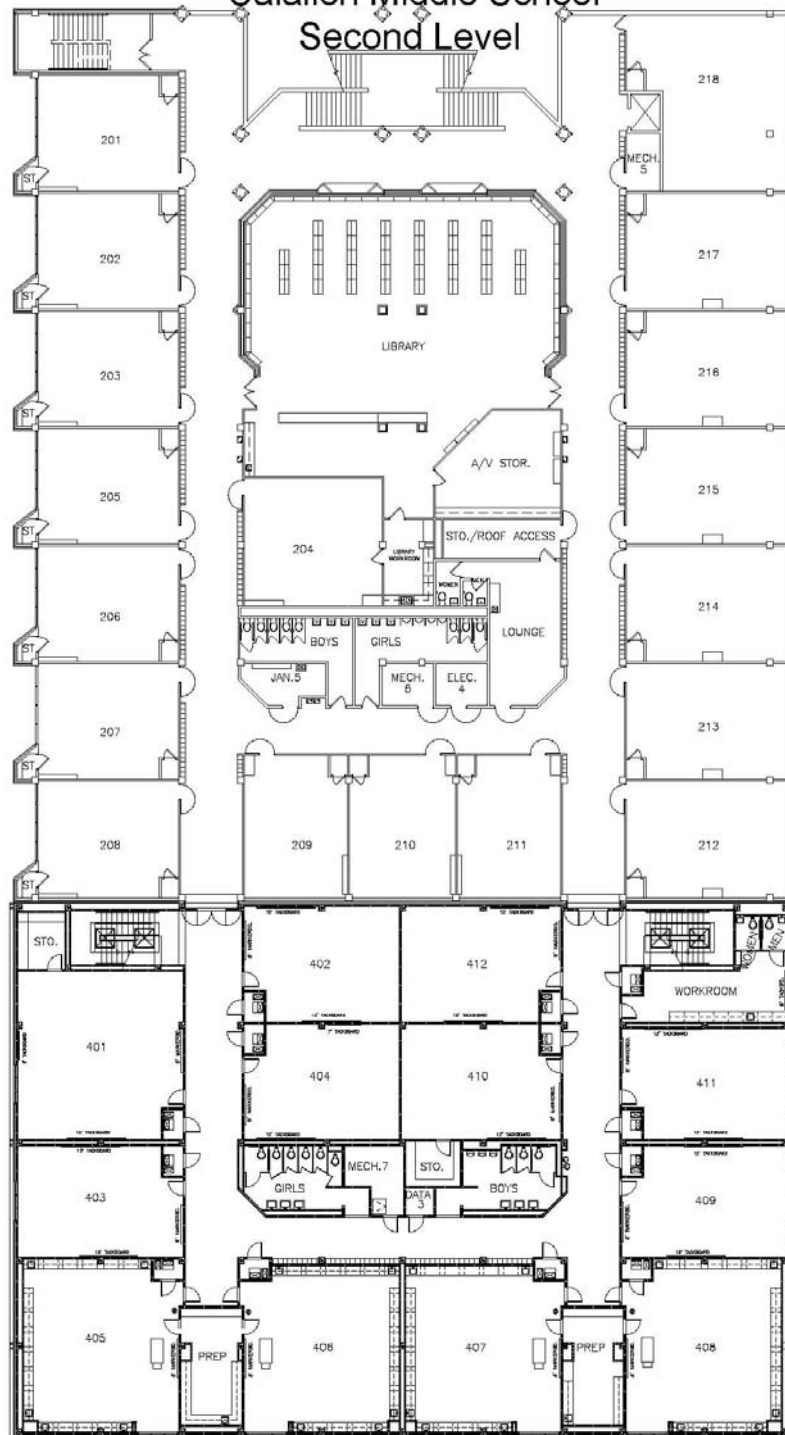
|                      |               |
|----------------------|---------------|
| 1st Period           | 8:55 - 9:42   |
| 2nd Period           | 9:46 - 10:36  |
| Tutorials/Enrichment | 10:40 - 11:10 |
| 3rd Period           | 11:14 - 12:01 |
| 4th Period           | 12:05 - 12:52 |
| "B" Lunch            | 12:56 - 1:26  |
| 5th Period           | 1:30 - 2:17   |
| 6th Period           | 2:21 - 3:08   |
| 7th Period           | 3:12 - 4:00   |



# Calallen Middle School First Level



# Calallen Middle School Second Level



## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Magee Elementary 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 good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 361-242-5672 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before/after school.
- Becoming a school volunteer. [For further information, see policies at GKG and contact the assistant principal at 361-242-5672.]
- Participating in campus parent organizations. Parent organizations include: PTA
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal at 361-242-5672.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### PARENTAL RIGHTS

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

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

- Political affiliations or beliefs of the student or the student's parent.
- Mental or psychological problems of the student or the student's family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of the student or parents.
  - Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
- You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

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

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing 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.]

### ***Inspecting Surveys***

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### ***Requesting Professional Qualifications of Teachers and Staff***

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### ***Reviewing Instructional Materials***

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. [Also see **Removing a Student from Human Sexuality Instruction** on page 3 for additional information.]

### ***Displaying a Student's Artwork, Photos, and Other Original Work***

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

### ***Accessing Student Records***

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,

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

### ***Granting Permission to Video or Audio Record a Student***

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### ***Removing a Student Temporarily from the Classroom***

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate 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.

### ***Removing a Student from Human Sexuality Instruction***

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

In accordance with state law, below is a summary of the Calallen Middle School's curriculum regarding human sexuality instruction:

Calallen Middle School students are shown a video dealing with early adolescent development. The video is presented during their Physical Education class. Male and female students are separated and shown the pertinent video with appropriate supervision:

After viewing the video, students have an opportunity to ask the teacher / nurse questions.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### ***Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags***

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See policy EC(LEGAL).]

***Excusing a Student from Reciting a Portion of the Declaration of Independence***

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

***Requesting Limited or No Contact with a Student through Electronic Media***

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

***Requesting Notices of Certain Student Misconduct***

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

***Prohibiting the Use of 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.

You may choose to revoke permission at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

***School Safety Transfers***

As a parent, you may:

- Request the transfer of your child to another classroom if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. See the superintendent or designee for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance. [See **Bullying** on page 13, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]

- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### ***Requesting Classroom Assignment for Multiple Birth Siblings***

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

### ***Parents of Students with Disabilities with Other School-Aged Children in the Home***

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### ***Request for the Use of a Service Animal***

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### ***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 school districts 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

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 Education Services, Dr. Ada Besinaiz, at 242-5600.

### **Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Director of Special Education Services, Dr. Ada Besinaiz  
Número de teléfono: 242-5600

### ***Parents of Students Who Speak a Primary Language Other than English***

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### ***Accommodations for Children of Military Families***

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.



In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

### ***Student Records***

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. "Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent's office is 4205 Wildcat Dr., Corpus Christi, Texas 78410.  
The address of the principal's office is: 4602 Cornett Dr., Corpus Christi, TX 78410.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's, superintendent's office, or on the district's Web site at <http://pol.tasb.org/Home/Index/947>.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's 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.

**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 complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

***Directory Information***

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

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

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

The district often needs to use student information for the following school-sponsored purposes such as the yearbook and parent newsletters.

For these specific school-sponsored purposes, the district would like to use your child's name, photograph, and grade level. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Mr. Marcos Flores at 242-5672.

### **ABSENCES / ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day’s learning on the previous day’s, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

#### ***Compulsory Attendance***

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

#### ***Exemptions to Compulsory Attendance***

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student’s return to campus.

#### ***Failure to Comply with Compulsory Attendance***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. [See policy FEA(LEGAL).]

### ***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 will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. [See policy FEC.]

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The 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.

### **Unexcused Absences/Ttruancy**

Any absence that does not meet the criteria of an excused absence or of an extenuating circumstance will be considered unexcused and defined as truancy. The unexcused absence of a child on 10 or more days or parts of days within a six-month period or 3 or more days or parts of days within a four-week period from school constitutes TRUANCY as defined by Texas Family Code 51.03(b)(2). The student **and** the parent/guardian are subject to prosecution for truancy. A letter will be mailed to the parent when the **third unexcused absence** occurs warning them of pending court action for truancy. Every effort will be made to enforce the compulsory attendance law, and student compliance is encouraged.

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

### **Regaining Credit**

The District shall provide the following alternative ways for students to make up work or regain credit lost because of absences:

1. Attend extra hours outside the regular school day, completing assignments as specified by the committee; each campus will set the hours available for attendance make-up;
2. Maintain the attendance standards for the rest of the semester or year;

3. Attend summer or extended school.

### ***Official Attendance-Taking Time***

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day at 10 AM.

According to state law, excused absences are:

- A. Personal illness
- B. Family illness
- C. Death of a relative
- D. Emergency conditions that prohibit travel to school
- E. Any other unusual cause accepted by the principal or superintendent

Absences for reasons other than these will be considered unexcused.

### **Attendance Procedure**

1. If a student is absent from school, the parent is asked to call 242-5672 between 8 AM- 12 PM the day of the absence and notify the school of the student's absence. On the second consecutive absence, the parent may request homework assignments which will be ready by 4 PM. It is important when asking for assignments that you call before 10 AM so that the teachers will have adequate time to gather the assignments.
2. When returning to school after an absence, students must bring a note signed by the parent (within 5 days) that gives the reason and date of absence. Absences longer than five consecutive days and/or a medical condition which causes repeated absences require a doctor's note. A note signed by the student, even with parent's permission, will be considered a forgery and the student will be disciplined.
3. **After 5 days, an unverified absence will be considered unexcused. If an excuse is submitted after 5 days, an unexcused absence will still be an unexcused absence.**
4. If a student needs to leave school during the day, the parent or guardian must come into the office and sign the student out. ***Failure to do so will designate the absence as unexcused.***
5. If a student has a medical appointment any part of the day and still attends school, the absence will be excused as a medical absence after the medical excuse is received (This must come from the doctor's office only).
6. When a student returns or comes in late after the normal starting time for school, the student must be checked in at the attendance office with a note explaining the reason.
7. Students must be checked out of school by their parents when they are attending a funeral.
8. ***Students are reminded that attendance is their responsibility (90% attendance is mandatory). This includes providing documentation to the office in a timely manner.***

### ***Parent's Note after an Absence***

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.

### ***Doctor's Note after an Absence for Illness / Extended Absences***

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC(LOCAL).]

Students who have chronic or debilitating health problems that may necessitate a number of absences must file with the school an annual letter from a physician verifying the condition and explaining why multiple absences may be necessary. [See policy FDD (LOCAL).]

***Absent notes must be turned in to the office within 5 days of the absence.***

## **ACADEMIC DISHONESTY**

Students found to have engaged in academic dishonesty shall be subject to grade and disciplinary penalties. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating. Both plagiarism and cheating will result in loss of credit for the work in question and be subject to disciplinary action.

When cheating, if both parties are aware of the occurrence, both parties will receive the same consequences. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students [also, see p. 40].

## **AWARDS AND HONORS**

### ***Attendance Awards***

An attendance award will be presented in the awards assembly to students with perfect attendance. Perfect attendance means that students are here each day from 8:30 AM until 4:00 PM. Students who arrive late or leave early without filing a doctor's excuse with the office will not qualify for perfect attendance. Perfect attendance is awarded to students who are present each school day.

### ***Honor Rolls***

Students who make all A's in a six weeks period will qualify for the "All A" honor roll for the six weeks. Students who make all A's and B's in a six weeks period will qualify for the "A-B" honor roll for the six weeks. Both honor rolls will be published each six weeks.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyber bullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student’s parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district’s policy is available in the principal’s office, superintendent’s office, and on the district’s Web site.

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

## **CAMPUS REGULATIONS**

### **Aerosol Spray Cans**

No aerosol spray cans are allowed on campus.

### **Backpacks/Bookbags/Satchels**

Backpacks, bookbags, and satchels are not allowed in the classroom or in the cafeteria. These items must be stored in the lockers.

### **Change/Proof of Address**

If a parent moves or changes telephone numbers, the new address and phone number should be given to the office so files and the emergency card can be updated. If a parent moves from the district, the student must withdraw and enroll at the school within the district to which (s)he has moved.

### **Changing a Course**

Students are scheduled into classes to match their requests as closely as possible. Teaching and learning begins on the first day of school. For this reason, there will not be **ANY** course changes after September 2, 2012.



## Communication

Communication between home and school is very important. Some of the most common modes of communication include parent/teacher conferences, student conferences and use of an assignment notebook. These conferences or conversations can be parent, teacher, or student initiated. Parents are encouraged to contact the school any time they have a concern so that arrangements can be made to address the concern. Teachers and staff can be reached via email by using the first letter of the 1st name and the last name@calallen.org (Example: [cvaldez@calallen.org](mailto:cvaldez@calallen.org)).

## Gum

Students are not permitted to chew gum on school grounds and will be held responsible for any related damages, which will result in disciplinary action.

## Cameras

Cameras of any kind are not permitted on campus. Confiscated cameras will be turned in to campus administration and must be picked up by a parent. Exceptions to the camera allowance include field trips and special activities with approval from campus administration and coach/sponsor/teacher.

## ID Cards

ID cards are required during the school year and must be visible at all times. Cards cost \$3.50 each. Calallen Middle School lanyards, with safety feature, will be required for every student. Those will cost \$1.50. Each student **must** wear their ID cards on their lanyards every day. ID cards may not be altered (i.e. cut up, chewed on, written on, decorated with stickers, etc.). If a student's ID card is altered, (written on, broken, etc.) the student will be required to purchase a new one and disciplinary measures may be taken. Students who are bus eligible must wear their ID to ride the bus. Students are required to wear one current, personal ID. No additional items may be placed on nor hung from lanyards. Students may wear only one lanyard.

## Lockers

1. Lockers will be assigned only to students who sign an agreement acknowledging that the lockers, as school property, are assigned to be used only in accordance with this and other policies governing their use.
2. Lockers may be inspected at any time, without prior permission from or knowledge of the student, and/or when in the interest of the overall welfare of other students. Lockers will also be checked when necessary to preserve the good order and discipline of the school. The right of search shall exist at all times when, in the judgment of school authorities, there is reasonable cause to believe that narcotics and drugs as described in policy FNCE-FNCF (local) or dangerous weapons such as guns, knives, or explosives are in the area of search.
3. The contents of the school locker shall be the responsibility of the student to whom it is assigned; therefore, each student is forbidden to share his/her locker or combination.
4. Students are not allowed to secretly put items or notes in other students' lockers. Violation of this policy shall be punishable according to board policy FNCE-FNCF (local) and FOD.
5. Lockers are not to be decorated or marked on for any reason.

## Messages

In our effort not to interrupt teaching/learning time, **only emergency messages will be delivered to students**. Lunch money, required homework assignments should be finalized before leaving home in the morning. **School phones are not for general student use**. Any transportation changes must be made prior to 2:00 P.M. to allow significant time to notify student.

## Permanent Markers

Permanent markers are not allowed on campus. Students will be held responsible for any related damages and will be subject to disciplinary actions. Permanent markers will be confiscated.

## Physical Education Uniforms

A student will dress in uniform every day unless excused from P.E. by a doctor, the P.E. teacher, or principal/assistant principal. Acceptable P.E. uniforms may be purchased from local merchants or from PTA. Colors are maroon, white, or gray in any combination. Tennis shoes and a master combination lock are also required.

## Wildcat Tracking Card

The Wildcat Tracking Card for each six weeks is included in the student planner, which is required to be purchased for \$5.00 at the beginning of the school year. Each student is responsible for taking this planner with him/her to every class period. On the tracking card the following is printed for teacher documentation:

1. Hall Pass- 7 boxes for hall passes per six weeks.
2. Tardy- 7 boxes for tardies (3 warnings, 4<sup>th</sup>-6<sup>th</sup> will receive ASDH, 7<sup>th</sup> a referral).
3. Dress Code- 7 boxes for dress code violations (3 LDH, 4<sup>th</sup> LDH/ASDH, 5<sup>th</sup>-7<sup>th</sup> a referral).
4. Infractions- 7 boxes of general violations (3 warnings, 4<sup>th</sup>-6<sup>th</sup> will receive ASDH, 7<sup>th</sup> a referral).
5. Substitute Consequences- 3 boxes (1<sup>st</sup>-2<sup>nd</sup> ASDH, 3<sup>rd</sup> a referral).
6. ASDH in Place of Referral- 3 boxes for ASDH.

### *What happens if the student loses the planner?*

The student will be sent to the back office and **will be required to purchase a new one for \$5.00 within 24 hours, and will lose all warnings and 5 passes**.

## Tardies & Hall Passes

Students are allowed a four minute passing period between each class. If a student fails to report to the next class before the bell rings, the student will be counted tardy. Tardies will be documented by the classroom teacher in the Wildcat Tracking card. Consequences will be assigned progressively according to the tracking card. Campus administration will also conduct periodic hall sweeps to ensure that students who are in the hallway after the tardy bell have a hall pass. Consequences will be assigned by campus administration to students who are in the hallway without a hall pass.

## Morning Tutorials

Morning tutorials will be offered every Tuesday-Friday, from 8 AM- 8:25 AM.

## Enrichment/Tutorials

Students may be assigned to an academic tutorial between second and third period, 10:22 AM until 10:51 AM, Monday through Friday. The following criterion is used for assignment: failing grade,

benchmark results, and teacher recommendation. A schedule will be given to students at the beginning of each new tutorial session. Students not assigned into a tutorial will be scheduled into enrichment classes.

### **Telephones**

The telephones in the office are business telephones and are to be used for school business and emergencies only. Personal calls are not allowed. Students should take care of personal communication needs prior to arriving on campus.

### **Middle School Gifted Identification**

Nomination to the program may be made by parents, teachers, peers, or members of the community in the spring of the school year.

## **HORIZON - READING/LANGUAGE ARTS/SOCIAL STUDIES**

### **CRITERIA DESCRIPTIONS**

Students who have been in the gifted program in the 5th grade are automatically scheduled into the 6th grade class of Horizon Language Arts and are encouraged to consider enrolling in the Enriched Social Studies classes offered at the middle school. For those students not in the program and who are nominated, the following criteria for identification are used:

1. **TEACHER OBSERVATION INVENTORY** - Teachers observe and document gifted behaviors in students.
2. **WRITTEN COMPOSITION** - The 5-7 topics from which a student may choose are broad concepts. The student is given ample time to compose a composition in which the rules of style, mechanics, syntax, and elaboration are observed. Social studies or science content is utilized for the prompt.
3. **IOWA TEST OF BASIC SKILLS** - Total Social Studies Score
4. **IOWA TEST OF BASIC SKILLS** - TOTAL READING SCORE
5. **OTIS-LENNON SCHOOL ABILITY TEST** - An intelligence test that assesses the student's abstract thinking and reasoning ability.

## **NAVIGATION - MATH/SCIENCE**

### **CRITERIA DESCRIPTIONS**

1. **TEACHER OBSERVATION INVENTORY** - Teachers observe and document gifted behaviors in students.
2. **SAGES** - Screening assessment for Gifted Elementary and Middle School students - Math Percentile Score
3. **IOWA TEST OF BASIC SKILLS** - Total Science Score
4. **IOWA TEST OF BASIC SKILLS** - Total math percentile score is used.
5. **OTIS-LENNON SCHOOL ABILITY TEST** - An intelligence test that assesses the student's abstract thinking and reasoning ability.

***A STUDENT MUST MEET THE "DISTRICT LINE" IN FOUR OF THE FIVE CRITERIA TO BE IDENTIFIED AS GIFTED IN THE CALLEN INDEPENDENT***

## ***SCHOOL DISTRICT'S PROGRAM***

### **CHECK ACCEPTANCE AND RETURN POLICY**

In the event that a check written to any Calallen ISD campus, club or organization is returned unpaid by your bank, Calallen ISD or its' agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your Acknowledgment and Acceptance of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

### **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at 4205 Wildcat, Corpus Christi, TX 78410. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **CHILD FIND**

**Last updated July 8, 2002**

Child Find is an initiative to identify, locate and evaluate children with disabilities in need of special education and related services. Public school districts offer special education services for eligible children and young adults ages 3 through 21, while Early Childhood Intervention (ECI) helps babies and toddlers, ages birth to 3, with disabilities or delays in their development.

### ***Children Ages 3 through 21***

If you know of a school age child who appears to have a disability, who might need extra help, or is not progressing normally contact the counselor at the child's school. If the child is 3 or older, but has not yet entered school, contact your school district's special education office at one of the numbers listed below. A referral for assessment may be made to determine eligibility for services through special education.

Dr. Ada Besinaiz      242-5600  
Director of Special Programs/504 Coordinator

### ***Children Ages Birth to 3 Years***

If you know of a child age birth to 3 years who appears to not be developing normally speak to the child's doctor or contact the Texas Early Childhood Intervention program (ECI) care line at (800) 250-2246. You will then be referred to a local ECI program for evaluation and determination of eligibility.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained on the district's policy website at <http://pol.tasb.org/Home/Index/947>.

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

## **CONDUCT**

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Discipline should be a combination of effort between the parent and the school. (Specific details regarding discipline are in the Student Code of Conduct which each parent will receive.)

### ***Applicability of School Rules***

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### ***Disruptions of School Operations***

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.
- Fighting is not permitted anywhere on school property. It is punishable by a 3-day suspension for those students involved. Any time a student is faced with a physical altercation, the student must make every effort to immediately remove himself/herself from the incident and report it to the nearest staff member. If the student does not remove himself and engages in the physical altercation, he/she will be considered to have engaged in a fight.

### ***Social Events***

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **CONTAGIOUS 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 contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school and/or your child may be sent home from school (to prevent the spread of illness) are:

1. Upper respiratory illness: (colds, cough, bronchitis, sinus infection, etc.)
2. Sore throat: If a child wakes up with a severe sore throat that persists he/she should be kept at home until he/she has been checked by a physician to insure the child does not have strep throat (a highly contagious, serious illness).
3. Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.

4. Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
5. Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
6. Head lice: The lice are parasites and the nits are their eggs. Children must have proof of treatment and the nits should be removed from the hair before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absent due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.

*Screening Procedures:*

- A. Head checks will be done on an as needed basis.
- B. Symptomatic individuals should be referred **discreetly** to the health room.
- C. Once health services has confirmed an active case of head lice, the student will be kept from close contact with others and a parent/guardian will be notified. An active case of head lice is confirmed by the presence of eggs less than 1/4 inch from the scalp or live lice visualized.
- D. Upon notification of student having head lice, a parent/guardian is advised to pick up the child(ren) to start treatment immediately, so that the student may return to school promptly.

*Readmission Criteria:*

- A. A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return a head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.
7. Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

## **COUNSELING**

### ***Academic Counseling***

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about curriculum requirements. To plan for the future the counselor provides students with information regarding college and career readiness through classroom guidance lessons and presentations.

### ***Personal Counseling***

The school counselor is available 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 inform the office secretary, his/her teacher, or counselor directly.

The school counselor spends time counseling with children in his/her office, provides guidance services to children in classrooms, confers with teachers and parents to promote the best interests of children and serves as a liaison to outside agencies that also serve the interests of children.

### ***Psychological Exams, Tests, or Treatment***

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or

treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### ***Discrimination***

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### ***Harassment***

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or <http://pol.tasb.org/Home/Index/947>.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

### ***Sexual Harassment and Gender-Based Harassment***

Sexual harassment of a student by an employee, volunteer, or another student are prohibited.

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.

Examples of prohibited sexual harassment may include, but not be limited to, 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform



to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### ***Retaliation***

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### ***Reporting Procedures***

Any student who believes that he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

### ***Investigation of Report***

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### ***School Materials***

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

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

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

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

The principal has designated main office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

### ***Non-school Materials...from others***

Written or printed 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 for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the superintendent for prior review. The superintendent will approve or reject the materials. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

## **DRESS AND GROOMING**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with Calallen Middle School Dress Code Policy. At Calallen Middle School a standardized dress code is implemented to promote education by emphasizing a content-neutral atmosphere. The purpose of having a standardized dress code is to promote an environment

that is conducive to learning. The matter of student grooming and student dress is left to the discretion of local school districts and will be ruled upon by principal, assistant principal, or designee. *The school officials at Calallen Middle School have the authority to restrict the wearing of apparel and student dress for the following reasons:*

- Items emblazoned with slogans and diagrams deemed indecent, inappropriate, or in bad taste for an educational setting
- Items that prove to be disruptive or interfere with the rights of others

The Superintendent's designee/principal/assistant principal has the authority to make a ruling on any controversial dress code issue in question.

Calallen Middle School students are required to wear the following:

- White, navy blue, gray, or maroon "polo" style shirt or CISD sponsored spirit shirt
- Navy blue or khaki and blue denim: slacks, shorts, skirts, jumpers or capris

Our goal at CMS is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves the home everyday.

When the child arrives at school, and the dress code violation requires a change of clothing to be corrected, the following procedures will be followed:

1. Students not in dress code upon entering the building will be assigned lunch detention that day.
2. Student who are assigned lunch detention will have until 10:00 a.m. to correct the infraction. If the students are not able to correct the infraction by that time, the detention will be served. If the infraction is corrected by that time, the detention will be cancelled.
3. Students receiving more than four dress code detentions in a six weeks period will be assigned In-School Suspension for each subsequent infraction during that six week period.
4. Students with dress code violations considered to be inappropriate for the classroom setting Will be subject to In-School or Out-School Suspension, or other consequences to be determined by campus administration.

The entire staff will enforce the dress code. Teachers may assign after school detention hall for dress code violations after 8:30 a.m. that can be corrected immediately (i.e., shirttails, rolled up sleeves, etc...)

The principal, in cooperation with the sponsor, coach, or other persons in charge of an extracurricular activity will regulate the dress and grooming of students who participate in the activity. Students who violate these standards may be removed or excluded from the activity for a period determined by the principal or sponsor and may be subject to further disciplinary action.

Following you will find the required student uniform for the students for the 2012-2013 school year. For your convenience, we divided the dress code policy into 2 categories:

1. Female Student Standardized Dress
2. Male Student Standardized Dress

**FEMALE STUDENT STANDARDIZED DRESS**  
**PANTS / SHORTS / CAPRIS:**

- Pants, shorts, and capris must be either navy blue, khaki/tan uniform fabric, or blue denim material jeans.
- Pants, shorts, and capris need to be size appropriate that fit at the waist and the crotch no lower than 2" below the naval.
- Pants/shorts/capris must be hemmed.
- Shorts may not be shorter than a dollar bill width from the top of the kneecap.
- Pants/shorts/capris manufactured with belt loops must be worn with belt.
- Logos or labels are limited to back pocket only.

**NOT PERMITTED:**

- slits/tears/holes on body or leg of pants
- lace up/button flies
- frayed pant legs
- low rise jeans
- bagging, sagging, oversized
- stretch, corduroy fabric not allowed

**SKIRTS / JUMPERS:**

- Skirts and jumpers must be either navy blue, khaki/tan uniform fabric, or blue denim jeans.
- Skirts/jumpers must be no shorter than a dollar bill width from the top of the kneecap.
- Stretch material or tight fitting skirts are not allowed.
- Skirts may not have slits that do not meet the dollar bill width guideline.
- Corduroy material is not allowed.
- Skirts manufactured with belt loops must be worn with belt.

**BELTS:**

- Belts must be worn.
- Large belt buckles are not allowed. Belts and buckles must be school appropriate.
- Spikes, skulls or inappropriate designs or messages are not allowed.
- Belts must be worn with pants, shorts, skirts, and capris that are manufactured with belt loops.
- Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops on pants manufactured with belt loops.

**POLO SHIRTS:**

- Shirts must be solid white, gray, navy blue, or maroon knit.
- Shirts may be long or short sleeved.
- Shirts must be "polo" type shirts w/ a collar. Logos or labels must be smaller than 1" by 1". No more than 2 top buttons may remain unbuttoned.
- Shirts must be long enough to be tucked in.
- Denim shirts are not allowed.
- Shirts may not have snaps or zippers.
- Undershirts must be white, grey, navy blue, black, or maroon.
- Sleeves may not be rolled up.

**SPIRIT SHIRTS:**

- Spirit shirts must be Calallen I.S.D. or CMS shirts that promote Calallen pride.
- Spirit shirts may be worn any day of the week. Shirts must be tucked in.
- Homemade spirit shirts will not be allowed.

#### **UNDERGARMENTS:**

- Appropriate undergarment will be worn.
- Colored or patterned bras may not be worn underneath white uniform shirts.
- White, grey, navy blue, black, or maroon t-shirts may be worn underneath the uniform shirt.

#### **SWEATERS / COATS / WINDBREAKERS/ SWEAT JACKETS:**

- Logos are permitted. Any logos or labels on outerwear must be school appropriate.
- Outerwear must be solid white, navy blue, gray, or maroon. Decorations are not permitted.
- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders, or backwards.
- Sweatshirts with zippers or buttons are allowed, but must be unzipped and unbuttoned at all times.
- No pullovers or hoodies are allowed.
- Coats that do not meet the dress code will be required to be placed in the locker during the school day. Due to locker space, oversized and thick jackets are discouraged.
- ID cards must be worn appropriately at all times.

#### **SHOES:**

- Shoes must be worn at all times. Backless shoes or sandals are NOT permitted. Shoes, designed to be worn with shoelaces, must be laced and tied appropriately.
- Steel-toed boots are not allowed.
- No heelies (shoes with wheels) will be allowed.
- Stiletto heels are not permitted.
- "House" shoes are not allowed.

#### **HAIR:**

- Hair must be neat, clean, and well groomed at all times.
- Completely shaved or partially shaved heads (shaved underneath and long on top) are not allowed.
- Extremely dyed/partially/painted/unnatural hair color, designs, or insignias are not permitted.
- Hair may not cover the eyes or hang in front of the face.
- Dreadlocks, distracting braids, and colored inserts are not permitted.

#### **EARRINGS / MAKE UP / BODY ART:**

- A maximum of 2 earrings may be worn on each ear. Absolutely no bars or gages of any size allowed.
- Black lipstick or nail polish is not permitted.
- Body/face glitter is not permitted.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.
- Writing on the skin is not permitted.
- Coloring in of fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not permitted.
- Notching of the eyebrows is not permitted.

- Writing on clothes is not permitted.

#### **ACCESSORIES:**

- Accessories may not display weapons, drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building and must be kept in lockers.
- Chains on wallets are not allowed.
- No safety pins may be worn on clothing.
- Bracelets are limited to 2 per wrist area.
- Sweatbands are permitted in physical education and athletic classes only with coach's permission.
- No studded or spiked wrist bracelets, necklaces, or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to the administrator.

#### **MALE STUDENT STANDARDIZED DRESS**

##### **PANTS / SHORTS:**

- Pants and shorts must be either navy blue or khaki/tan uniform fabric, or blue denim jeans.
- Pants and shorts need to be size appropriate that fit at the waist and the crotch no lower than 2" below the naval.
- Pants and shorts must be hemmed, and may not be rolled up
- Shorts may not be shorter than a dollar bill width from the top of the kneecap.
- Pants and shorts must have waistbands with belt loops.
- Logos or labels are limited to back pocket only.

##### **NOT PERMITTED:**

- lace up/button flies
- low rise pants
- stretch, corduroy pants
- bagging, sagging, oversized
- frayed pant legs
- slits/tears/holes on body or leg of pants

##### **BELTS:**

- Belts must be worn.
- Large belt buckles are not allowed. Belt buckles and belts must be school appropriate.
- Spikes, skulls or inappropriate designs or message are not allowed.
- Belts must be worn with pants and shorts that are manufactured with belt loops.
- Belts will be of appropriate length for student waist size and the belt must be kept in the belt loops on pants manufactured with belt loops.

##### **SHIRTS:**

- Shirts must be solid white, gray, navy blue, or maroon, short or long sleeve knit.
- Shirts must be "polo" type shirts w/ a collar and logo or label must be smaller than 1" by 1".
- Shirts must be tucked in.
- Denim shirts are not allowed.

- Shirts may not have snaps or zippers.
- White, grey, navy blue, black or maroon t-shirts may be worn underneath the uniform shirt.
- Sleeves may not be rolled up.

#### **SPIRIT SHIRTS:**

- Spirit shirts must be Calallen I.S.D. or CMS shirts that promote Calallen pride.
- Spirit shirts may be worn any day of the week. Shirts must be tucked in.
- Homemade spirit shirts will not be allowed.

#### **SWEATERS / COATS / WINDBREAKERS/ SWEAT JACKETS:**

- Logos are permitted. Any logos or labels on outerwear must be school appropriate.
- Outerwear must be solid white, navy blue, gray, or maroon. Decorations are not permitted.
- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders.
- Sweatshirts with zippers and buttons are allowed, but must be kept unzipped and unbuttoned at all times.
- No pullovers or hoodies are allowed.
- Coats that do not meet the dress code will be required to be placed in the locker during the school day. Due to locker space, oversized and thick jackets are discouraged.
- Outerwear must be unzipped and unbuttoned at all times.
- ID cards must be worn appropriately at all times.

#### **SHOES:**

- Shoes must be worn at all times. Backless shoes or sandals are NOT permitted. Shoes, designed to be worn with shoelaces, must be laced and tied appropriately.
- Steel-toed boots are not allowed.
- No heelies (shoes with wheels) will be allowed.
- "House" shoes are not allowed.

#### **HAIR:**

- Hair must be neat, clean, and well groomed at all times.
- Military style hair styles are permitted. Completely shaved or partially shaved heads (shaved underneath and long on top) are not allowed.
- Sides may not be longer than mid-ear.
- Haircuts using clippers smaller than a 1 are discouraged.
- Hair cannot touch the top of the collar on a polo-style, collared shirt.
- No facial hair is allowed.
- Extremely dyed/partially/painted/unnatural hair color, designs, or insignias are not permitted.
- Hair may not touch the top of the eyebrows. Hair must be trimmed to the eyebrows so not to cover the eyes.
- Dreadlocks, distracting braids, and colored inserts are not permitted.

#### **EARRINGS / MAKE UP / BODY ART:**

- Earrings are not allowed.
- Make-up and nail polish are not permitted.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.

- Writing on the skin is not permitted.
- Coloring in of fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not allowed.
- Notching of the eyebrows is not permitted.
- Writing on clothes is not permitted.

#### **ACCESSORIES:**

- Accessories may not display weapons, drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building.
- Chains on wallets are not allowed.
- No safety pins may be worn on clothing.
- Bracelets are limited to 2 per wrist area.
- Sweatbands are permitted in physical education and athletic classes only with coach's permission.
- No studded or spiked wrist bracelets, necklaces or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to the administrator.

### **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

#### ***Possession & Use of Personal Telecommunications Devices, Including Mobile Telephones***

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

#### ***Possession and Use of Other Personal Electronic Devices***

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See policy FNF.]



Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### ***Instructional Use of Personal Telecommunications and Other Electronic Devices***

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Acceptable Use of District Technology Resources***

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### ***Internet Connectivity and Technology Tools - Calallen I.S.D. Acceptable Use Policy***

[See Appendix III]

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

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

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 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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Students shall be permitted to participate in extracurricular activities, subject to the following Restrictions:

- During the initial six-week period of the school year, students must have been promoted into the next grade level or must have accumulated the required number of units toward graduation.
- During subsequent six-week periods, student who receive a six-week grade blow 70 in any course or subject or Special Education students who fail to meet the standards in their Individual Educational Plan (IEP) may not participate in extracurricular activities for at least three weeks, and until academic eligibility is met. The suspension from extra-curricular activities goes into effect seven days after the last day of the six-week period during which the grade lower than 70 was earned. Students shall be allowed to participate in competition at the end of any three-week period in which the student earns a grade of 70 or above in all courses or subjects. Students may practice or rehearse during suspension periods.
- Student are permitted up to ten activity-related absences to participate in school-related or school-sanctioned activities on or off campus. Any absence resulting from a student's participation in an organization not on the approved list shall be considered unexcused.

### **Incompletes**

A student with an “incomplete” grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the “incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “incomplete” grade either within or after the seven-day grace period may regain eligibility if the work is made up in accordance with district policy regarding make-up work. This also applies to students who are homebound due to an illness.

### ***Standards of Behavior***

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

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

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

### ***Offices and Elections***

Certain clubs, organizations, and performing groups will hold elections for student officers. One of these groups includes the Calallen Middle School Student Council. During the election, students are expected to adhere to the guidelines and rules for campaigning. The guidelines will be provided by the student council sponsors at the appropriate time.

## **Guidelines and Procedures for National Junior Honor Society**

### **I. General Information - CMS Chapter**

- Dues \$3.00 per year
- Service organization

### **II. Criteria for Membership**

- 7th or 8th grade
- Overall 90 average for fall membership
- No more than one N in conduct
- No U's in conduct
- No ISS or suspensions on record

### **III. Process for Possible Membership**

- Complete an application for evaluation of their own qualities of service, leadership, scholarship, and character
- Application goes to the faculty council
- Selection of members is by a majority vote of the faculty council
- Selected members must attend the ceremony

### **IV. Maintaining Membership**

- Average falls below 90 at end of any semester, first time is a warning, if average is not raised, then dismissal
- Two N's in conduct in any one semester - dismissed
- One U in conduct at any time - dismissed
- Once a member is dismissed in this particular chapter, they are not eligible for membership until high school

## **Guidelines and Procedures for Student Council**

### **I. Criteria for Membership**

- 6th, 7th, or 8th grade
- Must be passing all classes
- No U's in conduct
- No ISS or suspensions on record
- Representatives will be elected by their peers during the 1st six weeks in their 3rd period classes.
- Officers will be 8th grade students who are elected by the 8th grade students.

## II. Maintaining membership

- Must be passing all classes
- No U's in conduct
- No ISS or suspensions

## Guidelines and Procedures for Trying Out For Cheerleader

### I. Criteria for Membership

- 7th or 8th grade
- No U's in conduct
- No suspensions on record
- Passing all classes
- Attendance, GPA & Discipline history is evaluated
- No more than 12 absences for the year, as of the end of the 4th Six Weeks
- Cheerleading candidates will be judged on their performance on the designated tryout day **ONLY**. No alternate methods of evaluation will be accepted.
- Tryouts are held the last semester of the school year.

### II. Maintaining Membership

- Passing all classes
- No U's in conduct
- No suspensions
- Must obey all rules and regulations of CMS Cheer Constitution
- Must have less than 15 demerits
- 15 demerits will result in suspension from the squad
- If suspended from the squad, the student must write a letter requesting permission to try out the following school year and submit the letter to the principal and Cheer sponsor(s)
- Demerits will be documented and a copy will be provided for the student, parent, and sponsor(s)

## Dances

Dances held at Calallen Middle School are for Calallen Middle School students only. We invite and encourage parents to attend these event. ***Students who are suspended, in ISS, or absent the day of the event will not be allowed to attend.***

## After-School Detention Hall

Assigned by teachers/administrators to students for the following behaviors: disruption of the classroom environment, tardies, or failure to follow classroom and school rules. The assigning teacher will contact the student's parents to inform the parent of the date and reason for the after school D-Hall assignment. Therefore it is very important to keep the school updated with any emails, and current work and home phone numbers. After school D-Halls are assigned for the following school day. **The student will be given a copy of the detention notice that describes the behavior and the date the student must serve the detention. It is the student's responsibility to take the D-Hall copy home and to remember to serve on the designated date(s). After school D-Hall will begin promptly at 4:05 p.m.** Parents are asked to pick up their child by 5:00 p.m. in front of the school building. Transportation arrangements should be made **before** coming to school on the assignment day. Attendance will be taken at the beginning of each session. Students are required to bring homework or something to read.

If a student is unable to attend D-Hall due to an illness or appointment, it is their responsibility to reschedule their D-Hall with the teacher. Failure to attend a detention will result in the following progressive consequence assignment which will cycle every 6 weeks:

- reassignment, additional d-hall days, or lunch ISS for two days.
- 1 day of ISS
- Persistent failure to attend D-Hall can result in additional consequences at the administrator's discretion.

### **Pre-AP Courses**

The purpose of the College Board Pre-AP program is to provide students at Calallen Middle School the opportunity to be prepared for successful high school experiences and prepare students for the transition from middle school to high school. Pre-AP courses are open enrollment courses. Typically, successful Pre-AP students are task oriented, proficient readers, who are able to establish priorities for their use of time and who have parental support. Parents agree to be familiar with Pre-AP course requirements and to help students organize study time in support of class assignments. Students must maintain a 70 semester average to remain in the Pre-AP course in that academic discipline. Teachers will notify students and parents if assigned work and/or assessments are unsatisfactory. A student, with parent permission, may exit the course at the end of a six weeks grading period, if the course is too demanding. A student will be exited at the end of the first semester if the semester average is below 70 and after the parents and student have been notified. There will be no points added to a student average for completing a Pre-AP academic course.

### **Request for Pre-AP Waiver**

The principal may grant a waiver to the no pass-no play ruling for a student in a Pre-AP course whose 6 weeks average is less than 70. **The student must have at least 60 in a Pre-AP class.** The principal will only approve a waiver if the teacher agrees that the student's efforts and achievement are deserving of special consideration.

### **"What Do You Do If . . ."**

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

Come to the health room for assistance. The school nurse will call parents when necessary.

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

You need to bring a note from your parent or guardian to the office before your first period class. The note should include the number of days you were absent, the reason for the absence, and the signature of your parent or guardian.

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

If you know you are going to have to leave school during the day, bring a note from your parent or guardian. Present it to the secretary and a permit to leave will be issued.

Present the permit to your teacher at the beginning of class. Upon being released from class, come to the office and wait for your parent or guardian, who will sign you out when he/she comes for you.

**...you have lost a book?**

Check in the lost and found. If not there, check with the back office secretary about the cost of the book, bring the money from home, and pay for the book in the secretary's office. If the book is found, your money will be refunded.

**...you need to leave the room?**

Obtain a pass from your teacher, the teacher will sign your planner.

**...you want advice about your school work?**

Check with the teacher involved or ask one of the principals or counselors.

**...you want a meal ticket for the cafeteria?**

Ask the cashier in the cafeteria. **The office will not loan money for lunches or for any other purpose.**

**...you are having locker problems?**

Report the problem to the office secretary in the back office.

**...you miss an assigned detention hall?**

Check with the assistant principal to reschedule it.

**...you have lost your ID card?**

Purchase a new ID in the back office before 8:30 a.m.

## **FALSE INFORMATION**

Presenting false information or false records for identification is a criminal offense under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other costs provided below. *Education Code 25.002 (d)*

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater. ***Education Code 25.001 (h)***

## **FEES**

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

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, or yearbook.
- Voluntarily purchased student accident insurance.

- Fees for lost or damaged library books and/or textbooks.

### **FIELD TRIPS**

Field trips are valuable teaching tools. Before students can participate, the school must have permission from the parent. Please sign and return permission blanks promptly when they are sent home.

### **FLORAL OR OTHER OUTSIDE DELIVERIES**

Flowers, balloons, and other deliveries are a distraction in the classroom and are difficult to transport on the bus after school. Flowers, balloons or other deliveries sent to students at school will be kept in the office and must be picked up after school.

### **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Participation in fund-raising drives is not mandatory. Any parent or student may decline to participate. [For further information, see policies at FJ and GE.] **All Fund Raising activities must be approved by the Superintendent. There will be no items sold for an 'outside organization'.**

### **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GRADING POLICY GUIDELINES CALALLEN MIDDLE SCHOOL**

### **CISD GRADING POLICY OVERVIEW**

Procedures and guidelines that pertain to grading are necessary to establish some degree of consistency among teachers, grade levels and schools. Because daily activities, assignments, student needs/abilities and professional teaching styles differ, some variation in grading is to be expected.

A grade should represent a fair estimate, by the teacher, of a student's achievement and should reflect the growth each student is making in relationship to his/her performance, maturity and ability. A grade should reflect consistent progress and convey the degree to which the student has mastered the Texas Essential Knowledge and Skills after introductory skills have been taught.

Grading procedures should emphasize success and should complement the programs that are tailored to the individual needs of each student. Grades should be logical, justifiable, sufficient in number, and should ensure that the grade is an accurate measure of the student's progress and achievement. The conduct grade is an evaluation of the student's social attitudes and behavior and shall not alter the grade in academic areas. A student's academic grade shall reflect TEKS based curriculum mastery and SHALL NOT be altered because of behavior, headings, titles, etc.

Students who receive instruction below their assigned grade level shall be continuously monitored to determine if the placement and progress are appropriate.

In teaching and evaluating student progress, teachers shall use a variety of activities and strategies in order to reach children with different modality strengths and learning styles thereby providing opportunities for student success. Techniques may include portfolio assessment, cooperative learning, class participation, oral expression, written assignments, projects, presentations, assessment results, daily grades, homework completion, and a variety of other instructional activities. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Grading should help the teacher

- appraise the effectiveness of teaching procedures;
- diagnose the needs and evaluate the progress of each student;
- monitor the student for grade placement.

Grading should assist the student

- evaluate his/her own progress;
- attain optimum achievement;
- set his/her goals for future learning.

Grading should provide information to help parents

- guide the student in making personal and social adjustments'
- encourage the student to attain maximum performance;
- assist their child in his/her school work.

### **GRADE BOOK**

All teachers are expected to keep an accurate Skyward grade book. The grade book should identify daily work assignments/grades and major work assignments/grades and six-weeks exam. According to Skyward, the teacher will indicate the original grade or any additional comments for documentation of the grade within the gradebook program. Only the teacher who records the grade will have access to comments.

### **HIGH SCHOOL CREDIT COURSES**

High school credit courses will follow high school grading policies. (Refer to high school handbook)

### **GRADES**

Citizenship - A citizenship grade of E, S, N, or U is given. The citizenship grade will be determined by:

- A. Following classroom rules
- B. Following handbook guidelines
- C. Exhibiting overall appropriate behavior

Citizenship grades have a bearing on participation in Student Council, UIL, NJHS and some elected honors and/or organization memberships.

|                                                                                                                        |
|------------------------------------------------------------------------------------------------------------------------|
| <p><b>E = Excellent</b><br/><b>S = Satisfactory</b><br/><b>N = Needs Improvement</b><br/><b>U = Unsatisfactory</b></p> |
|------------------------------------------------------------------------------------------------------------------------|



### **SIX WEEKS GRADES**

When averaging grades for each six-weeks the following percentages are to be used. (see chart that follows.) A range is given to allow discretion among departments and subjects within departments because of differences in subject matter. **Six weeks tests will not be retaught or reassessed.**

**When averaging grades for each six weeks the following percentages are given to each category of grade(s):**

| <b>Category</b> | <b>Product Description</b>                                         | <b>With Six-Weeks test</b> | <b>With-out Six-Weeks test</b> |
|-----------------|--------------------------------------------------------------------|----------------------------|--------------------------------|
| Category I      | Daily Grades<br>(classwork,<br>homework**,<br>participation, etc.) | 40%                        | 40%                            |
| Category II     | Major Grades<br>(chapter/unit tests,<br>projects)*                 | 45%                        | 60%                            |
| Category III    | Six Weeks Test *                                                   | 15%                        | 0%                             |

\*If a six weeks test is given, it will count as 15% of the grade and major grades (chapter/unit tests projects, etc.) will count as 45%.

\*\*Homework will not count more than 25% of Category I grades.

There must be a minimum of 8 grades in Category I.

Category II will have a minimum of 2 grades (spaced appropriately) prior to the six weeks test, or a minimum of 3 major grades if a six weeks test is not given per reporting period, per subject.

Teachers use a system of grading based on a numerical scale of 100 points

|                 |                          |
|-----------------|--------------------------|
| <b>90- 100</b>  | <b>(equivalent to A)</b> |
| <b>80- 89</b>   | <b>(equivalent to B)</b> |
| <b>70- 79</b>   | <b>(equivalent to C)</b> |
| <b>Below 70</b> | <b>(equivalent to F)</b> |

These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. EIA (LOCAL)

Grades from the previous week must be entered into the Skyward gradebook in a reasonable and consistent timeframe.

### **Homework**

The assignment of homework must always serve as an introduction to or reinforcement of learning. Students should be able to complete the practice independently. Correct usage of homework should provide timely feedback to the student and inform the teacher of student progress toward mastery.

### **Standardized Testing**

The counselor and/or teacher may discuss test results or other confidential student information with the parents. The *State of Texas Assessments of Academic Readiness* will be administered to students in Grades 6-8 according to their testing Cohort. (See TEA website for cohort information. *STAAR EOC Phase-in Illustration* [http://www.tea.state.tx.us/student\\_assessment/staar/](http://www.tea.state.tx.us/student_assessment/staar/)) The *State of Texas Assessments of Academic Readiness /End of Course (STAAR/EOC)* will be administered to students enrolled in Algebra I at the grade 8 level. The *Texas English Language Proficiency Assessment System (TELPAS)* is administered to LEP identified students at grades K-12 in the spring.

### **Academic Dishonesty (grading policy)**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee taking into consideration written materials, observation, or information from students. EIA (LOCAL) Grade penalty will result in a grade of "0". Academic dishonesty is considered cheating. When cheating, if both parties are aware of the occurrence, both parties will receive the same consequences.

### **Plagiarism**

Plagiarism: 1. the unauthorized use or close imitation of language and thoughts of another author and the representation of them as one's own original work. 2. something used and represented in this manner. (<http://dictionary.reference.com/browse/plagiarism>)

Copyright infringement (or copyright violation) is the unauthorized use of material that is covered by copyright law, in a manner that violates one of the copyright owner's exclusive rights, such as the right to reproduce or perform the copyrighted work, or to make derivative works.

([http://en.wikipedia.org/wiki/Copyright\\_infringement](http://en.wikipedia.org/wiki/Copyright_infringement))

### **Special Education**

Variations in procedures and academic achievement level expectation for awarding grades to identified special education students shall be determined by the Admission Review and Dismissal (ARD) Committee and included in the student's Individual Education Plan. At the end of each six weeks, in addition to the regular report card, all students in the special education program will receive a progress report that identifies the current level of progress on the student's Individual Education Plan. Special consideration should be given to modifying the methods used for evaluating the academic progress of children who qualify for special education so they will not be penalized because of their handicapping condition.

### **Modification of Instruction**

House Bill 72 requires school districts to provide instruction to meet the needs of each student by modifying instructional materials, pacing, and instructional methodologies as appropriate when students are not mastering TEKS.

#### **Grades for Students in the ESL Program**

ESL certified teachers with beginning level ESL students shall have the option of bubbling NG (no grade) for a maximum of three grading periods. During the period of adjustment, grades based on the student's achievement, at the student's proficiency level, shall be appropriate.

The teacher shall be assessing, evaluating, and recording progress during the time the student is not receiving a grade on the report card. Written communication such as personal notes and progress reports shall be sent to the parents or guardian.

When no grade is given, the following message shall be communicated to the student and parents:

*"Your child has received no grade in some subjects for this grading period so that he/she will have time to adjust to the demands of learning a new language. Call your school for additional information if you have any questions."*

#### **Interim Reports (Progress Reports)**

Interim progress reports shall be issued for all students after the third week of each grading period when an elementary student's performance in a class or subject is 75 or below or when a secondary student's grade is 78 or below. Supplemental progress reports may be issued at the teacher's discretion. EIA (LOCAL)

Progress report averages will be calculated with Category I as 40% and Category II as 60% of the grade. A student's progress can be monitored by parents using Skyward any time during the grading cycle. Once a progress report is issued with a grade of 70 or below, it must be signed by a parent/ guardian and returned to the teacher who issued it.

#### **Report Cards**

Report cards are issued no later than the fifth day following the end of each six weeks. Parents are required to sign the report cards. Students will return the report cards to the teacher who will keep them on file. Teachers are expected to communicate with parents regarding students who are not being successful.

#### **Conferences**

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. EIA (LOCAL)

#### **Reteach / Reassess**

When a student fails a TEK, a district objective, or Category II grade, the teacher will use a different teaching strategy to reteach the concept. Following reteach, students will be reassessed. **Reassessment is the student's responsibility; time allotted for reassessment will be done at the teacher's discretion. It may be done either before school, after school, during tutorials, or by prior arrangement with the teacher.** The teacher may decide to reassess the entire class, if the teacher feels the test was not a true analysis of student progress or academic achievement. If a grade is given on a reassessment, the highest possible grade is a 70. Those who earn a below 70 grade receive the higher of the two grades. **Six weeks tests will not be retaught or reassessed.**

#### **Tutorials**

Morning tutorials will be offered except for days designated by administration. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

### **MAKE-UP WORK**

#### **Excused**

Students are expected to make up any work missed due to an excused absence. Students will have the same number of days to make up work as they were absent. EIA (LOCAL) The only exception will be due to extenuating circumstances. It is the student or parent's responsibility to request make-up work and turn it in.

If work is not made up on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of 10 or more days) should be turned in on the due date regardless of any absences during the extended assignment period. Advanced notice of long-term assignments must be provided to the parent in writing (i.e. note home, posted on the website, etc.).

#### **Unexcused**

Students are expected to make up any work missed due to an unexcused absence. Unexcused absences are absences not determined to be extenuating circumstances. Examples: truancy, trips, extended vacations, flat tire, over-sleeping, etc. The grade for make-up work after an unexcused absence shall be no higher than a 70. EIA (LOCAL) Parents are urged to call the office to request make-up work on the second consecutive day of their child's absence. It is important that they call before 10:00 A.M. so the teachers will have adequate time to gather assignments. Parents will need to pick up work between 3:45 – 4:15 in the front office.

**The District shall not impose a grade penalty for make-up work after an absence due to a suspension.**

#### **Late Work**

All work, excluding long term assignments, will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.

**Long-term assignments** (those with advanced notice of 10 or more days) should be turned in on the due date regardless of any absences during the extended assignment period.

#### **Incomplete Grades**

A student with an "incomplete" grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the "incomplete" was replaced with a passing grade prior to the end of the seven-day grace period. Students with an "incomplete" grade either within or after the seven-day grace period may regain eligibility if the work is made up in accordance with district policy regarding make-up work. This also applies to students who are homebound due to an illness.

#### **Failing Grades and Eligibility**

UIL eligibility requires that a student maintain passing grades in all subjects in order to be eligible for participation. After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows: a.) mechanical error occurred in averaging or recording the original grade; or b.) the teacher's grading procedure violated either local policy; state law or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "Incomplete" grade discussed above. (As per TEA/UIL Side-by-side)

### **REQUIREMENTS FOR PROMOTION**

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (TEKS) for language arts, mathematics, science, and social studies, and a grade of 70 or above in both language arts and mathematics.

In addition to the above-mentioned standards for mastery and promotion, students in grades 5 and 8 must meet the passing standard established by the State Board of Education on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade. See Board Policy EIE (LEGAL) and EIE (LOCAL).

The parent or guardian of each student who has not successfully completed a subject or course for any semester shall be notified by the campus as soon as practical of any summer program available in the district that may permit the student to complete successfully the failed subjects or courses. (See EHDA) Students must pass summer school in order to be placed in the next grade level. Those who do not pass or attend summer school will be retained.

### **CREDIT BY EXAM DATES**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2012–2013 school year include:

September 11, 12, 13- 2012

May 28, 29, 30- 2013

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. For further information, see policy EHDC(LOCAL).

### **TRANSFER STUDENTS (Grading Policy)**

Grades and/or other academic data from transferring students will be entered into district campus data systems at the campus administrator's discretion.

### **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** and policies FFI and FNCC.]

## HEALTH-RELATED MATTERS

The school health services provided by CISD are no substitute for health care that parents should provide for their children. Rather than relieving parent's responsibilities this service is provided to support individuals in utilizing the services of a private physician, dentist, optometrist, and/or community health agency.

There is a health room staffed by a licensed nurse on each campus available for all students who become ill or injured at school. However, there may be times when the campus principal's designee will be providing health care for your child. These members of the health care team have been trained in medication administration and certified in CPR and First Aid.

Confidentiality is strictly upheld in the health services department. However, your child may have a condition in which other members of the health care team may need information on a need to know basis to be able to provide the best care for your child. Members of the health care team may include but are not limited to licensed nurses, health room aides, teachers, principals, counselors, and teacher's aides.

### ***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. 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, or utensils.

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.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a 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>.

- \* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

### ***Communicable Illness***

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school and/or your child may be sent home from school (to prevent the spread of illness) are:

1. Upper respiratory illness: (colds, cough, bronchitis, sinus infection, etc.)
2. Sore throat: If a child wakes up with a severe sore throat that persists he/she should be kept at home until he/she has been checked by a physician to insure the child does not have strep throat (a highly contagious, serious illness).
3. Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.
4. Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
5. Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
6. Head lice: The lice are parasites and the nits are their eggs. Children must have proof of treatment and the nits should be removed from the hair before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absent due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.

#### ***Screening Procedures:***

- A. Head checks will be done on an as needed basis.

- B. Symptomatic individuals should be referred **discreetly** to the health room.
- C. Once health services has confirmed an active case of head lice, the student will kept from close contact with others and a parent/guardian will be notified. An active scalp or live lice visualized.
- D. Upon notification of student having head lice, a parent/guardian is advised to pick up child(ren) to start treatment immediately, so that the student may return to school promptly.

*Readmission Criteria:*

- A. A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.
- 7. Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

### ***Emergencies***

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies, to medications, food, 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.

### ***Food Allergies***

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### ***Health Screenings***

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings will be conducted for 6th and 9th grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 3rd, 5th, and 7th grade students as per HB 2989. Parents will be notified of abnormal results.

***Important:*** *If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN.*

### ***Injuries***

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

### ***Neglect of Health Care Needs***

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).



### ***Notification***

In order to help insure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/treatment is to be given at school or regarding the student's health care.

### ***Physical Activity for Students in Middle School***

In accordance with policies at EHAA, EHAC, and FFA, the district will ensure students in middle school engage in moderate or vigorous physical activity. The district shall require students in grades 6-8 to participate in moderate or vigorous physical activity for at least 30 minutes for at least four semesters during those grade levels as part of the District's physical education curriculum.

The District may as an alternative require a student enrolled in a grade level for which the District uses block scheduling to participate in moderate or vigorous physical activity for at least 225 minutes during each period of two school weeks.

For additional information on the district's requirements and programs regarding middle school student physical activity requirements, please see the principal.

### ***Reporting***

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by the triplicate Health Room Referral form and if necessary also by phone. A copy of this form will be returned to the student so that it can be brought home to the parent. Parents should check with their child to determine if the child received a Health Room Referral form from the school nurse. This reporting system will help increase communication between the school nurse and parents.

### ***Required Annual Health Information***

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information. \* Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed.

1. Emergency card
2. Health history
3. Special health care needs (if applicable)
4. Medication orders forms, parents or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school. **A working phone number MUST be provided at all times so that a parent/guardian can be reached in case of an emergency.**

### ***School Health Advisory Council (SHAC)***

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the district's website at <http://www.calallen.org/>. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

### ***Transportation of Ill or Injured Students***

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

***Important: If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN .***

*When signing the Student Code of Conduct Acknowledgment form, you are also agreeing to the policies and procedures of the District Health Services.*

## **OTHER HEALTH-RELATED ISSUES**

### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year parents will be given a “Fitness Gram” containing information on their child’s physical fitness. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### ***Vending Machines***

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

### ***Tobacco Prohibited***

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

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s Asbestos Management Plan is available in the superintendent’s office. If you have any questions or would like to examine the district’s plan in more detail, please contact Director of Maintenance and Operations, the district’s designated asbestos coordinator, at 361-242-5975.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child’s school assignment area may contact the Director of Maintenance and Operations the district’s IPM coordinator, at 361-242-5975.

## HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Ada Besinaiz, at (361)242-5600.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by 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 a 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(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Additional Information:

- Immunization policy is subject to change as mandated by the State of Texas Department of Health.
- TB (Tuberculosis) questionnaire is required by CISD for students entering the District for the first time in any grade. A TB skin test may be required if a student is found to be at high risk.
- Effective August 1, 2003, any child born on or after September 2, 1992, attending school or child-care facilities in Bexar, Grayson, Moore, Nueces, Potter, Randall, and Terry counties, will be required to receive two doses of hepatitis A vaccine administered on or after their second birthday.
- A student may be provisionally admitted to CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.
- If a student transfers from another Texas public school, a grace period of 30 days shall be allowed while awaiting the transfer of the immunization records, during which time the student may be provisionally enrolled.

## LAW ENFORCEMENT AGENCIES

### *Questioning of Students*

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### ***Students Taken Into Custody***

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

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

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

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

### ***Notification of Law Violations***

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

## **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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. [See policy FFAF(LEGAL).]

*School policy is strictly followed in order to safely administer medication.*

The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code, 21.905 medication is defined as: Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.

- All medication must be brought to the school nurse by a parent or guardian. The parent is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
  - Students are not allowed to be in possession of any medication at any time unless they have written permission from a physician. The written permission must state that the student has a condition that requires immediate treatment. (Example: Asthma inhalers)
  - Students will be subject to disciplinary action if they are in possession of any kind of medication unless written physician authorization is present.
  - All CISD staff that may administer medication must be familiar with the following information before a medication will be given:
    1. the actions of the medication
    2. the indications and dosage of the medication
    3. possible adverse reactions of the medication
    4. interactions of the medication
    5. contraindication of the medication
    6. nursing considerations of the medication
  - Written authorization is required from parent/guardian for over the counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.)  
**No phone requests will be accepted.**
  - Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)
  - Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
  - In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
  - The most current physician's order or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match your child will not receive the medication at school.
  - Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
  - Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
  - Medication will be stored in a locked drawer/cabinet.
  - A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
  - **It is the responsibility of the student to report to the designated area to take his/her medication.** Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.
  - **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to even accept any prescribed medication without a physician's order.
- (Copies of this policy are located at each campus health room and available to you.)

### ***Psychotropic Drugs***

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

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

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Calallen ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Ada Besinaiz, 4205 Wildcat Dr., Corpus Christi, Texas 78410.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Ada Besinaiz, 4205 Wildcat Dr., Corpus Christi, Texas 78410.
- All other concerns regarding discrimination: See the superintendent, Arturo Almendarez, 4205 Wildcat Dr., Corpus Christi, Texas 78410.

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

### ***Equal Opportunity Employer***

Calallen ISD does not discriminate on the basis of race, color, national origin, sex, age, or handicap.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 4.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

### **PRAYER**

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

## **PROMOTION AND RETENTION**

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

- Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on course-level, grade level TEKS for language arts, mathematics, science, and social studies, and a grade of 70 or above in language arts and mathematics.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 8 will have two additional opportunities to take a failed assessment. If a 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 and the student must complete additional special instruction before beginning the next grade level. 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 policies at EIE.]

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

## **RELEASE OF STUDENTS FROM SCHOOL**

No child is permitted to leave school under any circumstances unless accompanied by a parent, teacher, principal, or the legal guardian. If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office in writing, and/or the person's name must appear on the child's registration card.



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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## **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 six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report of their child's current academic performance. The report card will be sent home five days after the close of the reporting period unless specified differently by the principal.

Teachers follow grading guidelines that have been approved by the school board pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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(LOCAL) and **Grading Policy Guidelines**.]

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).

Tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the teacher who issued the report card, the following school day.

## **SAFETY**

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

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

### ***Accident Insurance***

The school provides an accident insurance plan for each year. One plan is for “At School Coverage” and another for 24-hour coverage. An envelope will be sent home that will give information to help you select the one best fitted for your needs if you wish to participate in such a program.

### ***Drills: Fire, Severe Weather, and Other Emergencies***

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

#### ***Fire***

Drills will be held throughout the school year. Children will be made aware of proper procedures for evacuating the building.

### ***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 may have to rely on previously provided 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***

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

#### ***Evacuation***

The fire alarm will sound and the students will evacuate the building. Evacuation routes are posted throughout the building.

### ***Lost/Runaway Child***

If a child becomes lost, or is suspected of being a runaway between home and school, the school will:

- Check with parent if student does not arrive at school and has not been reported absent by parents.
- Check for students possible route to school.
- Call Superintendent's office.
- Advise parent to notify police if student has not been located within a reasonable period of time.

This notification to the police must be made by a parent or guardian.

If a child or student leaves school or is reported missing between school and home, the school will:

- Call parent or guardian.
- Call Superintendent's office.
- Call police if student has not been located within a reasonable period of time.

**NOTE:** It is important to maintain one contact person at the police station.

### ***Severe Weather***

A plan of action will be put into effect in the event of a tornado, hurricane warning or when severe weather warnings are received. Instructions for sending children home will come from the superintendent's office to the building principal. Parents coming to school for their children are asked to remain outside the classroom, in order not to excite the students remaining in the class.

If there is a need to dismiss school on any given day, this announcement will be made on the following radio stations only:

|         |                       |          |
|---------|-----------------------|----------|
| K-99    | 99.1 FM               | 289-0111 |
| KOUL    | 103.7 FM              | 883-1600 |
| KIII-TV | Channel 3 (cable 5)   | 986-8300 |
| KRIS-TV | Channel 6 (cable 7)   | 886-6100 |
| KZTV    | Channel 10 (cable 12) | 883-7070 |

Please tune in to any of these stations for information. If there is no announcement, Calallen schools will be in session.

### ***Shelter in Place***

In the event of chemical spills, noxious fumes or other similar community emergency, CMS will adhere to district guidelines regarding lock-down procedures. After information concerning the emergency is received, all students shall remain inside. Exterior doors shall be locked and remain secure until the status has returned to normal. Parents are requested to refrain from calling the school to allow the phone lines to remain open for emergency information. Television and radio reports will keep the community informed.

## **SCHOOL FACILITIES AND DAILY PROCEDURES**

The school day for Calallen Middle School students will begin at 8:30 AM. Each Wednesday, school starts at 8:50 AM due to Collaboration Schedule.

### ***Dismissal Procedure***

#### ***Children Leaving School***

No child is permitted to leave school under any circumstances unless accompanied by a parent, teacher, principal, or the legal guardian. If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office in writing, and/or the person's name must appear on the child's registration card.

#### ***Class Interruptions***

There will be no interruptions of scheduled class time except for emergencies and other instances of absolute necessity. Due to confidentiality issues, parents will not be allowed to visit classrooms during the instructional day. Visits may be made during special events.

#### ***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. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

#### ***Use of Hallways during Class Time***

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

#### ***Cafeteria Services***

A hot lunch may be purchased each day. The District cafeterias will accept checks for which the total

amount is used to purchase meal tickets. The District cafeterias will also accept checks for the exact amount of a purchased meal. A ham sandwich with milk will be served to those students who forget lunch money. Food from an outside source may be brought for your child ONLY, **never for other students.** (Texas Public School Nutrition Policy)

A snack bar, hot food bar, and salad bar are also available where students may select what they wish to eat. Prices vary according to items selected. Food and drinks must not be taken from the dining area.

Free or reduced priced breakfast and lunch are available to those students who can show a need. Students or parents who feel they may qualify for these should contact the principal or the cafeteria supervisor.

All students will eat in the cafeteria and are expected to behave appropriately. Students must put binders, books, and classroom materials in their lockers prior to going to the cafeteria. After eating, all trash should be placed in the trash cans provided and trays placed in the area provided. Tables are to be left clean in respect for the next fellow student who will eat at the table. Food/drinks should not be taken out of the cafeteria. Students on lunch break are not allowed in the halls. There will be no withdrawals from the student's account in the hot lunch line. Call the Director of Food Services if you have any questions (242-5906). Campus administration reserves the right to implement assigned seating as deemed necessary.

Students may be assigned lunch detention/ lunch ISS as a discipline consequence, as well as assigned seating. Restrooms are provided in the cafeteria area. All other restrooms are off limits during the lunch period.

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Ms. Lisa Reynolds, Child Nutrition Director, at (361) 242-5905 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(LEGAL).]

Breakfast and lunch will be served each school day. Breakfast is served from 8 AM- 8:26 AM and Wednesday from 8 AM- 8:50 AM in the morning. Lunches from home will be eaten in the cafeteria.

Cost for students at the middle school are as follows:

|                             |           |
|-----------------------------|-----------|
| Student breakfast           | \$ 1.00 * |
| Student lunch               | 1.75 *    |
| Reduced Student lunch       | .40 *     |
| Reduced Student breakfast   | .30 *     |
| Extra milk or juice         | .35       |
| Lunch for staff or visitors | 3.25      |

\* includes milk or juice

The Calallen ISD Child Nutrition Department has implemented a computerized point of sale system for the cafeterias. The program utilizes the student's district ID number. Each child will be provided with a bar-coded ID card for use with a scanner. This form of identification insures each child's confidentiality in regard to his/her Free, Reduced, or Paid status.

The system allows for the deposit of money to your child's individual account. This account may be used to purchase breakfast, lunch, or extra milk. Ice cream or other snacks are items that require written permission from a parent in order for the child to buy using money from the account. The amount of money deposited is at the parent's discretion. Deposits may be sent in cash or check. Note: Please write your child's ID number on the check when making payment with a check.

Parents may write one check to deposit money to any and all of their children's accounts. This payment may be made at any of the cafeterias and the money will be automatically dispersed to each child's account.

The District cafeterias will accept checks for any amount the parents wish to put in the students' account. Checks cannot be written for cash in any circumstance. Checks written for any amount over the cost of a meal will have the remainder put in the students' account. At the end of the school year, any money that is remaining in the meal card account will roll over to the next school year, or you may request a refund through Central Office.

The system has a history file that logs each transaction to a child's account. A parent may request a copy of the transactions at any time. Note: This is beneficial in the event a parent is concerned about what their child is purchasing at school or if there is a question about the balance to their child's account.

Our main focus in the Child Nutrition Program is ensuring all students have the opportunity to eat healthy delicious meals. If you have any questions or concerns, please contact Ms. Lisa Reynolds, Child Nutrition Director, at (361) 242-5905.

### ***Charges***

As soon as a student has a negative balance, verbal reminders are given to the student. At a negative \$3.00, a written reminder is given to the student to take home. If the student's account reaches a negative \$5.00, a verbal reminder is given to the student that he will be given milk and cereal for breakfast and milk and a sandwich for lunch the next day. If the student's account remains in the negative, cereal and milk is given for breakfast and a sandwich with milk is given for lunch each day until the account is replenished.

### ***Free and Reduced Lunch***

A free or reduced priced lunch and breakfast program is available. Applications will be sent home in the beginning of the school year. You are encouraged to apply by completing the application form and having your child return it to his/her teacher. Even if your child was on the Free and Reduced-Price Food Program last year, please fill out and submit a new application for the current school year. You will be notified in writing when the application is approved. Until you have received notification, you must provide for your child's lunch. If you have any questions or concerns, you may contact Ms. Lisa Reynolds, Child Nutrition Director at (361) 242-5905.

### ***Communities in Schools***

The mission of Communities In Schools is to help young people of Texas stay in school, successfully learn and prepare for life by coordinating the connection of needed community resources in the school setting. **\*Parent permission is required for student's involvement in the CIS program. For more information, please contact Marisa Hernandez; CIS case manager at 242-5697.**

### ***Library / Media Center***

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The Library has an excellent assortment of books and other media. The students will learn how to check out books, locate information, and develop an appreciation for reading. Books must be returned within a limited time. Lost or damaged books are the responsibility of the student.

In addition to scheduled class periods, the library/media center will be open for students to check out books or to do research from 8:00 A.M. to 4:00 P.M.

### **Circulation Policies and Procedures**

1. Students are required to have their ID cards to check out books and use the computers.
2. Books are checked out for three weeks. Books may be rechecked one time.
3. No more than three books are to be checked out at a time.
4. A fine of five cents per school day will be charged for each book overdue.
5. A student absent when his/her book is due should take the overdue book with his/her blue slip to the library the first day back to class to avoid a fine.
6. Students who forget books the day the class comes to the library should return overdue books as soon as possible. Return overdue books even if you do not have the money to pay the fine. Once the books are returned, the fine will not increase.
7. Students are responsible for getting books back to the library on the day they are due, even though the class may not come to the library together. This includes days when students are on field trips, at assemblies, etc. A book drop is located outside the library door. Students may return books even when the library is closed.
8. All overdue books must be returned and fines paid before a student checks out another book. Students with outstanding books from the previous year may not check out until their record is clear.
9. When a student checks out a book from the library, that book is his/her responsibility regardless of what happens to it.
10. Students are advised not to use their ID card to check out a book for another student, as the student using his or her own card will be responsible for the book regardless of who actually has the book.
11. When using the computers in the library a student must have signed the Acceptable Use Policy. The student will also use his/her own password to access their student account.

### **Use of Equipment**

1. A charge of 10 cents per copy will be charged for use of the copy machine.
2. Materials to be copied must be school related

3. The first two copies printed from the computer will be free. Every black and white copy after that is 10 cents per page.
4. Color copies from the computer are 25 cents each - no free copies.

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

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

## **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.

School officials may search a student or a student's property with reasonable or probable cause or the student's free and voluntary consent. Vehicles on school property are also subject to search.

### ***Electronic Devices***

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL) for more information.]

Electronic devices (i.e., cell phones, pagers, I-Pods, MP3 players, and electronic games) are allowed on campus, but are required to be **turned off and put away** at all times. Due to the potentially disruptive nature of these devices, campus administration heavily discourages their presence on campus, especially during any state testing. Possession of a cell phone during state testing can result in your child's testing being invalid. If a student brings any of these devices to school, they will be held responsible for the security of the item(s).

If any type of electronic devices is **seen or heard by a staff member**, it will be taken up and turned over to campus administration. A \$15.00 fine will be charged. The item will be returned to the student's parent upon receipt of payment.

### ***Trained Dogs***

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.

### ***Drug-Testing***

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

## **SCHOOL BOARD POLICY NOTICE**

School Board policies may be found on-line via a link from the Calallen ISD web page.

### **SPECIAL PROGRAMS**

In compliance with federal and state guidelines the district adheres to the Response to Intervention (RtI) legislation which allows for all students to be screened and monitored for designated educational outcomes. Students requiring additional assistance will be given targeted intervention that is systematically monitored utilizing a variety of scientifically based data driven procedures. For students requiring more intensive support, instruction methods and assessment procedures will be considered. The essential components for such intervention include a variety of data based intervention of increasing intensity designed to target individuals who experience learning difficulties. If a child is experiencing learning problems, the parent may also contact Dr. Ada Besinaiz, Director of Special Programs, to learn more about the district's overall general education services and Response to Intervention process.

The district provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Dr. Ada Besinaiz at 242-5600.

### **STANDARDIZED TESTING**

#### ***STAAR (State of Texas Assessments of Academic Readiness)***

##### ***Grades 6-8***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 6-8
- Reading, annually in grades 6-8
- Writing, grade 7
- Science in grade 8
- Social Studies in grade 8

Successful performance on the STAAR is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 43 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011–2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3–8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.



## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Dr. Ada Besinaiz, who has been designated as the district's liaison for children in the conservatorship of the state, at (361)242-5600 with any questions.

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **SUMMER SCHOOL**

Information will be forthcoming in Spring 2013.

## **TARDINESS**

Students arriving to class after 8:30 AM are considered tardy and must report to the office for a tardy slip, which is given to the teacher.

Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. If a child has 4 or more tardies or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks. **Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards.**

Parents of students who receive 9 or more unexcused tardies or early dismissals in a semester may also receive a compulsory school attendance letter and may be subject to truancy charges. In order for a tardy or early dismissal to be excused, a doctor's excuse (or similar excuse) must be provided by the next school day.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day. Students are responsible for care of items issued to them.

## **TRANSFER STUDENTS**

Children of nonresident District employees shall be eligible to attend District school tuition-free in accordance with DEB (LOCAL). The transfer shall be revoked when a student engages in conduct that would warrant DAEP placement or expulsion. If a student seeking transfer under this policy has been expelled or placed in an DAEP by another district, the transfer request shall be denied. Transfer students must adhere to the signed transfer agreement.

The principal is authorized to transfer a student from one classroom to another.

## **TRANSPORTATION**

### ***Bicycles***

Bicycles are to be parked and locked in the designated area upon arrival. Caution and safe riding rules are to be practiced. The school strongly recommends students lock any bike left in the bike rack. Students are responsible for providing locks for their bikes.

### ***School-Sponsored Trips***

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

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

Calallen ISD Transportation Department appreciates the confidence and trust you place in the District's bus drivers as they transport your children to and from school. We take our responsibility very seriously and strive to provide the safest and most prompt transportation for your children.

### ***Bus Stops- CNA(LOCAL)***

All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

Calallen ISD Transportation Department will no longer pick up or deliver a student to multiple addresses. The only pick-up and drop-off address that will be serviced for your child is the address listed on the back of the registration card that is completed at registration. Any change in the addresses must be permanent and submitted in writing to the Campus Administrator or their designee. A minimum of twenty-four (24) hours' notice will be required to implement this permanent change.

**It will be the parent's responsibility to make arrangements to transport the child, if a nonpermanent pick up or drop off location is needed.**

**In extreme circumstances, the Campus Administrator or their designee may allow a change in this policy, but only if the request is made before 2:00 p.m. and is submitted one of the following manners: fax, email, or a signed, written request.**

This change in the transportation policy will enable our staff to better meet our goal of transporting the children of Calallen ISD promptly and securely. Thank you for your cooperation and support as the Transportation Department of Calallen ISD strives to maintain the highest standards of safety.

### ***Bus Eligibility- CNA(LOCAL)***

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

Students who are not bus eligible may not use the bus as transportation except for school trips.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Scott Chapman, Director of Transportation, at (361)242-5983.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

***Following are board policies dealing with bus stops and eligibility to ride school buses:***

Eligibility for student transportation shall be as follows:

1. The District shall not provide transportation to any student for whom it does not receive state transportation funds except for those who reside in areas considered hazardous zones on regular transportation. (Hazardous zones are defined as areas in which students must travel on or cross highways 77, 9, 37, 624, 24 (Violet Road), or 1694 (Callicoate between Leopard and Hearne) to reach the school they attend)

Students shall be picked up and/or delivered only within the boundaries of their attendance zone.

The superintendent is authorized to make exceptions only as allowed in state law such as service to state licensed commercial day care businesses.

2. Parents who are bus drivers may bring their child/children to the transportation facility to ride the bus provided the child abides by the rules, does not create a problem, and room is available.
3. Children may be served from an address other than the home address or picked up and delivered to different addresses within the approved zone if:
  - a. The service is on a consistent daily basis (multiple exceptions may result in cancellation of this approval).
  - b. The service is requested through the campus principal or designee and approved by the transportation department.
  - c. The vehicles involved are able to provide the service without revising routes or creating additional expense.

***Bus Pass***

See CAN(LOCAL) #3 for information regarding a bus change, due to an **emergency**. Parents must submit a request, in writing, to a campus principal between 8 AM- 12 PM. Upon approval, a green document will be issued to the student to present to the bus driver. Students will not be allowed on a different bus without this green document.

***Rules for Bus Conduct***

The District is extremely concerned about providing a safe and secure environment for students traveling on school buses. It is essential that parents, students, bus drivers, principals and administration work closely to assure that this occurs.

Students being transported in school-owned vehicles are required to comply with all school rules and regulations on school buses as spelled out in the **STUDENT CODE OF CONDUCT**. Parent support is essential. Minor offenses are handled by bus drivers. Serious misconduct and violations of the **STUDENT CODE OF CONDUCT** are referred to campus principals where discipline is administered according to the level of the offense. Parents are notified by principals as to the nature of the offense

and the discipline administered the student. **Serious misconduct or persistent misbehavior on school buses results in student's loss of transportation privileges.**

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.

**The following rules shall apply to student conduct on school transportation.**

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner. **Students may only exit the bus at his/her designated stop unless a green slip from the office is provided.**
3. Passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold on to the seat rails.
4. Passengers shall keep books, band instrument cases (bus drivers may have a designated band instrument seat), feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment (this will result in immediate removal from the bus and restitution of damages).
6. Passengers shall not extend head, hands, arms, or legs out of the windows nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not use or possess any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct (absolutely no hazing), including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
10. Food and drink will not be consumed on regular bus routes. On field trips, sponsors will use their discretion in allowing or not allowing food or drink to be consumed.
- 11. Bus drivers are authorized to assign seats.**
- 12. Students that are ill may not be transported on CISD transportation vehicles.**

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

### ***Bus Safety Precautions***

Safety precautions shall be exercised in bus operations at all times. If at any time the bus driver is uncertain about road or vehicle conditions, or other safety factors, the driver shall park the vehicle until safe operating conditions are assured.

Students will be notified the first day of school regarding the bus policy. Violations that occur after that time will result in bus suspension that can range from 3 days, 1 week, 2 weeks, to permanent suspension. The principal or assistant principal may suspend a student from the bus at their discretion.

Special Education students riding the regular bus routes will follow all rules and consequences as stated above.

Campus principals are responsible for disciplinary sanctions and changes in transportation for a student with a disability and shall be made in accordance with provisions of the student's Individual Education Plan (**IEP**) for students considered disabled under **IDEA** or the individually designed program for students considered disabled under **Section 504**.

## **TUTORIALS / EXTENDED DAY**

It is the responsibility of all core subject area teachers to schedule tutorials during the school day. In addition, many teachers offer tutorials before and/or after school. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

## **VANDALISM**

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

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Students defacing school property will be liable for damage and punished accordingly. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with the Law. Students shall be responsible for the care and return of state-owned textbooks and will be charged for replacement of lost or damaged textbooks.

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to Internet is prohibited. Deliberate attempts to degrade or disrupt system performance will be viewed as violations of District policy and administrative regulations and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. The use of any software having the purpose of damaging the District's system or other user's system is prohibited.

Vandalism as defined above will result in the imposition of fines and cancellation of system use privileges.

### **Please Think-**

1. Before you scratch, mark, or write on a desk.
2. About the cleanliness and arrangement of your desk and the room before you leave.
3. And consider the cost of a broken window or the waste of school supplies and equipment.
4. Before you discard rubbish and trash on the grounds.
5. Before you walk on the gym floor with street shoes.
6. Before you prop your feet on chairs or walls.
7. Before you deface the walls anywhere in the building.
8. And be careful when using ink.
9. Before you willfully destroy or mutilate text or library books.

## **VIDEO CAMERAS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

## **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the school office and must comply with all applicable district policies and procedures. A visitor's pass must be obtained from the school office upon arrival to the school. A valid state ID/driver's license is required to enter the campus.

In case of separation and a restraint is requested of one parent, a proper copy of the court order must be on file in the principal's office.

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

Approved visitors must sit at the visitor's table on the stage in the pit area of the cafeteria with the student they are visiting during lunch. They may bring lunch for this student ONLY and may not provide lunch for any other student(s) (Texas Public School Nutrition Policy). Also, no other students may eat with them at the visitor's table. Principals are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or persons engaging in unacceptable conduct to leave the school grounds {CISD Board Policy GKA (Local)}.

## **VOLUNTEER PROGRAM**

In accordance with Education Code 22.053(b), a "volunteer" is a person rendering services for or on behalf of the District, on the premises of the District or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement of expenses. Members of organizations such as the PTA and booster clubs acting in the capacity as members of these organizations do not fit the definition of a volunteer.

Volunteers may be used in schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources.

Any person wishing to "volunteer" at a campus or for the District is required to complete an application and participate in orientation and training activities before beginning volunteer services. Additionally, the District shall obtain the criminal history record of prospective school volunteers through the Texas Department of Public Safety (DPS) before the "volunteer" can begin their service to the District. The application, orientation and training, and DPS criminal history record check is a one-time requirement. After the initial DPS criminal history record check, the District may do periodic checks on "volunteers".

Any person wishing to serve a campus or the District as a "volunteer", should contact any CISD campus principal. The CISD School Volunteer Program Policy can be found at each principal's office and library at: GKG (LOCAL)

## **WITHDRAWING FROM SCHOOL**

Each child who withdraws from Calallen Schools should have a school exit interview form completed and will be required to complete the standard school transfer form. The receiving school may require the official withdrawal form from Calallen Schools in order to register the transferring student.

Please notify the school as soon as possible in advance if the child is to be withdrawn. Notify the school at least by noon if the child is to be withdrawn at the close of the school day. All textbooks and library books will be accounted for upon withdrawal.

## **NOTICE OF PARENT AND STUDENT RIGHT**

### **Notification of Rights under FERPA for Elementary and Secondary Schools**

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 students education records. These rights are:

(1) The right to inspect and review the student's education record within 45 days of the day the School receives a request for access. Parents or eligible students should submit to the School principal [appropriate school official] a written request that identifies the record(s) they wish to inspect. The School official 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 are inaccurate. Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the School principal [appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the School decides not to amend the record as requested by the parent of eligible student, the School 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 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 School as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the School discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School 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  
400 Maryland Avenue, SE  
Washington, DC 20202-4605**

## Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents and students who are 18 or emancipated minors (eligible students) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (protected information survey) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -

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

- Receive notice and an opportunity to opt a student out of –

1. Any other protected information survey, regardless of funding;
2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- Inspect, upon request and before administration or use -

1. Protected information surveys of students;
2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
3. Instructional material used as part of the educational curriculum.

Calallen Independent School District has develop and adopt policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Calallen Independent School District will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Calallen Independent School District will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:



Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-4605

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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 and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

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

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

## **APPENDIX I: Conduct at Athletic Events**

Dear Calallen Parents:

Calallen is not only known for excellence in academics, it is also known for its successful tradition in athletics. This success is due in a very large part to the support and encouragement you give your son, daughter, neighbor, or friend, and his/her teammates. As I have said many times, support is a vital part of any successful program. An emotionally charged atmosphere usually surrounds good athletic competition. Everyone wants their team to win; every athlete wants to be a winner. But when the contest ends, some participants will feel happiness, relief, etc.; and some will inevitably feel disappointment and frustration. Not only are these emotions shared by the participants; they are also shared by the fans, and especially, the player's parents.

Support can take many forms. For parents, it includes seeing to it that your athlete is present and on time for practices. It involves possibly your involvement in booster club activities. It also includes your presence at athletic events. You are a very influential role model to your son or daughter. You may never realize what an impact your influence has on their lives. Being a parent as well as a fan carries with it certain responsibilities. You represent Calallen just as your athlete represents his or her team. We, as parents and coaches, must remember first to be a good role model; second, to remain in control of our actions; and third, to be a good sport.

We have all seen officials make poor judgement calls. Although it is an unfortunate fact of life, some bad calls are to be expected. Even though we may disagree vehemently with a call, we must remember that the officials are protected by UIL rules and regulations. According to the rules and regulations, it is the responsibility of the school and its personnel to see to it that the officials are treated courteously and respectfully. Unfortunately, certain events have occurred that have placed Calallen in a vulnerable position. This is not the positive image we would like to project. We have confidence in the athletes; they have proven themselves to be winners. We also have confidence in their parent; you have taught your children what it takes to be a winner. Let us not forget that the behavior you expect from your son or daughter also extends to your behavior as a spectator. Sportsmanship is not confined to the playing field. Thank you for your cooperation in this vital matter.

Sincerely,

Phil Danaher  
**Athletic Director**

Sandra Brownrigg  
**Girl's Coordinator**

## APPENDIX II: STAAR / TAKS Success Incentive

### Important Information for Parents and Students

# STAAR / TAKS Success Incentive

The CISD 3-Tier Student Success Incentive is a unique program ensuring success for all students in our district.

The program takes into account successful completion of the state assessment and current promotion standards and offers an early end-of-school date, May 24, 2013, for those meeting all standards. Classes will continue through May 31, 2013 with small group and one-on-one instruction for students in an effort to further assist them in meeting the promotion standards. Those students who have not met promotion standards after May 31, 2013 may be required to attend summer school.

## AS A PARENT/GUARDIAN, YOU CAN ENSURE YOUR CHILD'S SUCCESS IN THE FOLLOWING WAYS:

- Encourage your child to develop good study habits.
- Note test dates on your home calendar.
- Make sure your child gets a good night's rest and eats a normal breakfast before testing.
- Encourage your child to do the best work possible.
- Confer with teachers on a regular basis for progress reports.
- Encourage your child to take responsibility for homework and class study.
- Do not send your child to school if illness is apparent.
- Praise your child for work done well.

### 2012-2013 SCHOOL YEAR

#### TIER 1

The last day of school for PK-11 students meeting all promotion standards will be May 24, 2013.

The last day of school for graduating seniors will be May 24, 2013.

#### TIER 2

Students who have not yet met all promotion standards will be required to attend classes featuring small group and one-on-one instruction.

The last day of school for students meeting all promotion standards after this tier will be May 31, 2013.

#### TIER 3

Students who have not met promotion standards after the second tier may be required to attend summer school.

**PLEASE SEE REVERSE SIDE FOR PROMOTION STANDARDS & TEST DATES**

# Promotion Standards

## PREKINDER AND KINDERGARTEN

Teachers shall make recommendations for promotion based on the following criteria:

- Mastery of objectives in the Texas Essential Knowledge and Skills (TEKS)
- Social development and work habits.

## GRADE 1-2

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts

## GRADES 3-5

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

## GRADES 6-8

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

## GRADES 9-11

- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR EOC\*, TAKS, LAT, TELPAS)
- Credits required for grade level classification
  - Sophomore (10<sup>th</sup>) – 6 to 11 credits and entering second year in an accredited high school
  - Junior (11<sup>th</sup>) 12 to 18 credits and entering third year in an accredited high school
  - Senior (12<sup>th</sup>) 19 or more credits, entering at least third year in an accredited high school, and declaring intent to graduate the current school year

## GRADE 12

- Student must meet all state and local graduation requirements.

\*All versions of STAAR and TAKS

## SPRING TEST DATES

| DATE          | TEST                                       | GRADE      |
|---------------|--------------------------------------------|------------|
| Mar 4         | TAKS Exit Level ELA                        | Exit       |
| Mar 18-Apr 10 | TELPAS                                     | K-12       |
| Apr. 1        | English I and III Writing                  | 9, 11      |
| Apr 2         | STAAR Writing - Day 1                      | 4, 7       |
|               | STAAR Math                                 | 5, 8       |
|               | English I and III Reading                  | 9, 11      |
| Apr 3         | STAAR Writing - Day 2                      | 4, 7       |
|               | STAAR Reading                              | 5, 8       |
|               | English II Writing                         | 10         |
| Apr 4         | English II Reading                         | 10         |
| Apr 23        | STAAR Mathematics                          | 3, 4, 6, 7 |
|               | TAKS Exit Level Mathematics                | Exit       |
| Apr 24        | STAAR Reading                              | 3, 4, 6, 7 |
|               | Science                                    | 5, 8       |
|               | TAKS Exit Level Science                    | Exit       |
| Apr 25        | Social Studies                             | 8          |
|               | TAKS Exit Level Social Studies             | Exit       |
| May 6 - 17    | STAAR:                                     |            |
|               | Algebra I, Algebra II, Biology, Chemistry, |            |
|               | Geometry, Physics, World Geography,        |            |
|               | World History, U. S. History               |            |

2013



STAAR –  
State of Texas Assessments of  
Academic Readiness

TAKS –  
Texas Assessment of Knowledge  
and Skills  
(Includes TAKS Accommodated)

LAT –  
Linguistically Accommodated  
Testing

TELPAS –  
Texas English Language  
Proficiency System

Testing dates may  
be subject to change  
by TEA.

Calallen

ISD

## **APPENDIX III: INTERNET CONNECTIVITY AND TECHNOLOGY TOOLS CALALLEN I.S.D. ACCEPTABLE USE POLICY**

Last Edited April 5, 2011

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Calallen I.S.D. (CISD) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance our learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. CISD electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for today's learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what acceptable behavior with the use of technology is. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the CISD community (students and staff) will be held accountable.

### ***USAGE GUIDELINE***

CISD provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. CISD uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. CISD realizes this fact and takes every effort to monitor online activity.

### ***Student Safety***

It is recommended that all correspondence that references students include only their student id. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/school/classroom websites without identifying captions unless the site is password protected.

### ***Extended Safety K- 5***

Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

### ***Password Protection***

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. Doing so is a direct violation of this

AUP. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

### ***Privacy***

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored based upon legal requirements and local board policy.

### ***Online Etiquette***

Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

### ***Messaging***

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

### ***Blogging/Podcasting***

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

### ***Plagiarism/Copyright/Licensing***

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

### ***Proxies***

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

## ***Illegal Activities***

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

## ***Personal Devices***

As technology continues to expand into everyday use for instruction and anywhere/anytime learning, it becomes evident that access from personal devices ranging from smart phones and hand held devices to home computers becomes advantageous. To that end CISD will allow connections in the following manner:

1. CISD reserves the right to inspect, at any time, any personally owned device including a cell phone while connected to the CISD wireless network or while being used in class on a separate network.
2. Student use of personally-owned devices in the classroom setting will be managed by the classroom teacher and will follow the individual school guidelines.
3. Connections from home to the secured VDI site will allow students to experience the same or similar desktop environment that they experience in class. Access to this type of environment will only be granted to this browser based desktop. These home based connections are provided as-is with no expectation of support of connections or equipment.
4. Connections to the student based wireless which will route to the browser based desktop. Personal devices must be capable of providing the browser and settings required to view and/or manipulate the desktop and programs. Information will be given on how to connect, but troubleshooting of personal devices is not supported. CISD is not liable for student access to any other network within the classroom (including internet service provided by your phone company).
5. When students are not using their device, they should be turned off and put away in a safe place, such as their locker. Students are encouraged to take their personally-owned devices home every day after school.
6. Students using personally-owned devices that connect to the CISD wireless network should save important items on the district network drive every-day, keeping a backup that they can access from anywhere on the network. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion on their personal device.
7. CISD will not be held liable for any damage that may occur as a result of connecting to the CISD wireless network or any electrical power source.
8. CISD will not be held responsible for any physical damage, loss, or theft of the personally owned device.
9. CISD will not be obligated to supply electrical power access where such access does not already exist.



10. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse CISD for any damage that their student may cause arising out of and relating to the use of the CISD wireless network with his/her personally owned device.
11. CISD will not be held liable for either texting or internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student's service plan includes Internet.
12. CISD will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
13. Students may not, at any time during the day, text other students, film teachers or students, take pictures, or play games on their personal electronic devices.

Personal electronic devices may only be used for academic purposes during the school day with permission from the teacher; however, personally-owned device use is limited to and conditional upon your full and complete compliance with this Acceptable Use Policy.

## **INTERNET CONNECTIVITY AND TECHNOLOGY TOOLS CALALLEN I.S.D. ACCEPTABLE USE POLICY**

### **TERMS OF AGREEMENT**

Calallen I.S.D. reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. CISD will advise appropriate law enforcement agencies of illegal activities conducted through the schools internet connection. CISD also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access. CISD will not be held liable or monitor a student's actions when using an internet connection outside of the CISD wireless network. CISD will not be held liable for student texting or Internet usage fees from your cell phone provider.

### **INTERNET RELEASE FORM**

In order for a student to access the Internet, a parent/guardian and the student must sign and return this consent form by the date given by your local campus.

- \_\_\_\_ I **GIVE** my permission to CISD (or specific school) to allow my child computer access to the Internet or online services and my child agrees to the usage policy listed herein.
- \_\_\_\_ I **DO NOT GIVE** permission to CISD to allow my child computer access to the Internet or online services. Since the school cannot always prevent student access to such services, I have directed my child not to access the Internet or online services.

### **ELECTRONIC RELEASE FORM**

- \_\_\_\_ I give permission to display my child's image.
- \_\_\_\_ I give permission to display my child's voice.
- \_\_\_\_ I give permission to display my child's work.
- \_\_\_\_ I do not want my child's image to be displayed.
- \_\_\_\_ I do not want my child's work to be displayed.
- \_\_\_\_ I do not want my child's voice to be displayed.

**Parent Signature** \_\_\_\_\_

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

Last Edited April 5, 2011



## **DIRECTORY OF TELEPHONE NUMBERS**

WEB Page - [www.calallen.org](http://www.calallen.org)

### **Magee Elementary School**

|                |          |
|----------------|----------|
| School Office  | 242-5900 |
| Fax Number     | 242-5913 |
| Nurse's Office | 242-5908 |
| Cafeteria      | 242-5905 |

### **Calallen ISD Administration Office**

|        |          |
|--------|----------|
| Office | 242-5600 |
|--------|----------|

### **Calallen High School**

|                   |          |
|-------------------|----------|
| School Office     | 242-5626 |
| Attendance Office | 242-5633 |

### **Calallen Middle School**

|               |          |
|---------------|----------|
| School Office | 242-5672 |
|---------------|----------|

### **East Primary**

|               |          |
|---------------|----------|
| School Office | 242-5938 |
|---------------|----------|

### **Wood River Primary**

|               |          |
|---------------|----------|
| School Office | 242-7560 |
|---------------|----------|

### **Transportation**

|        |          |
|--------|----------|
| Office | 242-5983 |
|--------|----------|

### **Central Cafeteria**

|        |          |
|--------|----------|
| Office | 242-5905 |
|--------|----------|

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## PREFACE

### To Students and Parents:

Welcome to school year 2012–2013! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

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

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

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

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

**Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.**

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact Mrs. Greer Parker at 242-5900.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district’s policy manual is available for review online at <http://pol.tasb.org/Home/Index/947>.

## **CALALLEN ISD District Calendar**

# **CALLEN ISD Mission Statement & Goals**

## **MISSION STATEMENT**



## **CALLEN INDEPENDENT SCHOOL DISTRICT**

### **GOALS**

**2012-2013**

- GOAL 1** To hold high expectations for all Calallen Independent School District students that are demonstrated through a variety of achievement measures.
- GOAL 2** To provide a safe, positive learning environment.
- GOAL 3** To provide quality learning opportunities for all students.
- GOAL 4** To provide quality learning opportunities for all faculty.
- GOAL 5** To maintain high standards through an evaluation of all programs and services that assures continuous improvement for Calallen Independent School District.
- GOAL 6** To promote a strong partnership between parents, community members, and Calallen Independent School District schools that results in shared responsibility and commitment for a quality educational system.

## **MAGEE ELEMENTARY SCHOOL Motto, Mission, & Belief Statements**

### **MOTTO:**

Nurturing Leaders, One Student At A Time

### **MISSION**

The mission of Magee Elementary School is to recognize and nurture all individuals so that students and staff of varied cultural and social backgrounds will achieve their full potential. Our goal is to develop in each child the love of learning, the ability to appreciate individual differences and to demonstrate complete mastery of the academic goals. We envision a school community that works together to support student and staff achievement and a strong sense of community and school pride. We will foster an environment where students, staff, parents, and the community are partners in the educational process and achievement of all children.

### **MAGEE ELEMENTARY BELIEF STATEMENTS**

- We believe that all children can learn.
- We believe in the importance of modeling a positive attitude and a love for learning.
- We believe all children must feel safe, nurtured, and loved.
- We believe in the modeling and teaching of respect and responsibility.
- We believe that parents, family members, teachers, and students working together are essential to student learning.
- We believe that we can make a difference in every student's life.



## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Magee Elementary 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 good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 17 and **Academic Programs** on page 12.]
- 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 361-242-5900 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or after school. [See **Report Cards/Progress Reports and Conferences** on page 45.]
- Becoming a school volunteer. [For further information, see policies at GKG and contact the assistant principal at 361-242-5900.]
- Participating in campus parent organizations. Parent organizations include: PTA
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the campus principal at 361-242-5900.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 37.]
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

#### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the assistant principal and may be contacted at 361-242-5900.

### PARENTAL RIGHTS

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

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

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

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

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

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing, selling, or otherwise disclosing 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.]

### ***Inspecting Surveys***

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### ***Requesting Professional Qualifications of Teachers and Staff***

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### ***Reviewing Instructional Materials***

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. [Also see **Removing a Student from Human Sexuality Instruction** on page 3 for additional information.]

### ***Displaying a Student’s Artwork, Photos, and Other Original Work***

Teachers may display students’ work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students’ artwork, special projects, photographs taken by students, and other original works on the district’s Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.



### ***Accessing Student Records***

You may review your child's student records. These records include:

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

[See **Student Records** on page 7.]

### ***Granting Permission to Video or Audio Record a Student***

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity; or
- When it relates to media coverage of the school.

### ***Removing a Student Temporarily from the Classroom***

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate 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.

### ***Removing a Student from Human Sexuality Instruction***

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

In accordance with state law, below is a summary of the Magee Elementary's curriculum regarding human sexuality instruction:

Magee students are shown a video dealing with early adolescent development. The video is presented during their Physical Education class. Male and female students are separated and shown the pertinent video with appropriate supervision:

Females – *It's Always Changing* (20 minutes)

Males – *It's a Change Thing* (7 minutes)

After viewing the video, students have an opportunity to ask the teacher / nurse questions.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

### ***Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags***

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 43 and policy EC(LEGAL).]

### ***Excusing a Student from Reciting a Portion of the Declaration of Independence***

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### ***Requesting Limited or No Contact with a Student through Electronic Media***

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### ***Requesting Notices of Certain Student Misconduct***

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### ***Prohibiting the Use of 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. A Corporal Punishment form will be sent home to all parents/guardians. Please fill out and return the form to either give or deny permission for corporal punishment.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet. A signed statement must be provided each year.

You may choose to revoke permission at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### ***School Safety Transfers***

As a parent, you may:

- Request the transfer of your child to another classroom if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. See the superintendent or designee for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance. [See **Bullying** on page 13, policy FDB, and policy FFI.]
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### ***Requesting Classroom Assignment for Multiple Birth Siblings***

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

### ***Parents of Students with Disabilities with Other School-Aged Children in the Home***

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### ***Request for the Use of a Service Animal***

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### ***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 school districts 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the **Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities**. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, **A Guide to the Admission, Review, and Dismissal Process**.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

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 Education Services, Dr. Ada Besinaiz, at 242-5600.

### **Opciones y requisitos para proporcionar ayuda a los estudiantes que tienen dificultades en el aprendizaje o que necesitan o pueden necesitar educación especial**

Si un niño está experimentando dificultades en el aprendizaje, el padre puede comunicarse con la persona mencionada más abajo para enterarse sobre el sistema de estudios de diagnóstico y de recomendación de la educación general del distrito para los servicios de apoyo. Este sistema conecta a los estudiantes con una variedad de opciones de apoyo, incluyendo la recomendación para una evaluación para educación especial. Los estudiantes que tienen dificultades en el aula normal deberán ser considerados para tutoría, servicios compensatorios y otros servicios de apoyo disponibles para todos los estudiantes.

En cualquier momento, un padre tiene derecho a solicitar una evaluación para los servicios de educación especial. Dentro de un período de tiempo razonable, el distrito debe decidir si la evaluación es necesaria. Si la evaluación es necesaria, el padre será notificado y se le pedirá que dé consentimiento para la evaluación. El distrito debe completar la evaluación y el informe dentro de los 60 días de calendario desde la fecha en que el distrito reciba el consentimiento por escrito. El distrito debe darle una copia del informe al padre.

Si el distrito determina que la evaluación no es necesaria, el distrito proporcionará al padre una notificación por escrito que explica el motivo por el cual el niño no será evaluado. Esta notificación por escrito incluirá información que le explica al padre los derechos que tiene si no está de acuerdo con el distrito. Además, la notificación debe informarle al padre la manera de

obtener una copia de la Notificación de las Salvaguardas del Procedimiento – Derecho de los Padres de Estudiantes con Discapacidades.

La persona designada con quien puede comunicarse en relación a las opciones que tiene un niño que experimenta dificultades en el aprendizaje o para una recomendación para la evaluación para educación especial es:

Nombre de la persona: Director of Special Education Services, Dr. Ada Besinaiz

Número de teléfono: 242-5600

### ***Parents of Students Who Speak a Primary Language Other than English***

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### ***Accommodations for Children of Military Families***

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

### ***Student Records***

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records. Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or

volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent 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. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent’s office is 4205 Wildcat Dr, Corpus Christi, Texas 78410.

The address of the principal’s office is: 4201 Calallen Dr., Corpus Christi, TX 78410.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student’s record. Although improperly recorded grades may be challenged, contesting a student’s grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district’s grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 31, and **Student or Parent Complaints and Concerns** on page 15 for an overview of the process.]

The district’s policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal’s, superintendent’s office, or on the district’s Web site at <http://pol.tasb.org/Home/Index/947>.

The parent’s or eligible student’s right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher’s 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.

**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 complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

***Directory Information***

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

However, release of a student’s directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet. A specific Directory Information form is given to parents of returning students on the first day of the school year and to new students at registration.]

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

The district often needs to use student information for the following school-sponsored purposes such as the yearbook and parent newsletters.

For these specific school-sponsored purposes, the district would like to use your child’s name, photograph, and grade level. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**.

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

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Mrs. Greer Parker at 242-5900.

### **ABSENCES / ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Two state laws—one dealing with compulsory attendance, the other with attendance for course credit—are of special interest to students and parents. They are discussed below.

#### ***Compulsory Attendance***

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

#### ***Exemptions to Compulsory Attendance***

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

#### ***Failure to Comply with Compulsory Attendance***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school will be considered in violation of the compulsory attendance law and subject to disciplinary action.

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

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



For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school. [See policy FEA(LEGAL).]

### ***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 will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class. [See policy FEC.]

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

### ***Official Attendance-Taking Time***

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken every day at 10:00 a.m. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

Parents should notify the attendance clerk if the child will not be in attendance by 10:00 a.m. on the day of absence.

According to state law, excused absences are:

- A. Personal illness
- B. Family illness
- C. Death of a relative
- D. Emergency conditions that prohibit travel to school
- E. Any other unusual cause accepted by the principal or superintendent

Absences for reasons other than these will be considered unexcused.

### ***Parent's Note after an Absence***

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.

### ***Doctor's Note after an Absence for Illness / Extended Absences***

Upon return to school, a student absent for more than 2 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC(LOCAL).]

Students who have chronic or debilitating health problems that may necessitate a number of absences must file with the school an annual letter from a physician verifying the condition and explaining why multiple absences may be necessary. [See policy FDD (LOCAL).]

***Absent notes must be turned in to the office within 3 days of the absence.***

## **ACADEMIC DISHONESTY**

Students found to have engaged in academic dishonesty shall receive a discipline referral to the office and a grade of no greater than "50" on the appropriate instructional assignment/assessment. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

## **AWARDS AND HONORS**

### ***Academic Awards***

[See **Grading Policy Guidelines – Honor Rolls and Academic Awards** on page33.]

### ***Attendance Awards***

An attendance award will be presented in the awards assembly to students with perfect attendance. Perfect attendance means that students are here each day from 7:50 a.m. until 2:50. Students who arrive late or leave early without filing a doctor's excuse with the office will not qualify for perfect attendance.

Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. Parents will be notified if their child receives 4 or more tardies or is picked up early 4 or more times for a six-week period. If a child has 4 or more tardies or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks. Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **School Safety Transfers** on page 5.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

[Also see **Discrimination, Harassment, and Retaliation** on page 19, **School Safety Transfers** on page 5, **Hazing** on page 34, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CHANGE/PROOF OF ADDRESS**

If a parent moves or changes telephone numbers, the new address and phone number should be given to the office so files and the emergency card can be updated. If a parent moves from the district, the student must withdraw and enroll at the school within the district to which (s)he has moved.

### **CHECK ACCEPTANCE AND RETURN POLICY**

In the event that a check written to any Calallen ISD campus, club or organization is returned unpaid by your bank, Calallen ISD or its' agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your Acknowledgment and Acceptance of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

### **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at 4205 Wildcat, Corpus Christi, TX 78410. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

[http://www.dfps.state.tx.us/Prevention\\_and\\_Early\\_Intervention/Programs\\_Available\\_In\\_Your\\_County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **CHILD FIND**

**Last updated July 8, 2002**

Child Find is an initiative to identify, locate and evaluate children with disabilities in need of special education and related services. Public school districts offer special education services for eligible children and young adults ages 3 through 21, while Early Childhood Intervention (ECI) helps babies and toddlers, ages birth to 3, with disabilities or delays in their development.

### ***Children Ages 3 through 21***

If you know of a school age child who appears to have a disability, who might need extra help, or is not progressing normally contact the counselor at the child's school. If the child is 3 or older, but has not yet entered school, contact your school district's special education office at one of the numbers listed below. A referral for assessment may be made to determine eligibility for services through special education.

Dr. Ada Besinaiz      242-5600  
Director of Special Programs/504 Coordinator

### ***Children Ages Birth to 3 Years***

If you know of a child age birth to 3 years who appears to not be developing normally speak to the child's doctor or contact the Texas Early Childhood Intervention program (ECI) care line at (800) 250-2246. You will then be referred to a local ECI program for evaluation and determination of eligibility.

## **CLASS PARTIES**

Parties will only be allowed during the last hour of the class day so as not to interfere with academic activities and lessons. Each grade level will be allowed two parties per year including Christmas and Valentine's Day. The campus principal must preapprove all requests for additional parties.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained on the district's policy website at <http://pol.tasb.org/Home/Index/947>.

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

## **CONDUCT**

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Discipline should be a combination of effort between the parent and the school. When attempts fail to produce results, the school may use corporal punishment in accordance with School Board Policy only. (Specific details regarding discipline are in the Student Code of Conduct which each parent will receive.)

### ***Applicability of School Rules***

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### ***Disruptions of School Operations***

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.
- Fighting is not permitted anywhere on school property. It is punishable by a 3-day suspension for those students involved. Any time a student is faced with a physical altercation, the student must make every effort to immediately remove himself/herself from the incident and report it to the nearest staff member. If the student does not remove himself and engages in the physical altercation, he/she will be considered to have engaged in a fight.

### ***Social Events***

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest. A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **CONTAGIOUS 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 contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school and/or your child may be sent home from school (to prevent the spread of illness) are:

1. Upper respiratory illness: (colds, cough, bronchitis, sinus infection, etc.)
2. Sore throat: If a child wakes up with a severe sore throat that persists he/she should be kept at home until he/she has been checked by a physician to insure the child does not have strep throat (a highly contagious, serious illness).
3. Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.
4. Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
5. Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
6. Head lice: The lice are parasites and the nits are their eggs. Children must have proof of treatment and the nits should be removed from the hair before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absent due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.

*Screening Procedures:*

- A. Head checks will be done on an as needed basis.
- B. Symptomatic individuals should be referred **discreetly** to the health room.
- C. Once health services has confirmed an active case of head lice, the student will be kept from close contact with others and a parent/guardian will be notified. An active case of head lice is confirmed by the presence of eggs less than 1/4 inch from the scalp or live lice visualized.
- D. Upon notification of student having head lice, a parent/guardian is advised to pick up the child(ren) to start treatment immediately, so that the student may return to school promptly.

*Readmission Criteria:*

- A. A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return a head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.
7. Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

## **COUNSELING**

### ***Academic Counseling***

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about curriculum requirements. Each spring, 5<sup>th</sup> grade students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic opportunities.

To plan for the future the counselor provides students with information regarding college and career readiness through classroom guidance lessons and presentations.

The Duke University Talent Search Program provides students an avenue in which they can explore their academic strengths and opportunities to continue strengthening those skills. The program helps

students gain valuable insight into possible future careers based on academic strengths by providing them with on-line lessons in math, science, and writing. Participants in the program are also able to submit drawings, articles, poems, and short stories for possible publication, participate in the Duke University Writing Contest, and take the EXPLORE test which provides insight into academic strengths. See the counselor for more information.

### ***Personal Counseling***

The school counselor is available 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 inform the office secretary, his/her teacher, or counselor directly. [Also see **Suicide Awareness** on page 52.]

The school counselor spends time counseling with children in his/her office, provides guidance services to children in classrooms, confers with teachers and parents to promote the best interests of children and serves as a liaison to outside agencies that also serve the interests of children.

### ***Psychological Exams, Tests, or Treatment***

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

[For more information, refer to policies EHBA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **CURRICULUM AND INSTRUCTION**

### ***Title I Program***

The Calallen Independent School District is fortunate to have the federally funded Title I Program in your child's school. Title I is the largest federally funded elementary and secondary education program. It provides funds for extra services in the areas of reading, language arts, and mathematics. Your child's elementary school is designated as a Title I school wide, so all children may receive additional assistance in those areas.

Title I schools must comply with stringent federal rules and regulations. One rule is that academic subject area teachers must be certified to teach in all areas they are teaching. CISD works very hard to hire and retain the best teachers available. As the parent of a child on a Title I school wide campus, you may request, and will be provided on request\*, information regarding the professional qualifications of your child's classroom teacher(s) including licensing, graduate certification, whether or not your child is provided services by paraprofessionals, and if so, their qualifications.

\* A formal "Request for Records" must be submitted to the campus. A copy fee will be charged in accordance with GBA (LEGAL).

El Distrito Escolar De Calallen tiene la fortuna de tener el Programa de Título Uno (Title I Program) en la escuela donde asiste su hijo/hija. Título Uno es una programa financiado por el estado. Es el programa más grande en las escuelas primarias y secundarias. El programa provee fondos para servicios extras en las áreas de arte del lenguaje y matemáticas. La escuela primaria de su hijo/hija está designado como "Título Uno," y por eso, todos los estudiantes pueden recibir ayuda extra en estas áreas.

Las escuelas con el Programa de Título Uno tienen que regirse con reglas federales que son estrictas. Una de las reglas es que los maestros de las áreas de materias académicas tienen que ser certificados



para enseñar en todas áreas que están enseñando. El Distrito de Calallen trabaja muy duro para emplear y retener los mejores maestros disponibles. Como un padre o una madre, usted puede pedir la certificación del título profesional de cada maestro de su hijo/hija. Lo cual será suministrado a usted en cualquier momento. También, si su hijo/hija recibe ayuda de un asistente del maestro, usted podrá obtener la información necesaria acerca de las calificaciones de estos asistentes. Para poder suministrar estos documentos usted necesita llenar una forma, "Request for Records, " y llevar a la escuela apropiada. Será una carga para la copia como lo dice la ley, GBA (LEGAL).

### ***Academic Areas***

Students are presented skills of reading using the state adopted reading series, various reading activities, library activities and supplementary reading material. Students are grouped within the classroom to best meet the needs of each student.

### ***Quest Program***

The district provides opportunities for the gifted student to strengthen his/her unique abilities. The goals of the Quest Language Arts program are as follows:

- Develop general intellectual ability
- Develop creative and productive thinking skills
- Develop leadership ability
- Develop a willingness to use one's abilities in service to others.

Students may qualify for one or both of the following programs. If a student qualifies for only one, there may be scheduling considerations.

***Grades 4 and 5 - Cluster Model*** - Identified students are served by one teacher on each grade level. Differentiated gifted objectives and activities are delivered in an interdisciplinary approach.

***MATH GIFTED PROGRAM:*** Students participating in the gifted program for math will be identified in the spring of their 3rd or 4th grade year and will be served beginning in their respective 4th and 5th grade year. The curriculum of grades 4 and 5 will be accelerated utilizing the next grade level's TEKS and curriculum with enrichment activities. Because of the advanced nature of the class, 4th grade students identified as gifted in mathematics will be taught a regular 5th grade curriculum, and 5th grade identified students will be taught a regular 6th grade curriculum. Students must meet identification criteria established by the district. The goals and objectives of the gifted program for math are as follows:

- Students will be proficient in productive thinking skills.
- Students will demonstrate the knowledge to be leaders in the career fields of math.
- Students will be prepared to compete successfully in the fields of math at the state, national, and international level.

**Further information is included in policies and procedures for Gifted Education.**

### **DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### ***Discrimination***

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### ***Harassment***

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or <http://pol.tasb.org/Home/Index/947>.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

### ***Sexual Harassment and Gender-Based Harassment***

Sexual harassment of a student by an employee, volunteer, or another student are prohibited.

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.

Examples of prohibited sexual harassment may include, but not be limited to, 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### ***Retaliation***

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### ***Reporting Procedures***

Any student who believes that he or she has experienced discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

### ***Investigation of Report***

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

## **DISCRIMINATION**

[See **Discrimination, Harassment, and Retaliation** on page 19.]

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### ***School Materials***

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

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

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

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be

considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The principal has designated main office as the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

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

#### ***Non-school Materials...from others***

Written or printed 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 for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the superintendent for prior review. The superintendent will approve or reject the materials. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

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

## **DRESS AND GROOMING**

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

Standardized Dress Attire is required for all Calallen Elementary School students. Students will have a choice of four solid colored (no logo) style polo shirts or a spirit shirt in short or long sleeve. The four color choices are White, Navy Blue, Gray, and Maroon. There will be three choices of slacks: Navy Blue, Khaki and Blue Jeans. Our goal at all of the elementary campuses is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves home every day. When the child arrives at school and the dress code violation requires a change of clothing to be corrected, the following procedures will be followed:

1. Students who are not in dress code will have an opportunity to correct the violation before going to class.
2. **If the dress code violation cannot be corrected or if the student refuses, the student will be placed in ISS.**
3. **Persistent dress code violations may lead to severe disciplinary consequences.**

The following list includes several local area stores where you can purchase standardized dress attire.

- |             |                |                       |                   |
|-------------|----------------|-----------------------|-------------------|
| 1. Wal-Mart | 2. J.C. Penney | 3. Target             | 4. Dollar General |
| 5. Dillards | 6. Sears       | 7. Land's End Catalog |                   |

## **MAGEE ELEMENTARY SCHOOL**

### ***Dress Code***

#### ***PANTS:***

Standardized Dress, navy blue slacks, khaki slacks, or 5-pocket style jeans must be worn. Pants with extra-large pockets on the legs (cargo pants) are not allowed. Slacks and jeans need to be size appropriate and fit at the waist and the crotch. Overly tight or overly loose pants or shorts are not allowed. Slacks and jeans must be hemmed (not frayed, slit at the seams, have holes or tears). Girls may wear Capri pants as long as they fit the standardized dress policy. Rhinestones, embroidery, or any other form of embellishment must be limited to the pockets.

#### ***SHORTS:***

Standardized Dress, navy blue shorts, khaki shorts, and 5-pocket style jean shorts that are no shorter than a dollar bill width from the top of the kneecap may be worn. Shorts with extra-large pockets on the legs (cargo pants) are not allowed. Shorts which are too tight or which allow underclothing to show are not permitted. Rhinestones, embroidery, or any other form of embellishment must be limited to the pockets.

#### ***NOT PERMITTED:***

|                              |                      |                    |
|------------------------------|----------------------|--------------------|
| Slits/tears on legs of pants | lace up/button flies | frayed pant legs   |
| Bell bottoms                 | tight fitting        | stretch, corduroy, |
| Bagging, sagging, oversized  | hip huggers          | pants/shorts       |
| cargo pants/shorts           |                      |                    |

#### ***BELTS:***

Belts are optional. If students choose to wear a belt, the belt must be black or brown and free from logos or decorations on the belt and the buckle.

#### ***SHIRTS:***

Short or long sleeve knit, button down, "polo" style shirts w/ a collar, logo free and must be solid white, navy blue, gray, or maroon. **Shirrtails must be no longer than hip-length.**

#### ***TURTLENECKS and LONG SLEEVE under SHIRTS:***

May be worn under the required uniform shirt only if it is:

1. Solid white, navy blue, gray, or maroon.
2. Logo free.

#### ***SPIRIT SHIRTS:***

Must be Calallen or campus spirit shirts that promote Calallen pride. Spirit shirts may be worn any day of the week. Shirrtails must be no longer than hip-length and of the appropriate size, not oversized or baggy.

#### ***SKIRTS / JUMPERS:***

Must be navy blue, khaki, or denim and free of logos or embellishment. Skirts must be no shorter than the width of a dollar bill from the top of the kneecap. STRETCH material or tight fitting skirts that allow

undergarments to show are NOT allowed. Shorts must be worn under all skirts or jumpers to cover undergarments. Tights/leggings may be worn under skirts or jumpers, but the length of the skirt must comply with dress code and the tights must be navy blue, maroon, white, or gray.

#### ***SWEATERS / COATS / WINDBREAKERS / SWEATSHIRTS:***

Elementary students will be given the option to wear sweaters or coats of their choice as long as the sweaters or coats are within the Student Code of Conduct guidelines. Sweaters, windbreakers, or sweatshirts worn in the school building must be white, navy blue, gray, maroon, or Calallen spirit wear.

- Outerwear must be of appropriate size, not oversized or baggy.
- Outerwear may not be worn around the waist or hanging off the shoulders.
- Sweatshirts with zippers and buttons are allowed, but must be kept unzipped and unbuttoned at all times.
- Coats worn outside may be any color.

#### ***SHOES:***

**Tennis Shoes** must be worn **at all times** because students participate in P.E. or recess every day, including free dress days.

#### ***HAIR FOR GIRLS:***

- Hair must be neat, clean, and well groomed at all times.
- **Streaked hair, dyed hair, painted/ unnatural hair color** that is distracting to others, is not allowed.
- Hair may not cover the eyes or hang in front of the face.
- Dreadlocks, distracting braids, feathers, or distracting hair accessories are not permitted.

#### ***HAIR FOR BOYS:***

- Hair must be neat, clean, and well groomed at all times.
- Completely shaved, partially shaved heads, dreadlocks, braids or mohawks are not allowed.
- Hair must be above the eyebrow in front, above mid-ear on the sides, and above a collared shirt in back.
- No facial hair is allowed.
- **Streaked hair, dyed hair, painted/ unnatural hair color, designs or insignias are not permitted.**
- Haircoloring that is distracting to others, e.g. unnatural hair color, is not allowed.

#### ***EARRINGS / MAKE-UP/ BODY ART:***

- A maximum of 1 pair of earrings may be worn only by female students and only on the ear lobe itself.  
**For safety concerns, earrings may not hang lower than 1 inch below the lobe.**
- No make-up is permitted.
- Body/face glitter is not permitted.
- Stickers or tattoos on the face or body are not permitted.
- Cosmetic contact lenses are not allowed.
- Writing on the skin is not permitted.
- Coloring in fingernails using markers or any other writing utensil is not permitted.
- Body or face piercings are not permitted.
- Notching of the eyebrows is not permitted.

#### ***UNDERGARMENTS:***

- Appropriate undergarments will be worn. Colored or patterned bras may not be worn underneath white uniform shirts.
- Only white, gray, navy blue, or maroon t-shirts may be worn underneath the uniform shirt.

**ACCESSORIES:**

- Accessories may not display drugs, drug paraphernalia and/or alcohol, sexual or foul language.
- Hats/hoods/caps/bandannas/sunglasses may not be worn in the building.
- Chains on wallets are not allowed.
- Bracelets are limited to 2 per wrist area.
- No studded or spiked wrist bracelets, necklaces, or accessories.
- Accessories that distract from the learning environment will be taken away by the teacher and given to an administrator.

**ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES*****Possession & Use of Personal Telecommunications Devices, Including Mobile Telephones***

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 50 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

***Possession and Use of Other Personal Electronic Devices***

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 50 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

***Instructional Use of Personal Telecommunications and Other Electronic Devices***

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for

approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Acceptable Use of District Technology Resources***

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### ***Unacceptable and Inappropriate Use of Technology Resources***

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

### ***Internet Connectivity and Technology Tools - Calallen I.S.D. Acceptable Use Policy***

[See Appendix III]

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

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

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 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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### ***Standards of Behavior***

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups** on page 50.]

### ***Offices and Elections***

Certain clubs, organizations, and performing groups will hold elections for student officers. One of these groups includes the Magee Student Council. During the election, students are expected to adhere to the guidelines and rules for campaigning. The guidelines will be provided by the student council sponsors at the appropriate time.

### **FALSE INFORMATION**

Presenting false information or false records for identification is a criminal offense under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other costs provided below. *Education Code 25.002 (d)*

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the District may charge or the amount the District has budgeted per student as maintenance and operating expense, whichever is greater. ***Education Code 25.001 (h)***

### **FEES**

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

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Voluntarily purchased pictures, or yearbook.
- Voluntarily purchased student accident insurance.
- Fees for lost or damaged library books and/or textbooks.

### **FIELD TRIPS**

Field trips are valuable teaching tools. Before students can participate, the school must have permission from the parent. Please sign and return permission blanks promptly when they are sent home.

## **FLORAL OR OTHER OUTSIDE DELIVERIES**

Flowers, balloons, and other deliveries are a distraction in the classroom and are difficult to transport on the bus after school. Flowers, balloons or other deliveries sent to students at school will be kept in the office and must be picked up after school.

## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. Participation in fund-raising drives is not mandatory. Any parent or student may decline to participate. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

[See **Discrimination, Harassment, and Retaliation** on page 19.]

## **GRADING POLICY GUIDELINES ELEMENTARY (PK-5)**

### ***CISD Grading Policy Overview***

Procedures and guidelines that pertain to grading are necessary to establish some degree of consistency among teachers, grade levels and schools. Because daily activities, assignments, student needs/abilities and professional teaching styles differ, some variation in grading is to be expected.

A grade should represent a fair estimate, by the teacher, of a student's achievement and should reflect the growth each student is making in relationship to his/her performance, maturity and ability. A grade should reflect consistent progress and convey the degree to which the student has mastered the Texas Essential Knowledge and Skills after introductory skills have been taught.

Grading procedures should emphasize success and should complement the programs that are tailored to the individual needs of each student. Grades should be logical, justifiable, sufficient in number, and should ensure that the grade is an accurate measure of the student's progress and achievement. The conduct grade is an evaluation of the student's social attitudes and behavior and shall not alter the grade in academic areas. A student's academic grade shall reflect TEKS based curriculum mastery and SHALL NOT be altered because of behavior, headings, titles, etc.

Students who receive instruction below their assigned grade level shall be continuously monitored to determine if the placement and progress are appropriate.

In teaching and evaluating student progress, teachers shall use a variety of activities and strategies in order to reach children with different modality strengths and learning styles thereby providing opportunities for student success. Techniques may include portfolio assessment, cooperative learning, class participation, oral expression, written assignments, projects, presentations, assessment results, daily grades, homework completion, and a variety of other instructional activities. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Grading should help the teacher

- appraise the effectiveness of teaching procedures;

- diagnose the needs and evaluate the progress of each student;
- monitor the student for grade placement.

Grading should assist the student

- evaluate his/her own progress;
- attain optimum achievement;
- set his/her goals for future learning.

Grading should provide information to help parents

- guide the student in making personal and social adjustments;
- encourage the student to attain maximum performance;
- assist their child in his/her school work.

### **Grade Book**

All teachers are expected to keep an accurate Skyward grade book. The grade book should identify daily work assignments/grades and major work assignments/grades and Six-Weeks/ semester exam grades. According to Skyward, the teacher will indicate the original grade or any additional comments for documentation of the grade within the gradebook program. Only the teacher who records the grade will have access to comments.

There should be a minimum number of grades as specified per reporting period per subject.

Teachers use a system of grading based on a numerical scale of 100 points.

|                 |                          |
|-----------------|--------------------------|
| <b>90 – 100</b> | <b>(equivalent to A)</b> |
| <b>80 - 89</b>  | <b>(equivalent to B)</b> |
| <b>70 - 79</b>  | <b>(equivalent to C)</b> |
| <b>Below 70</b> | <b>(equivalent to F)</b> |

These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. EIA (LOCAL)

For all Skyward users, grades from the previous week should be entered into the Skyward Gradebook in a reasonable and consistent timeframe and monitored by the campus administrator.

### **GRADES**

#### **Citizenship –**

Students will receive an E, S, N, or U in the category of citizenship.

|                              |
|------------------------------|
| <b>E = Excellent</b>         |
| <b>S = Satisfactory</b>      |
| <b>N = Needs Improvement</b> |
| <b>U = Unsatisfactory</b>    |

#### **Six Weeks Grades**

When averaging grades for each six-weeks the following percentages are to be used:

Six weeks tests and major projects are doubled in grades 1, 2, 3, 4, and 5, ("major" means time spent – longer than one week).

A Reading and English Language Arts (editing, composition, spelling) grade will be indicated on the report card in grades 1-5. The Reading/English Language Arts will be determined using the following weights: reading 100% (separate grade), language arts 80%, and spelling 20% (combined score) (spelling = 20% test score; 80% dictation).

- **Daily Grades** (i.e. homework, class work, drills, worksheets etc.) will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.

- **Major Grades** (end products, reports, projects, major essays, research papers) will be accepted no more than two days late with a grade no higher than a 70 unless the actual grade is less than a 70.
- **Failure to complete daily or major assignments does not provide a teacher with documentation to determine mastery or non-mastery of TEKS and consequently will result in a “0” being entered into the grade book.**

| Category     | Product Description                                        | With Six-Weeks test | With-out Six-Weeks test |
|--------------|------------------------------------------------------------|---------------------|-------------------------|
| Category I   | Daily Grades (Classwork*, Homework**, participation, etc.) | 40%                 | 40%                     |
| Category II  | Major Grades (chapter/unit tests, quizzes, projects)***    | 45%                 | 60%                     |
| Category III | Six Weeks Test ***                                         | 15%                 | 0%                      |

\* Graded assignments are to be finished in class and not sent home to be completed as homework.

\*\*Homework will not count more than 25% of Category I grades.

\*\*\* Major Grades and Six Weeks Tests will not be reassessed.

### **Grades 4-5**

In grades 4-5, numerical grades are used for reporting progress in English/language arts, reading, mathematics, science and social studies. . Students will receive a minimum of 10 grades in reading, 10 grades in language arts/ spelling, 10 grades in math, 5 grades in social studies and 5 grades in science for grades 4-5. Specific values are indicated below. Letter grades may be used on daily work.

|          |   |     |    |   |
|----------|---|-----|----|---|
| 90       | - | 100 | -- | A |
| 80       | - | 89  | -- | B |
| 70       | - | 79  | -- | C |
| Below 70 |   |     | -- | F |

In handwriting, health, fine arts and physical education, students will receive one of the following designations: E (excellent), S (satisfactory), N (needs improvement), or U (unsatisfactory) based on skill mastery of the appropriate TEKS.

### **Testing**

Students will be given tests as units of work are completed. The counselor and/or teacher may discuss test results or other confidential student information with the parents. The *State of Texas Assessments of Academic Readiness (STAAR)* will be administered to students in grades 3-5 in the spring. The *Texas English Language Proficiency Assessment System (TELPAS)* is administered to LEP identified students at grades K-12 in the spring.

### **Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee taking into consideration written materials, observation, or information from students. EIA (LOCAL)

### ***Special Education***

Variations in procedures and academic achievement level expectation for awarding grades to identified special education students shall be determined by the Admission Review and Dismissal (ARD) Committee and included in the student's Individual Education Plan. At the end of each six weeks, in addition to the regular report card, all students in the special education program will receive a progress report that identifies the current level of progress on the student's Individual Education Plan.

Special consideration should be given to modifying the methods used for evaluating the academic progress of children who qualify for special education so they will not be penalized because of their handicapping condition.

### ***Modification of Instruction***

House Bill 72 requires school districts to provide instruction to meet the needs of each student by modifying instructional materials, pacing, and instructional methodologies as appropriate when students are not mastering TEKS.

### ***Grades for Students in the ESL Program***

ESL certified elementary teachers with beginning level ESL students shall have the option of bubbling NG (no grade) for a maximum of three grading periods. During the period of adjustment, grades based on the student's achievement, at the student's proficiency level, shall be appropriate.

The teacher shall be assessing, evaluating, and recording progress during the time the student is not receiving a grade on the report card. Written communication such as personal notes and progress reports shall be sent to the parents or guardian.

When no grade is given, the following message shall be communicated to the student and parents:  
*"Your child has received no grade in some subjects for this grading period so that he/she will have time to adjust to the demands of learning a new language. Call your school for additional information if you have any questions."*

### ***Homework***

The assignment of homework must always serve as an introduction to or reinforcement of learning. Students should be able to complete the practice independently. Correct usage of homework should provide immediate feedback to the student and inform the teacher of student progress toward mastery. In general terms, the total homework for one evening should not require more than an hour of work.

**Classwork is to be finished in class and not sent home to be completed as homework.**

### ***Interim Reports (Progress Reports)***

**Interim progress reports shall be issued for all students after the third week of each grading period when an elementary student's performance in a class or subject is 75 or below or when a secondary student's grade is 78 or below. Supplemental progress reports may be issued at the teacher's discretion. EIA (LOCAL) For students not returning progress reports, 70 or below, with a parent signature within two (2) days, parent contact will be made.**

When a parent conference is held, report card/checklists may be given to parents at the time of the conference. Supplementary notes of commendation, suggestions for improvement, parent conferences, email, and similar means of keeping in touch with parents are encouraged.

### ***Report Cards***

Report cards are issued no later than the fifth day following the end of each six weeks during the homeroom class. Parents are required to sign the report cards or holder. Students will return the report

cards to their homeroom teacher who will keep them on file. During the six-weeks, teachers are expected to communicate with parents regarding students who are not being successful.

### ***Conferences***

**In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. EIA (LOCAL)**

### ***Reteach/Reassess***

When a student fails a TEK, district objective, or major assessment, the teacher will use a different teaching strategy to reteach the concept. Students will be reassessed following reteach. **Reassessment is the student's responsibility; it may be done either before school, after school, during tutorials, or by prior arrangement with the teacher.** The teacher may decide to reassess the entire class, if the teacher feels the test was not a true analysis of student progress or academic achievement. The highest possible reassessment grade is a 70. Those who earn a below 70 grade receive the higher of the two grades. **Six weeks tests including weekly tests/quizzes when given (which are averaged to determine the six weeks test grade) , will not be retaught or reassessed.**

### ***Tutorials***

It is the responsibility of all core subject area teachers to schedule tutorials during the school day. In addition, many teachers offer tutorials before and/or after school. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

### ***Make-up work***

#### ***Excused***

Students are expected to make up any work missed due to an excused absence. Students will have the same number of days to make-up work as they were absent. EIA (LOCAL) The only exception will be if circumstances are extenuating. It is the student or parent's responsibility to request make-up work and turn it in.

If work is not made up on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of 10 or more days) should be turned in on the due date regardless of any absences during the extended assignment period. Advanced notice of long-term assignments must be provided to the parent in writing (i.e. note home, posted on the website, etc.).

#### ***Unexcused***

Students are expected to make up any work missed due to an unexcused absence. Unexcused absences are absences not determined to be extenuating circumstances. Examples: truancy, trips, extended vacations, flat tire, over-sleeping, etc. The grade for make-up work after an unexcused absence shall be no higher than a 70. EIA (LOCAL) Parents are urged to call the office to request make-up work on the second consecutive day of their child's absence. It is important that they call before 10:00 A.M. so the teachers will have adequate time to gather assignments. Parents will need to pick up work between 2:30 – 3:15 in the front office.

**The District shall not impose a grade penalty for make-up work after an absence due to a suspension.**

### ***Late Work***

Daily work (i.e. homework, classwork, drills, worksheets etc.) will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.

Major work (end products, reports, projects, major essays, research papers) will be accepted no more than two days late with a grade no higher than a 70 unless the actual grade is less than a 70.

### ***Incomplete Grades***

A student with an “incomplete” grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the “incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “incomplete” grade either within or after the seven-day grace period may regain eligibility if the work is made up in accordance with district policy regarding make-up work. This also applies to students who are homebound due to an illness.

### ***Failing Grades and Eligibility***

UIL eligibility requires that a student maintain passing grades in all subjects in order to be eligible for participation. After a failing grade has been recorded, the situations in which a student’s grade may be changed to passing and eligibility restored are only as follows: a.) mechanical error occurred in averaging or recording the original grade; or b.) the teacher’s grading procedure violated either local policy; state law or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student’s eligibility for extracurricular activities except in the case of an “Incomplete” grade discussed above. (As per TEA/UIL Side-by-side)

### ***Honor Rolls and Academic Awards***

Students should be encouraged to be successful in their academic program and rewards are good incentives to do well. Rewards may be of several types: verbal, posting good work, stickers, and other spontaneous methods.

Each six weeks, students in grades 1-5 who make 90 or higher in all subjects graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A" Honor Roll. Students who make 80 or above in all subjects and 90 or above in at least one subject graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A-B" Honor Roll. Conduct and handwriting grades do not keep a student off the honor rolls.

*At the end of the year, the following awards will be presented:*

1. An "All A" Honor Roll certificate will be presented to students in grades 1<sup>st</sup> – 5<sup>th</sup> who have 90 or higher in subjects graded numerically and all "S's" in the categories of health, fine arts, and physical education each six weeks. Conduct and handwriting grades do not keep a student off the honor roll. The certificate is the "A" Honor Roll certificate and will be presented at the awards assembly.
2. An "A-B" Honor Roll certificate will be presented students in grades 1<sup>st</sup> – 5<sup>th</sup> who have maintained a combination of A Honor Roll and A-B Honor Roll for each six weeks. Students must have at least one A for a student to be considered for A-B Honor Roll. Conduct and handwriting grades do not keep a student off the honor roll.

### ***Requirements for Promotion***

Promotion shall be based on mastery of the TEKS and shall be determined by the following standards for mastery:

- Course assignments and unit evaluations shall be used to determine student grades in a subject. An average of 70 or higher is considered a passing grade.

- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grades 2-5, promotion to the next grade level shall be based on an overall average of 70 on course-level, grade level TEKS for all subject areas and a grade of 70 or above in reading/language arts and mathematics.

In addition to the above-mentioned standards for mastery and promotion, students in grade 5 must meet the passing standard established by the State Board of Education on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade. See Board Policy EIE (LEGAL) and EIE (LOCAL).

### ***Credit By Exam***

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2012–2013 school year include:

Fall Testing Dates: September 11, 12, 13, 2012 registration deadline August 10, 2012

Spring Testing Dates: May 28, 29, 30, 2013 registration deadline April 26, 2013

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies. If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. For further information, see policy EHDC(LOCAL).

### ***Transfer Students***

**Grades and/or other academic data from transferring students will be entered into district campus data systems as determined by campus administrator discretion.**

## **HARASSMENT**

[See **Discrimination, Harassment, and Retaliation** on page 19.]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.



[Also see **Bullying** on page 13 and policies FFI and FNCC.]

## HEALTH-RELATED MATTERS

The school health services provided by CISD is no substitute for health care that parents should provide for their children. Rather than relieving parent's responsibilities this service is provided to support individuals in utilizing the services of a private physician, dentist, optometrist, and/or community health agency.

There is a health room staffed by a licensed nurse on each campus available for all students who become ill or injured at school. However, there may be times when the campus principal's designee will be providing health care for your child. These members of the health care team have been trained in medication administration and certified in CPR and First Aid.

Confidentiality is strictly upheld in the health services department. However, your child may have a condition in which other members of the health care team may need information on a need to know basis to be able to provide the best care for your child. Members of the health care team may include but are not limited to licensed nurses, health room aides, teachers, principals, counselors, and teacher's aides.

### ***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. 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, or utensils.

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.

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a 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>.

- \* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Also refer to **Immunizations**, below, for more information.

### ***Emergencies***

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on written parental consent to obtain emergency medical treatment, and information about allergies, to medications, food, 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.

### ***Food Allergies***

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

### ***Health Screenings***

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings will be conducted for 6th and 9th grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 3rd, 5th, and 7th grade students as per HB 2989. Parents will be notified of abnormal results.

***Important: If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN .***

### ***Injuries***

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

### ***Neglect of Health Care Needs***

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).

### ***Notification***

In order to help insure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/treatment is to be given at school or regarding the student's health care.

### ***Physical Activity for Students in Elementary School***

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary school student physical activity requirements, please see the principal.

### ***Reporting***

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by the triplicate Health Room Referral form and if necessary also by phone. A copy of this form will be returned to the student so that it can be brought home to the parent. Parents should check with their child to determine if the child received a Health Room Referral form from the school nurse. This reporting system will help increase communication between the school nurse and parents.

### ***Required Annual Health Information***

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information. \* Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed.

1. Emergency card
2. Health history
3. Special health care needs (if applicable)
4. Medication orders forms, parents or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school. **A working phone number MUST be provided at all times so that a parent/guardian can be reached in case of an emergency.**

### ***School Health Advisory Council (SHAC)***

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the district's website at <http://www.calallen.org/>. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction** on page 3 for additional information.]

### ***Transportation of Ill or Injured Students***

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

***Important: If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN .***

*When signing the Student Code of Conduct Acknowledgment form, you are also agreeing to the policies and procedures of the District Health Services.*

## **OTHER HEALTH-RELATED ISSUES**

### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year parents will be given a “Fitness Gram” containing information on their child’s physical fitness. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

### ***Vending Machines***

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

### ***Tobacco Prohibited***

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

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s Asbestos Management Plan is available in the superintendent’s office. If you have any questions or would like to examine the district’s plan in more detail, please contact Director of Maintenance and Operations, the district’s designated asbestos coordinator, at 361-242-5975.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child’s school assignment area may contact the Director of Maintenance and Operations the district’s IPM coordinator, at 361-242-5975.

## HOMELESS STUDENTS

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Ada Besinaiz, at (361)242-5600.

## IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by 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 a 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(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

Additional Information:

- Immunization policy is subject to change as mandated by the State of Texas Department of Health.
- TB (Tuberculosis) questionnaire is required by CISD for students entering the District for the first time in any grade. A TB skin test may be required if a student is found to be at high risk.
- Effective August 1, 2003, any child born on or after September 2, 1992, attending school or child-care facilities in Bexar, Grayson, Moore, Nueces, Potter, Randall, and Terry counties, will be required to receive two doses of hepatitis A vaccine administered on or after their second birthday.
- A student may be provisionally admitted to CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.
- If a student transfers from another Texas public school, a grace period of 30 days shall be allowed while awaiting the transfer of the immunization records, during which time the student may be provisionally enrolled.

## LAW ENFORCEMENT AGENCIES

### *Questioning of Students*

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### ***Students Taken Into Custody***

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

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

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

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

### ***Notification of Law Violations***

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

## **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

## **MEDICINE AT SCHOOL**

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

- Only authorized employees, in accordance with policies at FFAC, may administer:
- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only:
- In accordance with the guidelines developed with the district's medical advisor; and
- When the parent has previously provided written consent to emergency treatment on the district's form.

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

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

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. [See policy FFAF(LEGAL).]

*School policy is strictly followed in order to safely administer medication.*

The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code, 21.905 medication is defined as: Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.

- All medication must be brought to the school nurse by a parent or guardian. The parent is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
- Students are not allowed to be in possession of any medication at any time unless they have written permission from a physician. The written permission must state that the student has a condition that requires immediate treatment. (Example: Asthma inhalers)
- Students will be subject to disciplinary action if they are in possession of any kind of medication unless written physician authorization is present.
- All CISD staff that may administer medication must be familiar with the following information before a medication will be given:
  1. the actions of the medication
  2. the indications and dosage of the medication
  3. possible adverse reactions of the medication
  4. interactions of the medication
  5. contraindication of the medication
  6. nursing considerations of the medication
- Written authorization is required from parent/guardian for over the counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.)  
**No phone requests will be accepted.**
- Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)
- Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
- In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
- The most current physician's order or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match your child will not receive the medication at school.
- Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
- Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
- Medication will be stored in a locked drawer/cabinet.
- A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
- **It is the responsibility of the student to report to the designated area to take his/her medication.** Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.
- **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to even accept any prescribed medication without a physician's order.

(Copies of this policy are located at each campus health room and available to you.)



### ***Psychotropic Drugs***

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

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

### **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Calallen ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Ada Besinaiz, 4205 Wildcat Dr., Corpus Christi, Texas 78410.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Ada Besinaiz, 4205 Wildcat Dr., Corpus Christi, Texas 78410.
- All other concerns regarding discrimination: See the superintendent, Arturo Almendarez, 4205 Wildcat Dr., Corpus Christi, Texas 78410.

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

### **EQUAL OPPORTUNITY EMPLOYER**

Calallen ISD does not discriminate on the basis of race, color, national origin, sex, age, or handicap.

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 4.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

### **PRAYER**

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

## PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In grades 4 & 5, promotion shall be based on mastery of the curriculum and shall be determined by the following standards for mastery.

- Course assignments and unit evaluation shall be used to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams, or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grades 4 and 5, promotion to the next grade level shall be based on an overall average of 70 on course-level, grade level TEKS for all subject areas and a grade of 70 or above in language arts and mathematics.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.

If a student at any grade level is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

[See **Standardized Testing** on page 51.]

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

A student in grade 5 will have two additional opportunities to take a failed assessment. If a 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 and the student must complete additional special instruction before beginning the next grade level. 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 policies at EIE.]

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

## **RELEASE OF STUDENTS FROM SCHOOL**

No child is permitted to leave school under any circumstances unless accompanied by a parent, teacher, principal, or the legal guardian. If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office in writing, and/or the person's name must appear on the child's registration card.

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## **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 six weeks.

At the end of the first three weeks of a grading period, parents will be given a written progress report of their child's current academic performance. The report card will be sent home five days after the close of the reporting period unless specified differently by the principal. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 1 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the school board pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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(LOCAL) and **Grading Policy Guidelines** on page 28.]

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).

Tutorials are required for a student who receives a grade lower than 70 in a class or subject.

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the homeroom teacher the following school day.

## **RETALIATION**

[See **Discrimination, Harassment, and Retaliation** on page 19.]

## **SAFETY**

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

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

### ***Accident Insurance***

The school provides an accident insurance plan for each year. One plan is for “At School Coverage” and another for 24-hour coverage. An envelope will be sent home that will give information to help you select the one best fitted for your needs if you wish to participate in such a program.

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

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

#### ***Fire Drill Bells***

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

#### ***Tornado Drill Bells***

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

### ***Fire***

Drills will be held throughout the school year. Children will be made aware of proper procedures for evacuating the building.

### ***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 may have to rely on previously provided 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***

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

### ***Evacuation***

The fire alarm will sound and the students will evacuate the building. Evacuation routes are posted throughout the building.

### ***Lost/Runaway Child***

If a child becomes lost, or is suspected of being a runaway between home and school, the school will:

- Check with parent if student does not arrive at school and has not been reported absent by parents.
- Check for students possible route to school.
- Call Superintendent's office.
- Advise parent to notify police if student has not been located within a reasonable period of time.  
This notification to the police must be made by a parent or guardian.

If a child or student leaves school or is reported missing between school and home, the school will:

- Call parent or guardian.
- Call Superintendent's office.
- Call police if student has not been located within a reasonable period of time.

**NOTE:** It is important to maintain one contact person at the police station.

### ***Severe Weather***

A plan of action will be put into effect in the event of a tornado, hurricane warning or when severe weather warnings are received. Instructions for sending children home will come from the superintendent's office to the building principal. Parents coming to school for their children are asked to remain outside the classroom, in order not to excite the students remaining in the class.

If there is a need to dismiss school on any given day, this announcement will be made on the following radio stations only:

|         |                       |          |
|---------|-----------------------|----------|
| K-99    | 99.1 FM               | 289-0111 |
| KOUL    | 103.7 FM              | 883-1600 |
| KIII-TV | Channel 3 (cable 5)   | 986-8300 |
| KRIS-TV | Channel 6 (cable 7)   | 886-6100 |
| KZTV    | Channel 10 (cable 12) | 883-7070 |

Please tune in to any of these stations for information. If there is no announcement, Calallen schools will be in session.

### ***Shelter in Place***

In case of a crisis such as chemical spills, etc., all students will report to their classrooms upon hearing an announcement "CODE RED". All classrooms doors and entrance doors to the building will be locked until the "all clear" has been sounded or announced. Students in portable building will be brought inside the main building.

In case of inclement weather, the school is one of the safest places for students to be.

## **SCHOOL FACILITIES AND DAILY PROCEDURES**

The school day for Magee Elementary students will begin at 7:50 a.m. Students who do not ride school buses should not arrive on campus before 7:15 a.m. There is no adult supervision before 7:15 a.m. or after 3:00 p.m.

Since instruction begins at 7:50 a.m. each day, every effort should be made to have your child at school on time. See **Tardiness** on page 52 of this handbook.

### ***Dismissal Procedure***

Magee Elementary will follow specific dismissal procedures.

- All students are dismissed at 2:50 p.m. If you cannot be here to pick up your child at 2:50, please contact the City of Corpus Christi Latchkey for after school care.
- Proof of identification must be provided by any individual picking up a student before 2:50 p.m.
- For the safety of all children, we ask parents/guardians to remain outside the building during dismissal.
- Parents/guardians are requested to wait for your child in designated areas.
- **Any changes regarding student's transportation must be made before 2:00 p.m.**
- Students who go to Latchkey or other after school care centers will be walked to the cafeteria by a staff member.
- Bus students will be walked to the pavilion to board the buses.
- Students who are picked up or walk home will be walked to the front for pick up. Each student will be given a colored placard which parents should place in their car windows daily.

### ***Children Leaving School***

No child is permitted to leave school under any circumstances unless accompanied by a parent, teacher, principal, or the legal guardian. If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office in writing, and/or the person's name must appear on the child's registration card.

### ***Class Interruptions***

There will be no interruptions of scheduled class time except for emergencies and other instances of absolute necessity. Due to confidentiality issues, parents will not be allowed to visit classrooms during the instructional day. Visits may be made during parties or special events.

### ***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. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

### ***Use of Hallways During Class Time***

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

### ***Cafeteria Services***

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Ms. Lisa Reynolds, Child Nutrition Director, at (361) 242-5905 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(LEGAL).]

Breakfast and lunch will be served each school day. Breakfast is served from 7:20 - 7:45 in the morning. Students should arrive in time to eat breakfast and still be in the classroom by 7:50 a.m. Lunches from home will be eaten in the cafeteria with the class. **Any lunches brought in after school begins in the**

**morning must have the child's name and child's teacher's name written on the container. Students should bring only water to drink during the day. Sodas are not allowed at any time.**

Cost for students at the elementary school are as follows:

|                             |           |
|-----------------------------|-----------|
| Student breakfast           | \$ 1.00 * |
| Student lunch               | 1.75 *    |
| Reduced Student lunch       | .40 *     |
| Reduced Student breakfast   | .30 *     |
| Extra milk or juice         | .35       |
| Lunch for staff or visitors | 3.25      |

\* includes milk or juice

The Calallen ISD Child Nutrition Department has implemented a computerized point of sale system for the cafeterias. The program utilizes the student's district ID number. Each child will be provided with a bar-coded ID card for use with a scanner. This form of identification insures each child's confidentiality in regard to his/her Free, Reduced, or Paid status.

The system allows for the deposit of money to your child's individual account. This account may be used to purchase breakfast, lunch, or extra milk. Ice cream or other snacks are items that require written permission from a parent in order for the child to buy using money from the account. The amount of money deposited is at the parent's discretion. Deposits may be sent in cash or check. Note: Please write your child's ID number on the check when making payment with a check.

Parents may write one check to deposit money to any and all of their children's accounts. This payment may be made at any of the cafeterias and the money will be automatically dispersed to each child's account.

The District cafeterias will accept checks for any amount the parents wish to put in the students' account. Checks cannot be written for cash in any circumstance. Checks written for any amount over the cost of a meal will have the remainder put in the students' account. At the end of the school year, any money that is remaining in the meal card account will roll over to the next school year, or you may request a refund through Central Office.

The system has a history file that logs each transaction to a child's account. A parent may request a copy of the transactions at any time. Note: This is beneficial in the event a parent is concerned about what their child is purchasing at school or if there is a question about the balance to their child's account.

Our main focus in the Child Nutrition Program is ensuring all students have the opportunity to eat healthy delicious meals. If you have any questions or concerns, please contact Ms. Lisa Reynolds, Child Nutrition Director, at (361) 242-5905.

### ***Charges***

As soon as a student has a negative balance, verbal reminders are given to the student. At a negative \$3.00, a written reminder is given to the student to take home. If the student's account reaches a negative \$5.00, a verbal reminder is given to the student that he will be given milk and cereal for breakfast and milk and a sandwich for lunch the next day. If the student's account remains in the negative, cereal and milk is given for breakfast and a sandwich with milk is given for lunch each day until the account is replenished.

### ***Free and Reduced Lunch***

A free or reduced priced lunch and breakfast program is available. Applications will be sent home in the beginning of the school year. You are encouraged to apply by completing the application form and having your child return it to his/her teacher. Even if your child was on the Free and Reduced-Price Food Program last year, please fill out and submit a new application for the current school year. You will be notified in writing when the application is approved. Until you have received notification, you must provide for your child's lunch. If you have any questions or concerns, you may contact Ms. Lisa Reynolds, Child Nutrition Director at (361) 242-5905.

### ***Library / Media Center***

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The Library has an excellent assortment of books and other media. The students will learn how to check out books, locate information, and develop an appreciation for reading. Books must be returned within a limited time. Lost or damaged books are the responsibility of the student.

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

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

## **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***

Students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of their assigned desks.

Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.

### ***Electronic Devices***

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. [See policy FNF(LEGAL) for more information.]

### ***Trained Dogs***

The district will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used around lockers and the areas around vehicles parked on school property. Searches of classrooms, common areas, or student belongings may also be conducted by trained dogs when students are not present. An item in a classroom, a locker, or a vehicle to which a trained dog alerts may be searched by school officials.



### ***Drug-Testing***

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

## **SCHOOL BOARD POLICY NOTICE**

School Board policies may be found on-line via a link to the Calallen ISD web page.

## **SEXUAL HARASSMENT**

[See **Discrimination, Harassment, and Retaliation** on page 19.]

## **SPECIAL PROGRAMS**

In compliance with federal and state guidelines the district adheres to the Response to Intervention (RtI) legislation which allows for all students to be screened and monitored for designated educational outcomes. Students requiring additional assistance will be given targeted intervention that is systematically monitored utilizing a variety of scientifically based data driven procedures. For students requiring more intensive support, instruction methods and assessment procedures will be considered. The essential components for such intervention include a variety of data based intervention of increasing intensity designed to target individuals who experience learning difficulties. If a child is experiencing learning problems, the parent may also contact Dr. Ada Besinaiz, Director of Special Programs, to learn more about the district's overall general education services and Response to Intervention process.

The district provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Dr. Ada Besinaiz at 242-5600.

## **STANDARDIZED TESTING**

### ***STAAR (State of Texas Assessments of Academic Readiness)***

#### ***Grades 4-5***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 4 and 5
- Reading, annually in grades 4 and 5
- Writing, including spelling and grammar, in grade 4
- Science in grade 5

Successful performance on the reading and math assessments in grade 5 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Promotion and Retention** on page 43 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee

(LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011–2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3–8 in spring 2012, parents will be informed of their child’s performance once the results of these assessments are received by the district, expected in January 2013.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student’s enrollment in the district.

Please contact Dr. Ada Besinaiz, who has been designated as the district’s liaison for children in the conservatorship of the state, at (361)242-5600 with any questions.

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **SUMMER SCHOOL**

Information will be forthcoming in late Spring 2013.

## **TARDINESS**

Students arriving to class after 7:50 a.m. are considered tardy and must report to the office for a tardy slip, which is given to the teacher. 4th or 5th grade students who receive four tardy slips during one six weeks period will receive Practice Academy each day the student is tardy within that six weeks period.

Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. Parents will be notified if their child receives 4 or more tardies or is picked up early 4 or more times for a six-week period. If a child has 4 or more tardies or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks.

**Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards.**

Parents of students who receive 9 or more unexcused tardies or early dismissals in a semester may also receive a compulsory school attendance letter and may be subject to truancy charges. In order for a tardy or early dismissal to be excused, a doctor’s excuse (or similar excuse) must be provided by the next school day.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFER STUDENTS**

Children of nonresident District employees shall be eligible to attend District school tuition-free in accordance with DEB (LOCAL). The transfer shall be revoked when a student engages in conduct that would warrant AEP placement or expulsion. If a student seeking transfer under this policy has been expelled or placed in an AEP by another district, the transfer request shall be denied. Transfer students must adhere to the signed transfer agreement.

The principal is authorized to transfer a student from one classroom to another.

[See **School Safety Transfers** on page 5, **Bullying** on page 13, and **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services** on page 5, for other transfer options.]

## **TRANSPORTATION**

### ***Bicycles***

Bicycles are to be parked and locked in the designated area upon arrival. Caution and safe riding rules are to be practiced. The school strongly recommends students lock any bike left in the bike rack. Students are responsible for providing locks for their bikes.

### ***School-Sponsored Trips***

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

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

Calallen ISD Transportation Department appreciates the confidence and trust you place in the District's bus drivers as they transport your children to and from school. We take our responsibility very seriously and strive to provide the safest and most prompt transportation for your children.

### ***Bus Stops***

All students who use District transportation shall board buses at authorized stops. Authorized bus stops shall be designated annually by the Superintendent or designee. Bus drivers shall load and unload passengers only at authorized stops.

Calallen ISD Transportation Department will no longer pick up or deliver a student to multiple addresses. The only pick-up and drop-off address that will be serviced for your child is the address listed on the back of the registration card that is completed at registration. Any change in the addresses must be permanent and submitted in writing to the Campus Administrator or their designee. A minimum of twenty-four (24) hours' notice will be required to implement this permanent change.

**It will be the parent's responsibility to make arrangements to transport the child, if a nonpermanent pick up or drop off location is needed.**

**In extreme circumstances, the Campus Administrator or their designee may allow a change in this policy, but only if the request is made before 2:00 p.m. and is submitted one of the following manners: fax, email, or a signed, written request.**

This change in the transportation policy will enable our staff to better meet our goal of transporting the children of Calallen ISD promptly and securely. Thank you for your cooperation and support as the Transportation Department of Calallen ISD strives to maintain the highest standards of safety.

### ***Bus Eligibility***

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

Students who are not bus eligible may not use the bus as transportation except for school trips.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Scott Chapman, Director of Transportation, at (361)242-5983.

See the Student Code of Conduct for provisions regarding transportation to the DAEP.

### ***Following are board policies dealing with bus stops and eligibility to ride school buses:***

Eligibility for student transportation shall be as follows:

1. The District shall not provide transportation to any student for whom it does not receive state transportation funds except for those who reside in areas considered hazardous zones on regular transportation. (Hazardous zones are defined as areas in which students must travel on or cross highways 77, 9, 37, 624, 24 (Violet Road), or 1694 (Callicoate between Leopard and Hearne) to reach the school they attend)

Students shall be picked up and/or delivered only within the boundaries of their attendance zone.

The superintendent is authorized to make exceptions only as allowed in state law such as service to state licensed commercial day care businesses.

2. Parents who are bus drivers may bring their child/children to the transportation facility to ride the bus provided the child abides by the rules, does not create a problem, and room is available.
3. Children may be served from an address other than the home address or picked up and delivered to different addresses within the approved zone if:
  - a. The service is on a consistent daily basis (multiple exceptions may result in cancellation of this approval).
  - b. The service is requested through the campus principal or designee and approved by the transportation department.
  - c. The vehicles involved are able to provide the service without revising routes or creating additional expense.

### ***Bus Pass***

The child must acquire a pass when taking the bus for the first time.

### ***Rules for Bus Conduct***

The District is extremely concerned about providing a safe and secure environment for students traveling on school buses. It is essential that parents, students, bus drivers, principals and administration work closely to assure that this occurs.

Students being transported in school-owned vehicles are required to comply with all school rules and regulations on school buses as spelled out in the **STUDENT CODE OF CONDUCT**. Parent support is essential. Minor offenses are handled by bus drivers. Serious misconduct and violations of the **STUDENT CODE OF CONDUCT** are referred to campus principals where discipline is administered according to the level of the offense. Parents are notified by principals as to the nature of the offense and the discipline administered the student. **Serious misconduct or persistent misbehavior on school buses results in student's loss of transportation privileges.**

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.

**The following rules shall apply to student conduct on school transportation.**

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner. **Students may only exit the bus at his/her designated stop unless a green slip from the office is provided.**
3. Passengers shall not stand if there is a seat available. If a passenger must ride standing, the passenger shall face the front and hold on to the seat rails.
4. Passengers shall keep books, band instrument cases (bus drivers may have a designated band instrument seat), feet, and other objects out of the aisle of the bus.
5. Passengers shall not deface the bus and/or its equipment (this will result in immediate removal from the bus and restitution of damages).
6. Passengers shall not extend head, hands, arms, or legs out of the windows nor hold any object out of the window nor throw objects within or out of the bus.
7. Passengers shall not use or possess any form of tobacco.
8. Usual classroom conduct shall be observed. Unruly conduct (absolutely no hazing), including the use of obscene language, will subject the passenger to disciplinary action.
9. Upon leaving the bus, the passenger will wait for the driver's signal before crossing in front of the bus.
10. Food and drink will not be consumed on regular bus routes. On field trips, sponsors will use their discretion in allowing or not allowing food or drink to be consumed.
- 11. Bus drivers are authorized to assign seats.**
- 12. Students that are ill may not be transported on CISD transportation vehicles.**

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

### ***Bus Safety Precautions***

Safety precautions shall be exercised in bus operations at all times. If at any time the bus driver is uncertain about road or vehicle conditions, or other safety factors, the driver shall park the vehicle until safe operating conditions are assured.

Students will be notified the first day of school regarding the bus policy. Violations that occur after that time will result in bus suspension that can range from 3 days, 1 week, 2 weeks, to permanent suspension. The principal or assistant principal may suspend a student from the bus at their discretion.

Special Education students riding the regular bus routes will follow all rules and consequences as stated above.

Campus principals are responsible for disciplinary sanctions and changes in transportation for a student with a disability and shall be made in accordance with provisions of the student's Individual Education Plan (**IEP**) for students considered disabled under **IDEA** or the individually designed program for students considered disabled under **Section 504**.

### **TUTORIALS / EXTENDED DAY**

It is the responsibility of all core subject area teachers to schedule tutorials during the school day. In addition, many teachers offer tutorials before and/or after school. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

### **VANDALISM**

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

### **VIDEO CAMERAS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used. The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

### **VISITORS TO THE SCHOOL**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures. A visitor's pass must be obtained from the school office upon arrival to the school. A valid state ID/driver's license is required to enter the campus.

In case of separation and a restraint is requested of one parent, a proper copy of the court order must be on file in the principal's office.

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

### **VOLUNTEER PROGRAM**

In accordance with Education Code 22.053(b), a "volunteer" is a person rendering services for or on behalf of the District, on the premises of the District or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement of expenses. Members of organizations such as the PTA and booster clubs acting in the capacity as members of these organizations do not fit the definition of a volunteer.

Volunteers may be used in schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases the volunteers will supplement the teacher's work through the volunteer's special resources.

Any person wishing to "volunteer" at a campus or for the District is required to complete an application and participate in orientation and training activities before beginning volunteer services. Additionally, the District shall obtain the criminal history record of prospective school volunteers through the Texas Department of Public Safety (DPS) before the "volunteer" can begin their service to the District. The application, orientation and training, and DPS criminal history record check is a one-time requirement. After the initial DPS criminal history record check, the District may do periodic checks on "volunteers".

Any person wishing to serve a campus or the District as a "volunteer", should contact any CISD campus principal. The CISD School Volunteer Program Policy can be found at each principal's office and library at: GKG (LOCAL)

### **WITHDRAWING FROM SCHOOL**

Each child who withdraws from Calallen Schools should have a school exit interview form completed and will be required to complete the standard school transfer form. The receiving school may require the official withdrawal form from Calallen Schools in order to register the transferring student.

Please notify the school as soon as possible in advance if the child is to be withdrawn. Notify the school at least by noon if the child is to be withdrawn at the close of the school day. All textbooks and library books should be accounted for upon withdrawal.

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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 and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

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

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.



**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

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

## **APPENDIX I: Conduct at Athletic Events**

Dear Calallen Parents:

Calallen is not only known for excellence in academics, it is also known for its successful tradition in athletics. This success is due in a very large part to the support and encouragement you give your son, daughter, neighbor, or friend, and his/her teammates. As I have said many times, support is a vital part of any successful program. An emotionally charged atmosphere usually surrounds good athletic competition. Everyone wants their team to win; every athlete wants to be a winner. But when the contest ends, some participants will feel happiness, relief, etc.; and some will inevitably feel disappointment and frustration. Not only are these emotions shared by the participants; they are also shared by the fans, and especially, the player's parents.

Support can take many forms. For parents, it includes seeing to it that your athlete is present and on time for practices. It involves possibly your involvement in booster club activities. It also includes your presence at athletic events. You are a very influential role model to your son or daughter. You may never realize what an impact your influence has on their lives. Being a parent as well as a fan carries with it certain responsibilities. You represent Calallen just as your athlete represents his or her team. We, as parents and coaches, must remember first to be a good role model; second, to remain in control of our actions; and third, to be a good sport.

We have all seen officials make poor judgement calls. Although it is an unfortunate fact of life, some bad calls are to be expected. Even though we may disagree vehemently with a call, we must remember that the officials are protected by UIL rules and regulations. According to the rules and regulations, it is the responsibility of the school and its personnel to see to it that the officials are treated courteously and respectfully. Unfortunately, certain events have occurred that have placed Calallen in a vulnerable position. This is not the positive image we would like to project. We have confidence in the athletes; they have proven themselves to be winners. We also have confidence in their parent; you have taught your children what it takes to be a winner. Let us not forget that the behavior you expect from your son or daughter also extends to your behavior as a spectator. Sportsmanship is not confined to the playing field. Thank you for your cooperation in this vital matter.

Sincerely,

Phil Danaher  
**Athletic Director**

Sandra Brownrigg  
**Girl's Coordinator**

## APPENDIX II: STAAR / TAKS Success Incentive

### Important Information for Parents and Students

## STAAR / TAKS Success Incentive

The CISD 3-Tier Student Success Incentive is a unique program ensuring success for all students in our district.

The program takes into account successful completion of the state assessment and current promotion standards and offers an early end-of-school date, May 24, 2013, for those meeting all standards. Classes will continue through May 31, 2013 with small group and one-on-one instruction for students in an effort to further assist them in meeting the promotion standards. Those students who have not met promotion standards after May 31, 2013 may be required to attend summer school.

### AS A PARENT/GUARDIAN, YOU CAN ENSURE YOUR CHILD'S SUCCESS IN THE FOLLOWING WAYS:

- Encourage your child to develop good study habits.
- Note test dates on your home calendar.
- Make sure your child gets a good night's rest and eats a normal breakfast before testing.
- Encourage your child to do the best work possible.
- Confer with teachers on a regular basis for progress reports.
- Encourage your child to take responsibility for homework and class study.
- Do not send your child to school if illness is apparent.
- Praise your child for work done well.

### 2012-2013 SCHOOL YEAR

#### TIER 1

The last day of school for PK-11 students meeting all promotion standards will be May 24, 2013.

The last day of school for graduating seniors will be May 24, 2013.

#### TIER 2

Students who have not yet met all promotion standards will be required to attend classes featuring small group and one-on-one instruction.

The last day of school for students meeting all promotion standards after this tier will be May 31, 2013.

#### TIER 3

Students who have not met promotion standards after the second tier may be required to attend summer school.

**PLEASE SEE REVERSE SIDE FOR PROMOTION STANDARDS & TEST DATES**

## Promotion Standards

### PREKINDER AND KINDERGARTEN

Teachers shall make recommendations for promotion based on the following criteria:

- Mastery of objectives in the Texas Essential Knowledge and Skills (TEKS)
- Social development and work habits.

### GRADE 1-2

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts

### GRADES 3-5

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

### GRADES 6-8

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

### GRADES 9-11

- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR EOC\*, TAKS, LAT, TELPAS)
- Credits required for grade level classification
  - Sophomore (10<sup>th</sup>) – 6 to 11 credits and entering second year in an accredited high school
  - Junior (11<sup>th</sup>) 12 to 18 credits and entering third year in an accredited high school
  - Senior (12<sup>th</sup>) 19 or more credits, entering at least third year in an accredited high school, and declaring intent to graduate the current school year

### GRADE 12

- Student must meet all state and local graduation requirements.

\*All versions of STAAR and TAKS

## SPRING TEST DATES

| DATE          | TEST                                       | GRADE      |
|---------------|--------------------------------------------|------------|
| Mar 4         | TAKS Exit Level ELA                        | Exit       |
| Mar 18-Apr 10 | TELPAS                                     | K-12       |
| Apr. 1        | English I and III Writing                  | 9, 11      |
| Apr 2         | STAAR Writing - Day 1                      | 4, 7       |
|               | STAAR Math                                 | 5, 8       |
|               | English I and III Reading                  | 9, 11      |
| Apr 3         | STAAR Writing - Day 2                      | 4, 7       |
|               | STAAR Reading                              | 5, 8       |
|               | English II Writing                         | 10         |
| Apr 4         | English II Reading                         | 10         |
| Apr 23        | STAAR Mathematics                          | 3, 4, 6, 7 |
|               | TAKS Exit Level Mathematics                | Exit       |
| Apr 24        | STAAR Reading                              | 3, 4, 6, 7 |
|               | Science                                    | 5, 8       |
|               | TAKS Exit Level Science                    | Exit       |
| Apr 25        | Social Studies                             | 8          |
|               | TAKS Exit Level Social Studies             | Exit       |
| May 6 - 17    | STAAR:                                     |            |
|               | Algebra I, Algebra II, Biology, Chemistry, |            |
|               | Geometry, Physics, World Geography,        |            |
|               | World History, U. S. History               |            |

# 2013



STAAR –  
State of Texas Assessments of  
Academic Readiness

TAKS –  
Texas Assessment of Knowledge  
and Skills  
(Includes TAKS Accommodated)

LAT –  
Linguistically Accommodated  
Testing

TELPAS –  
Texas English Language  
Proficiency System

Testing dates may  
be subject to change  
by TEA.

# Calallen

# ISD

## **APPENDIX III: INTERNET CONNECTIVITY AND TECHNOLOGY TOOLS CALALLEN I.S.D. ACCEPTABLE USE POLICY**

Last Edited April 5, 2011

These guidelines are based on the Children's Internet Protection Act (CIPA) and its four guiding principles of: respect, privacy, sharing, and safety. These guidelines are appropriate for all technology users and we encourage parents to follow these guidelines in their own homes. Calallen I.S.D. (CISD) provides access to electronic resources that promote educational excellence, sharing of information, innovative instruction, and online communication to enhance our learners' ability to live and work in the 21st century. Online communication constitutes email, Internet, blogging, any use of network resources, etc. CISD electronic resources include, but are not limited to all hardware, software, data, communication devices, printers, servers, filtered Internet access, and local and wide area networks.

Online communication is critical for today's learners to apply 21st Century Skills and employ tools such as interactive websites, blogs, video conferencing, podcasts, etc. which offer authentic opportunities for students to express and share information. To keep students safe and comply with the Children's Internet Protection Act (CIPA), the Acceptable Use Policy is put in place and updated to accommodate for the many education and global changes to date. This Acceptable Use Policy is written for all those who use school provided network connections. These connections may be used for classroom blogs, student emails, podcast projects, interactive websites, and any other occasion students, teachers, or community members use school network space.

The following is a statement of rules and guidelines for the acceptable use of electronic information resources. These are provided to help understand what acceptable behavior with the use of technology is. While these rules and guidelines detail acceptable use of electronic information resources anywhere, these are rules and guidelines under which all members of the CISD community (students and staff) will be held accountable.

### ***USAGE GUIDELINE***

CISD provides students and staff access to various electronic resources including a wide range of educational materials through Internet and computer online services. CISD uses content filtering technology in compliance with CIPA on all school computers with Internet access to protect against unacceptable web content. However, no web filtering technology is 100% safe. CISD realizes this fact and takes every effort to monitor online activity.

### ***Student Safety***

It is recommended that all correspondence that references students include only their student id. Do not send any message that includes personal information such as: home address, personal phone numbers and/or last name for yourself or any other person. Likewise, the staff is not permitted to post this information to public domains (i.e. class web page or Internet). Student pictures and/or work may be included on district/school/classroom websites without identifying captions unless the site is password protected.

### ***Extended Safety K- 5***

Teachers of students in grades K-2 will access appropriate websites for their students. Students in grades 3-5 may not attempt to access any Internet resource without the prior consent of the teacher.

### ***Password Protection***

Internet passwords are provided for each user's personal use only and are, therefore, confidential. Never share your password, steal or use another person's password. Doing so is a direct violation of this

AUP. If you suspect that someone has discovered your password, you should change it immediately and notify your teacher or administrator who in turn will notify the network administrator or the technology director. As words are easily hacked, when establishing a password one should keep in mind that strong passwords consist of a combination of upper and lowercase letters, numbers and symbols.

### ***Privacy***

E-mail is no more private than a postcard. Students and staff need to know that files stored on school computers are not private. Network and Internet access is provided as a tool for educational purposes only. The District has the right to monitor, inspect, copy, review and store at any time and without prior notice any and all usage of the computer network and Internet access including transmitted and received information. All information files are the property of the District and no user shall have any expectation of privacy regarding such files. Federal Law requires that all email sent and received be stored based upon legal requirements and local board policy.

### ***Online Etiquette***

Follow the guidelines of accepted behaviors within the school handbook. Use appropriate language and graphics. Swearing, vulgarities, suggestive, obscene, belligerent, harassing, threatening or abusive language of any kind is not acceptable. Do not use school online access to make, distribute, or redistribute jokes, stories, cyber bullying, obscene material or material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

### ***Messaging***

Teachers may incorporate: email, blogs, podcasts, video conferencing, online collaborations, PDAs, IMing, texting, Virtual Learning Environments and other forms of direct electronic communications (i.e. cell phones, PDAs, cameras) or Web 2.0 applications for educational purposes. Although teachers monitor student online activity, it is the direct responsibility of the user to comply with this acceptable use policy.

### ***Blogging/Podcasting***

Uses of blogs, podcasts or other Web 2.0 tools are considered an extension of the classroom. Whether at home or in school, any speech that is considered inappropriate in the classroom is also inappropriate in all uses of blogs, podcasts, or other Web 2.0 tools. Students using blogs, podcasts or other Web 2.0 tools are expected to act safely by keeping ALL personal information out of their posts. Comments made on school related blogs should follow the rules of online etiquette detailed above and will be monitored by school personnel. If inappropriate, they will be deleted. Never link to web sites from a blog without reading the entire article to make sure it is appropriate for a school setting.

### ***Plagiarism/Copyright/Licensing***

Plagiarism is the act of using someone else's words or ideas as your own. Students are required to give proper credit to all Internet sources used in academic assignments, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text. Plagiarism of Internet resources will be treated in the same manner as any other incidences of plagiarism, as stated in the school handbook. In addition, all students and faculty must adhere to the copyright laws of the United States (P.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information. All students and faculty should also adhere to the Creative Commons licenses where the author/artist denotes what media may be shared, remixed, or reused.

### ***Proxies***

The use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

### ***Illegal Activities***

Use of the network for any illegal activities is prohibited. Illegal activities include, but are not limited to: (a) tampering with computer hardware or software, (b) software piracy (c) unauthorized entry into computers and files (hacking), (d) knowledgeable vandalism or destruction of equipment, (e) deletion of computer files belonging to someone other than oneself, (f) uploading or creating of computer viruses, (g) distribution of obscene or pornographic materials, and (h) sexting. Such activity is considered a crime under state and federal law. Users must be aware that any illegal action carried out over the Internet will be reported to law enforcement officials for possible prosecution. Please be advised, it is a federal offense (felony) to break into any security system. Financial and legal consequences of such actions are the responsibility of the user (staff, volunteer, and student) and student's parent or guardian.

### ***Personal Devices***

As technology continues to expand into everyday use for instruction and anywhere/anytime learning, it becomes evident that access from personal devices ranging from smart phones and hand held devices to home computers becomes advantageous. To that end CISD will allow connections in the following manner:

1. CISD reserves the right to inspect, at any time, any personally owned device including a cell phone while connected to the CISD wireless network or while being used in class on a separate network.
2. Student use of personally-owned devices in the classroom setting will be managed by the classroom teacher and will follow the individual school guidelines.
3. Connections from home to the secured VDI site will allow students to experience the same or similar desktop environment that they experience in class. Access to this type of environment will only be granted to this browser based desktop. These home based connections are provided as-is with no expectation of support of connections or equipment.
4. Connections to the student based wireless which will route to the browser based desktop. Personal devices must be capable of providing the browser and settings required to view and/or manipulate the desktop and programs. Information will be given on how to connect, but troubleshooting of personal devices is not supported. CISD is not liable for student access to any other network within the classroom (including internet service provided by your phone company).
5. When students are not using their device, they should be turned off and put away in a safe place, such as their locker. Students are encouraged to take their personally-owned devices home every day after school.
6. Students using personally-owned devices that connect to the CISD wireless network should save important items on the district network drive every-day, keeping a backup that they can access from anywhere on the network. It is the student's responsibility to ensure that work is not lost due to mechanical failure or accidental deletion on their personal device.
7. CISD will not be held liable for any damage that may occur as a result of connecting to the CISD wireless network or any electrical power source.
8. CISD will not be held responsible for any physical damage, loss, or theft of the personally owned device.
9. CISD will not be obligated to supply electrical power access where such access does not already exist.

10. The parents and/or guardians of any student bringing personal technology to school agree to be responsible for and to reimburse CISD for any damage that their student may cause arising out of and relating to the use of the CISD wireless network with his/her personally owned device.
11. CISD will not be held liable for either texting or internet usage charges that occur from the use of a student's personal device. It is the parent's responsibility to make sure their child understands the usage options that are available to them, such as the number of texts available, or whether or not a student's service plan includes Internet.
12. CISD will not be held liable for the content already existing on student owned devices; this would include music/lyrics, movies, pictures, games, etc.
13. Students may not, at any time during the day, text other students, film teachers or students, take pictures, or play games on their personal electronic devices.

Personal electronic devices may only be used for academic purposes during the school day with permission from the teacher; however, personally-owned device use is limited to and conditional upon your full and complete compliance with this Acceptable Use Policy.



## **INTERNET CONNECTIVITY AND TECHNOLOGY TOOLS CALALLEN I.S.D. ACCEPTABLE USE POLICY**

### **TERMS OF AGREEMENT**

Calallen I.S.D. reserves the right to deny, revoke or suspend specific user privileges and/or to take other disciplinary action, up to and including suspension, expulsion (students), or dismissal (staff) for violations of this policy. CISD will advise appropriate law enforcement agencies of illegal activities conducted through the schools internet connection. CISD also will cooperate fully with local, state, and/or federal officials in any investigation related to any illegal activities conducted through the service. The school district and its representatives are not responsible for the actions of the users or the information they access. CISD will not be held liable or monitor a student's actions when using an internet connection outside of the CISD wireless network. CISD will not be held liable for student texting or Internet usage fees from your cell phone provider.

### **INTERNET RELEASE FORM**

In order for a student to access the Internet, a parent/guardian and the student must sign and return this consent form by the date given by your local campus.

- \_\_\_\_ I **GIVE** my permission to CISD (or specific school) to allow my child computer access to the Internet or online services and my child agrees to the usage policy listed herein.
- \_\_\_\_ I **DO NOT GIVE** permission to CISD to allow my child computer access to the Internet or online services. Since the school cannot always prevent student access to such services, I have directed my child not to access the Internet or online services.

### **ELECTRONIC RELEASE FORM**

- \_\_\_\_ I give permission to display my child's image.
- \_\_\_\_ I give permission to display my child's voice.
- \_\_\_\_ I give permission to display my child's work.
- \_\_\_\_ I do not want my child's image to be displayed.
- \_\_\_\_ I do not want my child's work to be displayed.
- \_\_\_\_ I do not want my child's voice to be displayed.

**Parent Signature** \_\_\_\_\_

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

Last Edited April 5, 2011

## CALALLEN INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT



## CALALLEN INDEPENDENT SCHOOL DISTRICT GOALS

**Goal 1: ACADEMIC ACHIEVEMENT:** CISD will improve the academic achievement of all student groups\* and will achieve at the exemplary level as indicated by AEIS data. \*Ethnic Subgroups, Special Education, Economically Disadvantaged, Title I, LEP, Male/Female, Gifted and Talented, Pre-AP and AP, Dyslexic, At-Risk, and Section 504.

**Goal 2: STAFF DEVELOPMENT:** CISD will equip all employees with the knowledge and skills necessary to support improved student performance and meet the needs of our diverse educational community through appropriate and continuous professional development.

**Goal 3: COMMUNICATION:** CISD will strengthen communication, involvement, and cooperation among our schools, parents, businesses, the community-at-large and the District to develop and nurture an effective, collaborative partnership.

**Goal 4: SCHOOL CLIMATE:** CISD will monitor and assess programs, student performance, and support services and will provide a safe, orderly, well maintained, and well managed school climate that nurtures the emotional, social, and physical well being of students and staff.

# DIRECTORY OF TELEPHONE NUMBERS

Web page- [www.calallen.org](http://www.calallen.org)

## Calallen East Elementary

|                |          |
|----------------|----------|
| School Office  | 242-5938 |
| Fax Number     | 242-5944 |
| Nurse's Office | 242-5945 |
| Cafeteria      | 242-5946 |

## Calallen ISD Administration Office

|            |          |
|------------|----------|
| Office     | 242-5600 |
| Fax Number | 242-5608 |

## Calallen High School

|                   |          |
|-------------------|----------|
| Office            | 242-5626 |
| Attendance Office | 242-5633 |
| Fax Number        | 242-5632 |

## Calallen Middle School

|            |          |
|------------|----------|
| Office     | 242-5672 |
| Fax Number | 242-5680 |

## Magee Elementary

|            |          |
|------------|----------|
| Office     | 242-5900 |
| Fax Number | 242-5913 |

## Wood River Elementary

|            |          |
|------------|----------|
| Office     | 242-7560 |
| Fax Number | 387-3114 |

## Transportation

|        |          |
|--------|----------|
| Office | 242-5983 |
|--------|----------|

# **WELCOME**

We, the faculty and staff of East Elementary, would like to welcome the children and their parents to our school. We hope this school year will bring excitement, new challenges, and most importantly, academic growth for every child. With each new year comes many questions; therefore, we hope the East Elementary Parent-Student Handbook will be helpful. The handbook contains answers to many questions parents and students always have. We are asking every parent to read and explain its contents to their child.

The teachers and administrators of East Elementary know the importance of your child's education, but parental concern and involvement is a must. Parents can help their child's academic growth through regular attendance, good behavior, and structured study habits. If you have any questions or suggestions, or if we can give any assistance, please call 242-5938 or visit us. Again, we know this is going to be a great year and we're glad your child attends East Elementary School and thank you for sharing your child with us.

# East Elementary School

## *Vision Statement*

*Building Great Minds and Caring Kids*

### ***Mission/Goals:***

1. East Elementary students will improve academic performance skills in reading, math and writing.
2. Students will demonstrate behaviors that support academic success.
3. School faculty will utilize staff development to increase academic success and enhance professional skills.
4. School staff will integrate technology into instruction and administrative programs.

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## PREFACE

To Students and Parents:

Welcome to school year 2012–2013! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The East Elementary 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 two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Calallen ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document sent home to parents and posted at [www.Calallen.org](http://www.Calallen.org).

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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

Also, please complete and return to your child’s campus the following forms provided in the forms packet accompanying this handbook:

1. Student and Parent Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;

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

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the East Elementary School 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 good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 242-5938 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 52.]
- Becoming a school volunteer. In accordance with Education Code 22.053(b), a "volunteer" is a person rendering services for or on behalf of the District, on the premises of the District or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement of expenses. Members of organizations such as the PTA and booster clubs acting in the capacity as members of these organizations do not fit the definition of a volunteer.

Volunteers may be used in schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases, the volunteers will supplement the teacher's work through the volunteer's special resources. **Volunteer may not work in their own child's classroom except on the occasions of class parties or other special events.**

Any person wishing to "volunteer" at a campus or for the District is required to complete an application and participate in orientation and training activities before beginning volunteer services. Additionally, the District shall obtain the criminal history record of prospective

school volunteers through the Texas Department of Public Safety (DPS) before the “volunteer” can begin their service to the District. *(Note: All volunteers and field trip chaperone must have applied and cleared the background check as well as completed the volunteer training before any planned event.)* The application, orientation and training, and DPS criminal history record check is a one-time requirement. After the initial DPS criminal history record check, the District may do periodic checks on “volunteers”.

Any person wishing to serve a campus or the District as a “volunteer, should contact any CISD campus assistant principal. The CISD School Volunteer Program Policy can be found at each principal’s office, library and district website. GKG (LOCAL)

- For further information, see policies at GKG and contact the assistant principal at 242-5938.
- Participating in campus parent organizations. Parent organizations include: **PTA**.

The Parent-Teacher Association will have a membership campaign at the beginning of the school year. We encourage you to become a member.

- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 50.]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Mrs. Kim Rodriguez and may be contacted at 242-5938.

## **PARENTAL RIGHTS**

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

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.

- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

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

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

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

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Displaying a Student's Artwork, Photos, and Other Original Work**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

## **Accessing Student Records**

You may review your child's student records. These records include:

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

## **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

## **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate 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.

## **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

## **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a



portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **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.

If you approve of corporal punishment to be administered to your child as a method of student discipline submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

### **School Safety Transfers**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.
- Request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]
- Request the transfer of your child to another campus or a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

### **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

### **Parents of Students with Disabilities with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

### **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

### **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 school districts 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the ***Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities***. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, ***A Guide to the Admission, Review, and Dismissal Process***.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Dr. Ada Besinaiz at 242-5600

### **Parents of Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

### **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is 4205 Wildcat Drive, Corpus Christi, Texas.

The address of the principals’ office is: 3709 Lott, Corpus Christi, TX 78410.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the principal. The request

must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.Calallen.org](http://www.Calallen.org).

The parent's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's 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.

**Please note:**

Parents 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 complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Child Find**

Child Find is an initiative to identify, locate and evaluate as early as possible children with disabilities in need of special education and related services. Public school districts offer special education services for eligible children and young adults ages 3 through 21, while Early Childhood Intervention (ECI) helps babies and toddlers, ages birth to 3, with disabilities or delays in their development.

**Children Ages Birth to 3 Years**

If you know of a child age birth to 3 years who appears to not be developing normally speak to the child's doctor or contact the Texas Early Childhood Intervention program (ECI) care line at (800) 250-2246. You will then be referred to a local ECI program for evaluation and determination of eligibility.

**Children Ages 3 through 21**

If you know of a school age child who appears to have a disability, who might need extra help, or is not progressing normally contact the counselor at the child's school. If the child is 3 or older, but has not yet entered school, contact your school district's special education office at the numbers listed below. A referral for assessment may be made to determine eligibility for services through special education. CISD makes it a priority to engage in interagency

coordination to ensure a seamless delivery of service for students. Please contact the CISD Special Programs at 242-5600 with questions.

### **Directory Information**

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

However, release of a student’s directory information may be prevented by the parent. This objection must be made in writing to the principal within ten school days of your child’s first day of instruction for this school year. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school office at 242-5938.

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and may be subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in

writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **Failure to Comply with Compulsory Attendance**

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

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

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

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.

[See policy FEA(LEGAL).]

## 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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policy FEC.]

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

## Official Attendance-Taking Time

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 a.m.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.



## **Parent's Note after an Absence**

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.

## **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

## **ACADEMIC PROGRAMS**

Students are presented reading skills using CSCOPE, the state adopted reading series, balanced literacy program, various reading activities, library activities and supplementary reading material. Students are grouped within the classroom to best meet the needs of each student.

The school counselor provides students and parents information regarding additional academic programs.

## **AWARDS AND HONORS**

### **Academic Awards**

Students should be encouraged to be successful in their academic program and rewards are good incentives to do well. Rewards may be of several types: verbal, posting good work, stickers, and other spontaneous methods. Each six weeks, students in grades 1-5 who make 90 or higher in all subjects graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A" Honor Roll. Students who make 80 or above in all subjects and 90 or above in at least one subject graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A-B" Honor Roll. Conduct and handwriting grades do not keep a student off the honor rolls.

*At the end of the year, the following awards will be presented:*

1. An "All A" Honor Roll certificate will be presented to students in grades 1<sup>st</sup> – 5<sup>th</sup> who have 90 or higher in subjects graded numerically and all "S's" in the categories of health, fine arts, and physical education each six weeks. Conduct and handwriting grades do not keep a student off the honor roll. The certificate is the "A" Honor Roll certificate and will be presented at the awards assembly.
2. An "A-B" Honor Roll certificate will be presented students in grades 1<sup>st</sup> – 5<sup>th</sup> who have maintained a combination of A Honor Roll and A-B Honor Roll for each six weeks. Conduct and handwriting grades do not keep a student off the honor roll. The certificate is the "A-B" Honor Roll certificate and will be presented at the awards assembly.

Special education students who receive modification or students who are served through resource are eligible for academic awards based on the modification checklist or the IEP. Each student will be awarded only one academic award certificate.

### **Attendance Awards**

An attendance award will be presented in the awards assembly to students with perfect attendance. Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. Parents will be notified if their child receives 4 or more tardies, or is picked up early 4 or more times for a six-week period. If a child has 4 or more tardies, or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks. Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards. In order for a tardy or early dismissal to be excused, a doctor's excuse (or similar excuse) must be provided by the next school day.

### **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

[Also see **Discrimination, Harassment, and Retaliation** on page 21, **School Safety Transfers** on page, or Hazing on page 42, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **CHILDREN LEAVING SCHOOL**

No child is permitted to leave school under any circumstances unless accompanied by a teacher, principal, or the legal guardian. If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office, and/or the person's name must appear on the child's registration card.

**In order to ensure the safety of our students we ask parents to be consistent with after school procedures.**

In case of divorce within the family, the child is only permitted to leave school by permission of the legal guardian, who must have current custody documents in the child's record folder.

## **CLASS INTERRUPTIONS**

There will be no interruptions of scheduled class time except for emergencies and other times that are necessary. Contact the office for assistance in order to prevent class time interruptions. CALLEN SAFETY GUIDELINES MANDATE THAT PARENTS MUST COME TO THE OFFICE BEFORE GOING TO ANY CLASSROOM DURING SCHOOL HOURS.

## **CLASS PARTIES**

The last hour of the class day is set aside for parties. Each grade level will be allowed three parties per year. (Christmas, Valentine's Day and Easter )

## **COMPLAINTS AND CONCERNS**

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

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

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

### **Social Events**

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

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

## **CONTAGIOUS 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 contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

## **COUNSELING**

### **Personal Counseling**

The school counselor is available 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 or parent who wishes to meet with the counselor should contact Mrs. Barrera at 242-5938.

### **Psychological Exams, Tests, or Treatment**

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

[For more information, refer to policies EHBA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **CREDIT BY EXAM**

[Also see **Credit By Exam** on page 41.]

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office [www.calallenisd.org](http://www.calallenisd.org).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

## **Investigation of Report**

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

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

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

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

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

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's 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 for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA, FNG, or GF.]

Prior review will not be required for:

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

All nonschool materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

## **DRESS AND GROOMING**

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

Our goal at all of the elementary campuses is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves the home every day.

The following are some local area stores where you may purchase standardized dress attire:

1. Walmart
2. J.C. Penny
3. Target
4. Academy
5. Dollar General
6. Dillard's
7. Sears

Following, is the required student Standardized Dress Policy for all elementary and intermediate students for the school year. In order to minimize the loss of instructional time children arriving to school out of dress code will be provided a change of clothing, if available.

### **Pants**

Logo free, navy blue slacks, khaki slacks, or jeans must be worn. Blue jeans must be plain with no more than 5 pockets, free of beads, embroidery or other appliqués. Slacks and jeans need to be size appropriate and fit at the waist and the crotch. Slacks and jeans must be hemmed (not frayed, slit at the seams, have no holes or tears). Girls may wear Capri pants as long as they fit the standardized dress policy. Pants that are too tight or allow underclothing to show are not permitted.

### **Shorts**

Logo free, navy blue shorts, khaki shorts, and jean shorts that are no shorter than 3 inches from the top of the kneecap may be worn. Shorts need to be size appropriate and fit at the waist and the crotch. Shorts must be hemmed (not frayed, slit at the seams, have no holes or tears). Shorts that are too tight or allow underclothing to show are not permitted.

### **Belts**

Belts are optional.

### **Shirts**

Short or long sleeve knit, button down, “**polo**” style shirts w/ a collar and logo free. Shirts must be solid white, gray, maroon, or navy blue. Shirrtails must be longer than the waistline and should be tucked in. No DENIM.

TURTLENECKS and LONG SLEEVE under SHIRTS may be worn under the required uniform shirt if:

1. Solid white, gray, maroon, or navy blue.
2. Logo free.

### **Spirit Shirts**

Shirts may be Calallen or Campus Spirit shirts that promote Calallen pride. Spirit shirts may be worn any day of the week. Shirrtails must be longer than the waistline and preferably tucked in.

### **Skirts/Jumpers**

Skirts and jumpers must be logo free and navy blue, khaki, or denim. They must be no shorter than 3 inches from the top of the kneecap. STRETCH material or tight fitting skirts that allow undergarments to show are NOT allowed. Skirts must be hemmed (not frayed, slit at the seams, have no holes or tears). Shorts must be worn under all skirts or jumpers to cover undergarments.

### **Sweaters/Coats/Windbreakers/Sweatshirts**

Students will be given the option to wear sweaters or coats of their choice as long as the sweaters or coats are within the Student Code of Conduct guidelines. No inappropriate logo designs and /or advertisements will be permitted. Clothing must be of appropriate size, NOT oversized or baggy. Hoods of coats, jackets or sweatshirts may NOT be worn inside the building.

### **Shoes**

Shoes must be worn at all times. Backless shoes, platforms, heels, open toed shoes, flip flops or sandals are NOT permitted even on designated free dress days. Shoes, designed to be worn with shoelaces, must be laced appropriately. Steel-toed boots are not allowed. No heelys (shoes with wheels) will be allowed. Tennis shoes must be worn during P.E.

### **Earrings/Makeup/Hair**

A maximum of 2 earrings may be worn by female students only in the ear lobe itself. No black lipstick, body or face glitter, nor any distracting stickers or tattoos on the face or body. Cosmetic contact lenses are not allowed. Hair must be neat, clean, and well groomed at all times.

Distracting hairstyles such as extremely dyed hair, painted hair, spikes, mohawks, colored extensions, highlighted hair, dreadlocks, distracting braids, unnatural shades, designs cut into the hair are **NOT** allowed. The back of a male student's hair may not be longer than the collar of polo shirt and side hair line must not exceed the earlobe and must be uniformly cut. Bangs for males and females may not be below eyebrows. Male students may not wear earrings.

**Undergarments:** Appropriate undergarments will be worn.

**Accessories:** Hats, caps, bandanas, sunglasses, and other accessories may not be worn in the building at the discretion of the campus administrators.

**In order to eliminate distractions and ensure the safety of all students, the principal/assistant principal reserves the right to request changes in personal hygiene, grooming and/or accessories of any student.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **DISCIPLINE**

### **Bus Conduct**

Rules for riding the bus are posted in each bus. Students are to follow these rules for safe riding. Students who violate the rules may lose their bus riding privileges. Drivers have full authority in assigning seats to students when problems exist. Students using vulgar language or displaying immoral conduct will lose their bus riding privileges. (See Transportation-Bus Conduct for description of bus conduct rules.)

### **School Conduct**

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Discipline should be a combination of effort between the parent and the school. When attempts fail to produce results, the school may use corporal punishment accordance with School Board Policy only. Discipline violations may result in utilizing specific interventions such as classroom

removal, loss of privileges, detention, and others noted in the Student Code of Conduct. (Specific details regarding discipline are in the Student Code of Conduct.)

**Conduct Rules are as follows:**

- **HALL RULES**

1. Students shall walk on the right hand side of the hallways.
2. Students shall not run in the hallways.
3. Students shall move through the hallways quietly. Talking, shouting, whistling, etc., will not be allowed.
3. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.

- **RESTROOM RULES**

1. Keep our restrooms clean! Flush when needed and place paper towels in trash cans.
2. Speak quietly and take turns.
3. Return to class immediately.
4. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.
5. When not going to the restroom as a class, students must sign out in their classroom.

- **PLAYGROUND RULES**

1. Be friendly and courteous.
2. Respond to whistle when blown.
3. Refrain from throwing dirt or rocks.
4. Use equipment only as it is intended to be used:
  - a. Slide – slide feet first, one person at a time.
  - b. Swings – Swing alone, sitting down and going straight.
  - c. Bars – Hang from the bars, standing or sitting on top is not allowed.

- **CAFETERIA RULES**

1. Walk in the cafeteria.
2. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.
3. Comply with request of school personnel.
4. Take the first available seat at your assigned table.
5. Keep your food and utensils on your own tray.

6. Leave your seat only with permission.
7. Clean your area before you leave.
8. You may talk quietly to your neighbor.

### **Damage to School Property**

Students who are guilty of damaging school property will be held responsible for payment for such damages plus labor and/or other punishment as deemed necessary.

### **Games, Etc. at School**

Unless requested in a written note from school, items of recreational nature such as toys, balls, radios, tape players, games, etc. are to be kept at home.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel.

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## **EMERGENCY PROCEDURES**

### **Code Red**

Teachers will lock their classroom doors and will not be able to let students in or out until notification from the office. In addition, the front doors to the school will be locked and no one may leave or enter. This code will be used in emergencies when danger may be presented to students by leaving the classroom. Reasons for a **Code Red** may include:

- A dangerous situation on campus
- A chemical emergency in the area
- A dangerous situation in vicinity of school grounds
- Notification by Central Administration of a potential danger

### **Code Green**

When this code is issued, teachers will take their attendance rosters and exit the building with students as quickly and safely as possible. Classroom doors will be closed and locked upon exiting. Reasons for a **Code Green** may include:

- A fire or fire drill
- A bomb threat

### **Code Gray**

This code is an alert that a funnel cloud has been sighted near the school and that classes need to practice tornado safety procedures at once. Classes will report to designated locations and protect their necks with their hands as they sit facing the interior walls. Classroom doors will be closed to protect against flying debris until the “all clear” signal from the office is given.

### **Code PDQ**

This code is an alert to the campus crisis team that their services are needed to assist a student on campus. This is not a classroom emergency situation for the whole school, the situation will be handled on an individual basis and teachers will be notified if action is required of them or their class.

### **Severe Weather**

A plan of action will be put into effect in the event of a tornado, hurricane warning or when severe weather warnings are received. Instructions for sending children home will come from the superintendent’s office to the building principal. Parents coming to school for their children are asked to remain outside the classroom, in order not to excite the students remaining in the class.

If there is a need to dismiss school on any given day, this announcement will be made on the following radio stations only:

|      |          |         |                       |
|------|----------|---------|-----------------------|
| K-99 | 99.1 FM  | KIII-TV | Channel 3 (cable 5)   |
|      | 289-0111 |         | 986-8300              |
| KOUL | 103.7 FM | KRIS-TV | Channel 6 (cable 7)   |
|      | 883-1600 |         | 886-6100              |
|      |          | KZTV    | Channel 10 (cable 12) |
|      |          |         | 883-7070              |

Please tune in to any of these stations for information. If there is no announcement, Calallen schools will be in session.

### **Lost/Runaway Child**

If a child becomes lost, or is suspected of being a runaway between home and school, the school will:

- Check with parent if student does not arrive at school and has not been reported absent by parents.
- Check for student's possible route to school.
- Call Superintendent's office.
- Advise parent to notify police if student has not been located within a reasonable period of time.

This notification to the police must be made by a parent or guardian.

If a child or student leaves school or is reported missing between school and home, the school will:

- Call parent or guardian.
- Call Superintendent's office.
- Call police if student has not been located within a reasonable period of time.

**Note:** It is important to maintain one contact person at the police station.

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

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

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 an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.



## **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior.

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

## **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.

## **FIELD TRIPS**

Field trips are valuable teaching tools. Before students can participate, the school must have permission from the parent. Parents must have signed and returned permission slip that is part of the registration packet in order for a child to participate.

## **FLORAL OR OTHER OUTSIDE DELIVERIES**

Flowers, balloons or other deliveries may not be sent to students at school.

## **FOOD SERVICES**

### **Costs**

Breakfast, hot lunch, and salad bar will be served each school day. Breakfast is served from 7:30-7:55 in the morning. Students should arrive in time to eat breakfast and still be in the classroom by 8:00 a.m. Lunches from home will be eaten in the cafeteria with the class.

Cost for students at the elementary schools are as follows:

|                   |           |
|-------------------|-----------|
| Student breakfast | \$ 1.00 * |
|-------------------|-----------|

|                           |        |
|---------------------------|--------|
| Student lunch             | 1.85 * |
| Reduced student lunch     | .40 *  |
| Reduced student breakfast | .30 *  |
| Extra milk or juice       | .40    |
| * includes milk or juice  |        |
| Adults/Visitors           | 3.25   |

**Because of the Foods of Minimal Nutritional Value laws, parents may provide food for their children only.**

### **Charges**

As soon as a student has a negative balance, verbal reminders are given to the student. At a negative \$3.00, a written reminder is given to the student to take home. If the student's account reaches a negative \$5.00, a verbal reminder is given to the student that he or she will be provided milk and cereal for breakfast and milk and a sandwich for lunch the next day. If the student's account remains in the negative, he or she will continue to be provided the above meals until the account is replenished.

### **Free and Reduced Lunch**

A free or reduced priced lunch and breakfast program is available. Applications will be sent home in the beginning of the school year. You are encouraged to apply by completing the application form and having your child return it to his/her teacher. Even if your child was on the Free and Reduced-Price Food Program last year, please fill out and submit a new application for the current school year. You will be notified in writing when the application is approved. Until you have received notification, you must provide for your child's lunch. If you have any questions or concerns, you may contact Food Services at (361) 242-5905.

### **Child Nutrition Program**

The Calallen ISD Child Nutrition Department has a computerized point of sale system for the cafeterias.

The program will utilize the student's district ID number. Each child will be provided with this ID number. The methods used at your child's school are Bar-coded ID cards utilizing a scanner. These forms of identification ensure each child's confidentiality in regard to his/her Free, Reduced, or Paid status.

The system allows for the deposit of money to your child's individual account. This account may be used to purchase breakfast, lunch, or extra milk. We encourage parents to deposit funds into your child's account to minimize lost or stolen money. The amount of money deposited is at the parent's discretion. Deposits may be sent in cash or check. Note: Please write your child's ID number on the check when making payment with a check.

Parents may write one check to deposit money to any and all of their children's accounts. This payment may be made at any of the cafeterias and the money will be automatically dispersed to each child's account.

A parent may request a copy of the transactions at any time. Note: This is beneficial in the event a parent is concerned about what their child is purchasing at school or if there is a question about the balance on their child's account.

The benefits of the computerized system are accuracy in respect to student's accounts, increase the speed of service, and guarantee the confidentiality of all students. It also affords parents more flexibility in making pre-payments and in monitoring their child's account. The benefits to the Child Nutrition Department are accuracy in record keeping, generates all reports as required by USDA and Texas Education Agency, and increase speed of service. This in turn frees up time for the staff to oversee and ensure a better quality cafeteria experience for your child(ren).

Our main focus in the Child Nutrition Program is ensuring all students have the opportunity to eat healthy delicious meals. If you have any questions or concerns, please contact Food Services at (361) 242-8055.

### **Check Acceptance and Return Policy**

In the event that a check written to any Calallen ISD campus, club or organization is returned unpaid by your bank, Calallen ISD or its' agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your Acknowledgement and Acceptance of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

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### **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 21 days before the event. [For further information, see policies at FJ and GE.]

### **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

### **GRADING GUIDELINES**

## **Elementary (PK-5)**

## **Grading Policy Guidelines**

### **CISD GRADING POLICY OVERVIEW**

Procedures and guidelines that pertain to grading are necessary to establish some degree of consistency among teachers, grade levels and schools. Because daily activities, assignments, student needs/abilities and professional teaching styles differ, some variation in grading is to be expected.

A grade should represent a fair estimate, by the teacher, of a student's achievement and should reflect the growth each student is making in relationship to his/her performance, maturity and ability. A grade should reflect consistent progress and convey the degree to which the student has mastered the Texas Essential Knowledge and Skills after introductory skills have been taught.

Grading procedures should emphasize success and should complement the programs that are tailored to the individual needs of each student. Grades should be logical, justifiable, sufficient in number, and should ensure that the grade is an accurate measure of the student's progress and achievement. The conduct grade is an evaluation of the student's social attitudes and behavior and shall not alter the grade in academic areas. A student's academic grade shall reflect TEKS based curriculum mastery and SHALL NOT be altered because of behavior, headings, titles, etc.

Students who receive instruction below their assigned grade level shall be continuously monitored to determine if the placement and progress are appropriate.

In teaching and evaluating student progress, teachers shall use a variety of activities and strategies in order to reach children with different modality strengths and learning styles thereby providing opportunities for student success. Techniques may include portfolio assessment, cooperative learning, class participation, oral expression, written assignments, projects, presentations, assessment results, daily grades, homework completion, and a variety of other instructional activities. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Grading should help the teacher

- appraise the effectiveness of teaching procedures;
- diagnose the needs and evaluate the progress of each student;
- monitor the student for grade placement.

Grading should assist the student

- evaluate his/her own progress;
- attain optimum achievement;
- set his/her goals for future learning.

Grading should provide information to help parents

- guide the student in making personal and social adjustments;
- encourage the student to attain maximum performance;
- assist their child in his/her school work.

### **Grade Book**

All teachers are expected to keep an accurate Skyward grade book. The grade book should identify daily work assignments/grades and major work assignments/grades and Six-Weeks/semester exam grades. According to Skyward, the teacher will indicate the original grade or any

additional comments for documentation of the grade within the gradebook program. Only the teacher who records the grade will have access to comments.

There should be a minimum number of grades as specified per reporting period per subject. Teachers use a system of grading based on a numerical scale of 100 points

|                 |                          |
|-----------------|--------------------------|
| <b>90 – 100</b> | <b>(equivalent to A)</b> |
| <b>80 - 89</b>  | <b>(equivalent to B)</b> |
| <b>70 - 79</b>  | <b>(equivalent to C)</b> |
| <b>Below 70</b> | <b>(equivalent to F)</b> |

These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. EIA (LOCAL)

For all Skyward users, grades from the previous week should be entered into the Skyward Gradebook in a reasonable and consistent timeframe and monitored by the campus administrator.

## **GRADES**

### **Citizenship –**

Students will receive an E, S, N, or U in the category of citizenship.

|                                                                                                              |
|--------------------------------------------------------------------------------------------------------------|
| <b>E = Excellent</b><br><b>S = Satisfactory</b><br><b>N = Needs Improvement</b><br><b>U = Unsatisfactory</b> |
|--------------------------------------------------------------------------------------------------------------|

## **SIX WEEKS GRADES**

When averaging grades for each six-weeks the following percentages are to be used.

Six weeks tests and major projects are doubled in grades 1, 2, 3, 4, and 5, ("major" means time spent – longer than one week).

A Reading and English Language Arts (editing, composition, spelling) grade will be indicated on the report card in grades 1-5. The Reading/English Language Arts will be determined using the following weights: reading 100% (separate grade), language arts 80%, and spelling 20% (combined score) (spelling = 20% test score; 80% dictation).

- **Daily Grades** (i.e. homework, class work, drills, worksheets etc.) will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.
- **Major Grades** (end products, reports, projects, major essays, research papers) will be accepted no more than two days late with a grade no higher than a 70 unless the actual grade is less than a 70.
- **Failure to complete daily or major assignments does not provide a teacher with documentation to determine mastery or non-mastery of TEKS and consequently will result in a “0” being entered into the grade book.**

| Category     | Product Description                                        | With Six-Weeks test | With-out Six-Weeks test |
|--------------|------------------------------------------------------------|---------------------|-------------------------|
| Category I   | Daily Grades (Classwork*, Homework**, participation, etc.) | 40%                 | 40%                     |
| Category II  | Major Grades (chapter/unit tests, quizzes, projects)***    | 45%                 | 60%                     |
| Category III | Six Weeks Test ***                                         | 15%                 | 0%                      |

\* Graded assignments are to be finished in class and not sent home to be completed as homework. \*\*Homework will not count more than 25% of Category I grades.

\*\*\* Major Grades and Six Weeks Tests will not be reassessed.

### **Pre-Kindergarten**

Pre-Kindergarten students receive a Standards Based Report Card at the end of each semester. Student's skills are assessed using "P" for Pre-Emergent, "B" for Beginning, "E" for Emerging, and "D" for Developed.

### **Kindergarten**

Kindergarten students receive a Standards Based Report Card from Skyward each six weeks. Students are assessed using "M" to indicate mastery, "SD" to indicate still developing and a "NM" to indicate non-mastery. TEKS mastery and grades will be documented in the Skyward Gradebook.

### **Grade 1**

First grade students receive a report card with numerical grades given in reading/language arts and mathematics. In science and social studies, student progress is shown using E, S, N, U with E = 95, S = 85, N = 75, and U = 65. In grade 1, numerical grades will consist of a minimum of 8 grades in reading, 6 grades in language arts and spelling, and 10 grades in math.

### **Grade 2**

In grade 2, numerical grades are used for reporting progress in English/language arts, reading, mathematics, science and social studies. Students will receive a minimum of 10 grades in reading, 10 grades in language arts/ spelling, 10 grades in math, 5 grades in social studies and 5 grades in science.

### **Grade 3**

In grade 3, numerical grades are used for reporting progress in English/language arts, reading, mathematics, science and social studies. Students will receive a minimum of 10 grades in reading, 10 grades in language arts/ spelling, 10 grades in math, 5 grades in social studies and 5

grades in science. Specific values are indicated below. Letter grades may be used on daily work.

|          |   |     |    |   |
|----------|---|-----|----|---|
| 90       | - | 100 | -- | A |
| 80       | - | 89  | -- | B |
| 70       | - | 79  | -- | C |
| Below 70 |   |     | -- | F |

In handwriting, health, fine arts and physical education, students will receive one of the following designations: E (excellent), S (satisfactory), N (needs improvement), or U (unsatisfactory) based on skill mastery of the appropriate TEKS.

### **Standardized Testing**

Students will be given tests as units of work are completed. The counselor and/or teacher may discuss test results or other confidential student information with the parents. The *Texas Primary Reading Inventory* (TPRI) will be administered to students in grades K-2. The *State of Texas Assessments of Academic Readiness (STAAR)* will be administered to students in grades 3-5 in the spring. The *Texas English Language Proficiency Assessment System (TELPAS)* is administered to LEP identified students at grades K-12 in the spring.

### **Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee taking into consideration written materials, observation, or information from students. EIA (LOCAL) Grade penalty will result in a grade of "0". Academic dishonesty is considered cheating. When cheating, if both parties are aware of the occurrence, both parties will receive the same consequences.

### **Special Education**

Variations in procedures and academic achievement level expectation for awarding grades to identified special education students shall be determined by the Admission Review and Dismissal (ARD) Committee and included in the student's Individual Education Plan. At the end of each six weeks, in addition to the regular report card, all students in the special education program will receive a progress report that identifies the current level of progress on the student's Individual Education Plan.

Special consideration should be given to modifying the methods used for evaluating the academic progress of children who qualify for special education so they will not be penalized because of their handicapping condition.

### **Modification of Instruction**

House Bill 72 requires school districts to provide instruction to meet the needs of each student by modifying instructional materials, pacing, and instructional methodologies as appropriate when students are not mastering TEKS.

### **Grades for Students in the ESL Program**

ESL certified elementary teachers with beginning level ESL students shall have the option of bubbling NG (no grade) for a maximum of three grading periods. During the period of adjustment, grades based on the student's achievement, at the student's proficiency level, shall be appropriate.

The teacher shall be assessing, evaluating, and recording progress during the time the student is not receiving a grade on the report card. Written communication such as personal notes and progress reports shall be sent to the parents or guardian.

When no grade is given, the following message shall be communicated to the student and parents: *"Your child has received no grade in some subjects for this grading period so that he/she will have time to adjust to the demands of learning a new language. Call your school for additional information if you have any questions."*

### **Homework**

The assignment of homework must always serve as an introduction to or reinforcement of learning. Students should be able to complete the practice independently. Correct usage of homework should provide immediate feedback to the student and inform the teacher of student progress toward mastery. In general terms, the total homework for one evening should not require more than an hour of work.

**Classwork is to be finished in class and not sent home to be completed as homework.**

### **Interim Reports (Progress Reports)**

**Interim progress reports shall be issued for all students after the third week of each grading period when an elementary student's performance in a class or subject is 75 or below or when a secondary student's grade is 78 or below. Supplemental progress reports may be issued at the teacher's discretion. EIA (LOCAL) For students not returning progress reports, 70 or below, with a parent signature within two (2) days, parent contact will be made.**

When a parent conference is held, report card/checklists may be given to parents at the time of the conference. Supplementary notes of commendation, suggestions for improvement, parent conferences, email, and similar means of keeping in touch with parents are encouraged.

### **Report Cards**

Report cards are issued no later than the fifth day following the end of each six weeks during the second period class. Parents are required to sign the report cards or holder. Students will return the report cards to their second period teacher who will keep them on file. During the six-weeks, teachers are expected to communicate with parents regarding students who are not being successful.



### Conferences

**In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. EIA (LOCAL)**

### Reteach/Reassess

When a student fails a TEK, district objective, or major assessment, the teacher will use a different teaching strategy to reteach the concept. Following reteach, students will be reassessed. **Reassessment is the student's responsibility; it may be done either before school, after school, during tutorials, or by prior arrangement with the teacher.** The teacher may decide to reassess the entire class, if the teacher feels the test was not a true analysis of student progress or academic achievement. The highest possible reassessment grade is a 70. Those who earn a below 70 grade receive the higher of the two grades. **Six weeks tests including weekly tests/quizzes when given (which are averaged to determine the six weeks test grade) , will not be retaught or reassessed.**

### Tutorials

It is the responsibility of all core subject area teachers to schedule tutorials during the school day. In addition, many teachers offer tutorials before and/or after school. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

### Make-up work

#### Excused

Students are expected to make up any work missed due to an excused absence. Students will have the same number of days to make up work as they were absent. EIA (LOCAL) The only exception will be if circumstances are extenuating. It is the student or parent's responsibility to request make-up work and turn it in.

If work is not made up on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of 10 or more days) should be turned in on the due date regardless of any absences during the extended assignment period. Advanced notice of long-term assignments must be provided to the parent in writing (i.e. note home, posted on the website, etc.).

#### Unexcused

Students are expected to make up any work missed due to an unexcused absence. Unexcused absences are absences not determined to be extenuating circumstances. Examples: truancy, trips, extended vacations, flat tire, over-sleeping, etc. The grade for make-up work after an unexcused absence shall be no higher than a 70. EIA (LOCAL) Parents are urged to call the office to request make-up work on the second consecutive day of their child's absence. It is important that they call before 10:00 A.M. so the teachers will have adequate time to gather assignments. Parents will need to pick up work between 2:30 – 3:15 in the front office.

**The District shall not impose a grade penalty for make-up work after an absence due to a suspension.**

## **LATE WORK**

Daily work (i.e. homework, classwork, drills, worksheets etc.) will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.

Major work (end products, reports, projects, major essays, research papers) will be accepted no more than two days late with a grade no higher than a 70 unless the actual grade is less than a 70.

## **Incomplete Grades**

A student with an “incomplete” grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the “incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “incomplete” grade either within or after the seven-day grace period may regain eligibility if the work is made up in accordance with district policy regarding make-up work. This also applies to students who are homebound due to an illness.

## **Failing Grades and Eligibility**

UIL eligibility requires that a student maintain passing grades in all subjects in order to be eligible for participation. After a failing grade has been recorded, the situations in which a student’s grade may be changed to passing and eligibility restored are only as follows: a.) mechanical error occurred in averaging or recording the original grade; or b.) the teacher’s grading procedure violated either local policy; state law or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student’s eligibility for extracurricular activities except in the case of an “Incomplete” grade discussed above. (As per TEA/UIL Side-by-side)

## **Honor Rolls and Academic Awards**

Students should be encouraged to be successful in their academic program and rewards are good incentives to do well. Rewards may be of several types: verbal, posting good work, stickers, and other spontaneous methods.

Each six weeks, students in grades 1-5 who make 90 or higher in all subjects graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A" Honor Roll. Students who make 80 or above in all subjects and 90 or above in at least one subject graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A-B" Honor Roll. Conduct and handwriting grades do not keep a student off the honor rolls.

*At the end of the year, the following awards will be presented:*

1. An "All A" Honor Roll certificate will be presented to students in grades 1<sup>st</sup> – 5<sup>th</sup> who have 90 or higher in subjects graded numerically and all "S's" in the categories of health, fine arts, and physical education each six weeks. Conduct and handwriting grades do not keep a student off the honor roll. The certificate is the "A" Honor Roll certificate and will be presented at the awards assembly.

2. An "A-B" Honor Roll certificate will be presented students in grades 1<sup>st</sup> – 5<sup>th</sup> who have maintained a combination of A Honor Roll and A-B Honor Roll for each six weeks. Students must have at least one A for a student to be considered for A-B Honor Roll. Conduct and handwriting grades do not keep a student off the honor roll.

### **Requirements for Promotion**

Promotion shall be based on mastery of the TEKS and shall be determined by the following standards for mastery:

- Course assignments and unit evaluations shall be used to determine student grades in a subject. An average of 70 or higher is considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grade 1, promotion to the next grade level shall be based on an overall average of 70 on first grade TEKS in reading/language arts and mathematics. Mastery of TEKS in social studies and science shall be based on a checklist of skills.

In grades 2-5, promotion to the next grade level shall be based on an overall average of 70 on course-level, grade level TEKS for all subject areas and a grade of 70 or above in reading/language arts and mathematics.

In addition to the above-mentioned standards for mastery and promotion, students in grade 5 must meet the passing standard established by the State Board of Education on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade. See Board Policy EIE (LEGAL) and EIE (LOCAL).

### **CREDIT BY EXAM DATES**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2012–2013 school year include:

September 11, 12, 13, 2012

May 28, 29, 30, 2013

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. For further information, see policy EHDC(LOCAL).

## **Transfer Students**

**Grades and/or other academic data from transferring students will be entered into district campus data systems as determined by campus administrator discretion.**

## **HARASSMENT**

[**Discrimination, Harassment, and Retaliation** on page 21.]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 16 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

The school health services provided by CISD are no substitute for health care that parents should provide for their children. Rather than relieving parent's responsibilities, this service is provided to support individuals in utilizing the services of a private physician, dentist, optometrist, and/or community health agency.

There is a health room staffed by a licensed nurse on each campus available for all students who become ill or injured at school. However, there may be times when the campus principal's designee will be providing health care for your child. These members of the health care team have been trained in medication administration and certified in CPR and First Aid.

Confidentiality is strictly upheld in the health services department. However, your child may have a condition in which other members of the health care team may need information on a need to know basis to be able to provide the best care for your child. Members of the health care team may include but are not limited to licensed nurses, health room aides, teachers, principals, counselors, and teacher's aides.

### **Required Annual Health Information**

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information. \*Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed.

1. Emergency card

2. Health history
3. Special health care needs (if applicable)
4. Medication order forms, parents or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school.

### **Exemption**

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

### **Provisional Enrollment**

All immunizations should be completed by the first day of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30 day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

### **Reporting**

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by the triplicate Health Room Referral form and if necessary also by phone. A copy of this form will be returned to the student so that it can be brought home to the parent. Parents should check with their child to determine if the child received a Health Room Referral form from the school nurse. This reporting system will help increase communication between the school nurse and parents.

### **Communicable Illness**

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child.

A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school and/or your child may be sent home from school (to prevent the spread of illness) are:

1. Upper respiratory illness: (colds, cough, bronchitis, sinus infection, etc.)
2. Sore throat: If a child wakes up with a severe sore throat that persists he/she should be kept at home until he/she has been checked by a physician to ensure the child does not have strep throat (a highly contagious, serious illness).
3. Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.
4. Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
5. Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
6. Head lice: Lice are parasites and the nits are their eggs. Children must have proof of treatment and nits should be removed from the hair before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absence due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.

*Screening Procedures:*

- A. Head checks will be done on an as needed basis.
- B. Symptomatic individuals should be referred **discreetly** to the health room.
- C. Once health services has confirmed an active case of head lice, the student will be kept from close contact with others and a parent/guardian will be notified. An active case of head lice is confirmed by the presence of eggs less than 1/4 inch from the scalp or live lice visualized.
- D. Upon notification of a student having head lice, a parent/guardian is advised to pick up child(ren) to start treatment immediately, so that the student may return to school promptly.

*Readmission Criteria:*

- A. A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.
7. Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

## Notification

In order to help ensure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/treatment is to be given at school or regarding the student's health care.

## Injuries

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

## Emergencies

CISD's health care team will provide the best emergency school health care possible, barring no unforeseen circumstances, given the information provided by the parent.

## Transportation of Ill or Injured Students

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

## Neglect of Health Care Needs

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).

## Medicine at school

Ideally, all medication should be given at home. If this is not possible, school policy is strictly followed in order to safely administer medication. (Copies of this policy are located at each campus health room and available to you.) The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code 21.905, medication is defined as: Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.
- **All** medication must be brought to the school nurse by a parent or guardian and is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
- **Students are not allowed to be in possession of any medication at anytime unless they have written permission from a physician.** The written permission must state that the student has a condition that requires immediate treatment. (Example: Asthma inhalers)
- **Students will be subject to disciplinary action if they are in possession of any kind of medication, unless written physician authorization is present.**
- All CISD staff that may administer medication must be familiar with the following information before a medication will be given:
  1. the actions of the medication
  2. the indications and dosage of the medication
  3. possible adverse reactions of the medication

4. interactions of the medication
  5. contraindications of the medication
  6. nursing considerations of the medication
- Written authorization is required from parent/guardian for over the counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.) **No phone requests will be accepted.**
  - Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)
  - Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
  - In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
  - The most current physician's order and/or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match, your child will not receive the medication at school.
  - Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
  - Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
  - Medication will be stored in a locked drawer/cabinet.
  - A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
  - **It is the responsibility of the student to report to the designated area to take his/her medication.**

Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.

- **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to even accept any prescribed medication without a physician's order.
- A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.



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

## **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by 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 a 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(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

- Section 2.09 of the Texas Education Code and per the Texas Department of Health requires that all children entering Texas schools must have been immunized against diphtheria, pertussis, tetanus (DPT), polio, measles, mumps, rubella (MMR), Haemophilus Influenzae (Hib), Hepatitis B, and Varicella (chickenpox).
- TB (Tuberculosis) questionnaire is required by CISD for students entering the District for the first time in any grade. A TB skin test may be required if a student is found to be at high risk.
- Effective August 1, 2003, children born on or after September 2, 1992, attending school or childcare facilities in Bexar, Grayson, Moore, Nueces, Potter, Randall, and Terry counties, will be required to receive two doses of hepatitis A vaccine administered on or after their second birthday.

- Information regarding immunization requirements is available in the campus health room.
- Immunization policy is subject to change as mandated by the State of Texas Department of Health.
- Immunization is not a prerequisite for admission to CISD when the student applying for admission:
  1. Submits an affidavit signed by a physician stating that the immunization required would be injurious to the health of the child.
  2. Submits an affidavit signed by parent/guardian stating that the immunization conflicts with the tenets of a recognized religious denomination of which the child is a member.
- A student may be provisionally admitted to CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.
- If a student transfers from another Texas public school, a grace period of 30 days shall be allowed while awaiting the transfer of the immunization records, during which time the student may be provisionally enrolled.

## Screenings

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings will be conducted for 6<sup>th</sup> and 9<sup>th</sup> grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade students as per HB 2989. Parents will be notified of abnormal results.

**Important:** *If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN.*

When signing the Student Code of Conduct Acknowledgement form, you are also agreeing to the policies and procedures of the District Health Services.

## Insurance

The school provides an accident insurance plan for each year. One plan is for “At School Coverage” and another for 24-hour coverage. An envelope will be sent home that will give information to help you select the one best fitted for your needs if you wish to participate in such a program.

## Bacterial Meningitis

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

- What is meningitis?  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least

serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a 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>.

- \* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

## **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

## **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please see the principal.

## **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council held several meetings. Additional information regarding the district's School Health Advisory Council is available from the Dr. Anita Danaher, Assistant Superintendent. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

## **Other Health-Related Matters**

### ***Physical Fitness Assessment***

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

### ***Tobacco Prohibited***

The district and its staff strictly enforce prohibitions against the use of tobacco products by anyone on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

### ***Asbestos Management Plan***

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Director of Maintenance and Operations, the district's designated asbestos coordinator, at 242-5975.

### ***Pest Management Plan***

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance and Operations, the district's IPM coordinator, at 242-5975.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, Dr. Ada Besinaiz at 242-5600.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination, Calallen ISD does not discriminate on the basis of race, religion, color, national origin, gender, or disability in providing education services, activities, and programs, including CTE programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Mrs. Lynette Felder, Director of Personnel at 242-5600.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Dr. Ada Besinaiz at 242-5600.
- All other concerns regarding discrimination: See the superintendent, Dr. Arturo Almendarez.

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

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

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

## **PRAYER**

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

## **PROOF OF RESIDENCY/CHANGE OF ADDRESS**

If a parent moves or changes telephone numbers, the new address and phone number should be given to the office so files and the emergency card can be updated. If a parent moves to another attendance zone within the district, the students must withdraw and enroll in the school within that attendance zone. If a parent moves from the district, the student must withdraw and enroll at the school within the district to which he has moved.

### **False Information**

Presenting false information or false records for identification is a criminal offence under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other costs provided below. **Education Code 25.002(d)**

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the expense, whichever is greater.

**Education Code 25.001(h)**

## **RELEASE OF STUDENTS FROM SCHOOL**

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## **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 six weeks.

At the end of the first three weeks of a grading period parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject.



Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy.

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

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

## **SAFETY**

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

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

## **Accident Insurance**

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

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

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

### ***Fire Drill Bells***

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

### ***Tornado Drill Bells***

|                   |                                                      |
|-------------------|------------------------------------------------------|
| 1 continuous bell | move quietly but quickly to the designated locations |
|-------------------|------------------------------------------------------|

2 bells

return to the classroom

## **Emergency Medical Treatment and Information**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided 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.

## **SCHOOL BOARD POLICY NOTICE**

School Board policies are available online at [www.calallen.org](http://www.calallen.org).

## **SCHOOL DAY**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

The school day for all primary students will begin at 8:00 a.m. with announcements. Students who do not ride school buses must not arrive on campus before 7:30 a.m. All students are to be inside the building upon arrival. There is no adult supervision before 7:30 a.m. or after 3:00 p.m.

Kindergarten students are dismissed at 2:55 p.m. First through Third, grade students are dismissed at 3:00 p.m.

Instruction begins at 8:00 a.m. each day; every effort should be made to have your child at school on time. Announcements begin at 8:00. Breakfast is served from 7:30 a.m. to 7:55 a.m.

Pre-Kindergarten will follow appropriate half day schedule. Parent/guardian of PK students must be physically present at the bus stop location for their child to be dropped off. If an adult is not present, the PK child will be brought back to school. If the child is returned to school on more than 4 occasions, bus privileges may be revoked.

## **SCHOOL FACILITIES**

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

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

The following areas are open to students before school, beginning at 7:30 a.m.

- Kindergarten—First Grades—Activity Room
- Second Grade—Library
- Third Grade—Computer Lab
- Cafeteria for those eating breakfast. Report to assigned area if finished before 7:45.

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

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

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

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential.

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(LEGAL).]

### **Library**

The Library has an excellent assortment of books and other media. The students will learn how to check out books, locate information, and develop an appreciation for reading. Books must be returned within a limited time. Lost or damaged books are the responsibility of the student.

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

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

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

## **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**

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

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

Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

### **SEXUAL HARASSMENT**

[ **Discrimination, Harassment, and Retaliation** on page 21.]

### **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 Mrs. Barrera, East Counselor.

In compliance with federal and state guidelines the district adheres to the Response to Intervention (RTI) legislation which allows for all students to be screened and monitored for designated educational outcomes. Students requiring additional assistance will be given targeted intervention that is systematically monitored utilizing a variety of scientifically based data driven procedures. For students requiring more intensive support, instructional methods and assessment procedures will be considered. The essential components for such intervention include a variety of data based intervention of increasing intensity designed to target individuals who experience learning difficulties. If a child is experiencing learning problems, the parent may also contact the department listed below to learn more about the district's overall general education services and Response to Intervention process.

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 of 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*.

For questions regarding options for a child experiencing learning difficulties or a referral for an evaluation, please contact CISD Special Education program at 242-5600.

## **Gifted and Talented Programs**

### Reading/Language Arts/Science/Social Studies Programs (Vista Program)

The district provides opportunities for the gifted student to strengthen his/her unique abilities. The goals of the Gifted and Talented program are as follows:

- Develop general intellectual ability
- Develop creative and productive thinking skills
- Develop leadership ability
- Develop a willingness to use one's abilities in service to others.

### Kindergarten through Third Grade Vista Program

Kindergarten students are assessed and served by March 1 of their Kindergarten year. The Vista students are served in their kindergarten, first, second and third grade classrooms by teachers who have received the required 30 hours training in working with gifted students and in using teaching strategies to challenge these students in the regular classroom setting.

Students previously in Vista and any students wanting to be in the Calallen Gifted and Talented program will re-test for Horizon (Reading/Language Arts and Social Studies) and/or Navigation (Math and Science) programs at the end of their 3<sup>rd</sup> grade year. Students qualifying will be served from 4<sup>th</sup> grade through graduation if they remain in the program. They will not have to re-test again if they qualify for the Horizon or Navigation programs.

Further information is included in policies and procedures for Gifted Education.

## **STANDARDIZED TESTING**

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### **Grades 3–8**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011–2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3–8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.

## STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Dr. Ada Besinaiz, who has been designated as the district's liaison for children in the conservatorship of the state, at 242-5600 with any questions.

## STUDENT MESSAGES

Classes will not be interrupted for student telephone messages. Messages for students will be taken to the classroom at 2:00 p.m. No messages for students will be taken after 2:00 p.m. It is important that your child know where they should go after school before they arrive at school.

**For the safety of your child, transportation changes need to be made in writing and will no longer be taken by phone. Students will remain on their current/regular method of transportation if a note is not received by 2:00 pm that day.**

## SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texassuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## TARDINESS

Students arriving to class after 8:00 a.m. are considered tardy and must report to the office for a tardy slip, which is given to the teacher. **Students who receive four tardy slips may lose his/her recess privilege for that day and for every successive tardy which occurs during that six weeks.** Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. Parents will be notified if their child receives 4 or more tardies

or is picked up early 4 or more times for a six-week period. If a child has 4 or more tardies or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks. Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards.

Parents of students who receive 10 or more unexcused tardies or early dismissals in a semester may also receive a compulsory school attendance letter and may be subject to parent contributing to non-attendance charges. In order for a tardy or early dismissal to be excused, a doctor's excuse (or similar excuse) must be provided by the next school day.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFER STUDENTS**

Students living out of district must apply for transfer **annually**. Application may be downloaded and completed for review by the Director of Administrative and Human Resources. Applications may also be picked up at CISD Central Administration Office. Students must meet certain criteria in the area of grades, attendance, and discipline. In addition to the above criteria, the number of transfer students accepted will be determined by space availability and compliance with Federal Court Order Civil Action 5281. Out of district transfer students are eligible to attend District school tuition-free in accordance with DEB (LOCAL).

## **TRANSPORTATION**

### **Bicycles**

Bicycles are to be parked and locked in the designated area upon arrival. Caution and safe riding rules are to be practiced. The school strongly recommends students lock any bike left in the bike rack. Students are responsible for providing locks for their bikes.

### **Bus Pass**

The child must acquire a pass when taking the bus for the first time. Please send the office a note or call the office ahead of time when your child is to be taken to a different location within the busing zone. The principal will decide whether the student will or will not ride a different bus within the busing zone.

### **School-Sponsored Trips**

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

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

### **Bus Transportation Requirements**

Callalen Independent School District Transportation Department will not pick-up or deliver a student to **multiple** addresses. The only pick-up and drop-off addresses that will be serviced for a student, will be the addresses listed on the back of the registration card that is completed during registration. Any change in the addresses must be permanent and submitted in writing to the Campus Administrator or their designee. A minimum of twenty- four (24) hours notice is required to implement a permanent change.

It is the **parent's responsibility** to make arrangements to transport a student, if a non-permanent pick up or drop off location is needed.

In extreme circumstances, the Campus Administrator or their designee may allow a change in this policy but only if the request is made before 2:00 p.m. and is submitted in one of the following manners: fax, e-mail or a signed written request.

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the office at 242-5938.

### **Rules for Bus Conduct**

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.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.



- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

### **Buses Loading and Unloading**

Bus loading and unloading will be by the Pavilion. Bus traffic will use the bus loop to the Pavilion and then on to East Riverview.

### **Parent Pick Up**

Parent Drop-off/Pickup will follow the route around the new addition and will continue through the section of driveway in front of the school to East Riverview.

Please do NOT stop on cross-walk. **Please do not leave your car to come inside the building.** This will only block incoming traffic. If you are going to come inside the building, please park in the designated parking lot and come by the office to check into the school.

### **VANDALISM**

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

### **VIDEO CAMERAS**

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

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

### **VISITORS TO THE SCHOOL**

All visitors to the campus must report to the office to have their state ID or driver's license scanned and receive a visitor's tag to wear while on campus. **Visitors may NOT enter classrooms during instructional time.** Please make arrangements with your child's teacher if you wish to schedule a conference. Students from other schools may visit only with prior approval of the principal. Pre-school age children may visit the school only if accompanied by an adult. Parents are not permitted to observe or sit in on instruction in his/her child's classroom due to FERPA regulations.

Lunch visitors should limit visits to **no more than 2 days per week.** Lunch visitors are to eat in the designated area with their child only and may only provide food to their own child. We want to support your child not only academically but also socially. Allowing them to go through school days without daily parent visits is a healthy start for them

When a court issued restraining order is requested of one parent due to a separation, an official copy of the court order must be on file in the principal's office. It is important to provide the office with a copy of any legal documents that may pertain to your child.

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

## **WITHDRAWING FROM SCHOOL**

Each child who withdraws from Calallen Schools must have a school exit interview form completed, along with the standard school transfer form. A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

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

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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 and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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.

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student’s ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student’s ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

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

**APPENDIX II:**  
**Acknowledgment Form—Amendment**

My child and I have received a copy of the Calallen East Elementary Student Handbook, dated \_\_\_\_\_.

Print name of student: \_\_\_\_\_

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

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

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

**APPENDIX III:**  
**Use of Student Work in District Publications**

Occasionally, Calallen Independent School District wishes to display or publish student artwork, photos taken by the student, or other original work on the district's Web site, a Web site affiliated or sponsored by the district, such as a campus or classroom Web site, and in district publications. The district agrees to only use these student projects in this manner.

**Parent: Please circle one of the choices below:**

I, parent of \_\_\_\_\_ (student's name), **(do give)** **(do not give)** the district permission to use my child's artwork, photos, or other original work in the manner described above.

Parent signature: \_\_\_\_\_

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

# Appendix





| 2012-2013 STUDENT ASSESSMENT TESTING CALENDAR                                                                                          |                        |                                                    |                 | DATES SUBJECT TO CHANGE |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------------|-----------------|-------------------------|
| Revised<br>June 1, 2012                                                                                                                |                        |                                                    |                 |                         |
| Test Date(s)                                                                                                                           | STAAR <sup>1</sup>     | TAKS <sup>1</sup>                                  | Report Date(s)* |                         |
| Apr 22 (Mon)                                                                                                                           |                        | Exit Level ELA retest (online or paper)            | By May 15, 2013 |                         |
| Apr 23 (Tues)                                                                                                                          | Grades 3-4 Mathematics |                                                    | By May 22, 2013 |                         |
|                                                                                                                                        | Grades 6-7 Mathematics |                                                    | By May 22, 2013 |                         |
| Apr 24 (Wed)                                                                                                                           | Grades 3-4 Reading     | TAKS Exit Level Mathematics                        | By May 22, 2013 |                         |
|                                                                                                                                        | Grades 6-7 Reading     | TAKS-M Grade 11 Mathematics*                       | By May 15, 2013 |                         |
| Apr 25 (Thur)                                                                                                                          | Grade 5 Science        | Exit Level Mathematics retest (online or paper)    | By May 22, 2013 |                         |
|                                                                                                                                        | Grade 8 Science        |                                                    | By May 22, 2013 |                         |
| Apr 26 (Fri)                                                                                                                           | Grade 8 Social Studies | TAKS Exit Level Science                            | By May 22, 2013 |                         |
|                                                                                                                                        |                        | TAKS-M Grade 11 Science*                           | By May 15, 2013 |                         |
| Assessment Window<br>May 6-May 17                                                                                                      |                        | Exit Level Science retest (online or paper)        | By May 22, 2013 |                         |
|                                                                                                                                        |                        | TAKS Exit Level Social Studies                     | By May 22, 2013 |                         |
|                                                                                                                                        |                        | TAKS-M Grade 11 Social Studies*                    | By May 15, 2013 |                         |
|                                                                                                                                        |                        | Exit Level Social Studies retest (online or paper) | By May 22, 2013 |                         |
| STAAR <sup>1</sup>                                                                                                                     |                        |                                                    |                 |                         |
| All make-up sessions for STAAR assessments scheduled to be administered from Apr 23-25, 2013, must be completed by the end of this day |                        |                                                    |                 |                         |
| STAAR <sup>1</sup>                                                                                                                     |                        |                                                    |                 |                         |
| Algebra I<br>Biology<br>World Geography                                                                                                |                        |                                                    |                 | By June 7, 2013         |
| Geometry<br>Chemistry<br>World History                                                                                                 |                        |                                                    |                 |                         |
| Algebra II<br>Physics<br>U.S. History                                                                                                  |                        |                                                    |                 |                         |







Commitment to Excellence - Success for All!

# CALALLEN ISD

## 2012-2013 School Calendar

### Legend

- Student Holiday / Staff Development
- △ New Teacher Mgt
- School Holiday
- ▽ Early Release Day
- { 6 Weeks Begins/Ends
- ◇ SSI Remediation Days
- \* Bad Weather Makeup Day

### Semester

1st Semester 79 days  
2nd Semester 101 days  
Student Days 180

### Important Student Dates

1st Student Day - Aug. 27  
End of 1st Six Wks. - Sept. 28  
End of 2nd Six Wks. - Nov. 2  
Thanksgiving - Nov. 21-23  
End of 3rd Six Wks. - Dec. 19  
Christmas - Dec. 20 - Jan. 2

Livestock Show - Jan. 16-18  
MLK Day - Jan. 21  
End of 4th Six Wks. - Feb. 22  
Spring Break - Feb. 23-25  
End of 5th Six Wks. - Apr. 19  
End of 6th Six Wks. - June 7  
Last Day of School - May 31  
Graduation - May 25  
Intensive Remediation - June 3-7

### Calallen ISD

4205 Wildcat Drive  
Corpus Christi, TX 78410

Phone: 361-242-5600  
Fax: 361-242-5608

Visit our Website at:  
[www.calallen.k12.tx.us](http://www.calallen.k12.tx.us)

| July 2012 |    |    |    |    |    |    | August 2012 |    |    |    |    |    |    | September 2012 |    |    |    |    |    |    | October 2012 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|-------------|----|----|----|----|----|----|----------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  | S           | M  | T  | W  | T  | F  | S  | S              | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  |
| 1         | 2  | 3  | 4  | 5  | 6  | 7  | 5           | 6  | 7  | 8  | 9  | 10 | 11 | 2              | 3  | 4  | 5  | 6  | 7  | 8  | 1            | 2  | 3  | 4  | 5  | 6  | 7  |
| 8         | 9  | 10 | 11 | 12 | 13 | 14 | 12          | 13 | 14 | 15 | 16 | 17 | 18 | 9              | 10 | 11 | 12 | 13 | 14 | 15 | 7            | 8  | 9  | 10 | 11 | 12 | 13 |
| 15        | 16 | 17 | 18 | 19 | 20 | 21 | 19          | 20 | 21 | 22 | 23 | 24 | 25 | 16             | 17 | 18 | 19 | 20 | 21 | 22 | 14           | 15 | 16 | 17 | 18 | 19 | 20 |
| 22        | 23 | 24 | 25 | 26 | 27 | 28 | 26          | 27 | 28 | 29 | 30 | 31 |    | 23             | 24 | 25 | 26 | 27 | 28 | 29 | 21           | 22 | 23 | 24 | 25 | 26 | 27 |
| 29        | 30 | 31 |    |    |    |    |             |    |    |    |    |    |    | 30             |    |    |    |    |    |    | 28           | 29 | 30 | 31 |    |    |    |

| November 2012 |    |    |    |    |    |    | December 2012 |    |    |    |    |    |    | January 2013 |    |    |    |    |    |    | February 2013 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|--------------|----|----|----|----|----|----|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  | S            | M  | T  | W  | T  | F  | S  | S             | M  | T  | W  | T  | F  | S  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 | 2             | 3  | 4  | 5  | 6  | 7  | 8  | 1            | 2  | 3  | 4  | 5  | 6  | 7  | 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 | 9             | 10 | 11 | 12 | 13 | 14 | 15 | 6            | 7  | 8  | 9  | 10 | 11 | 12 | 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 | 16            | 17 | 18 | 19 | 20 | 21 | 22 | 13           | 14 | 15 | 16 | 17 | 18 | 19 | 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 25            | 26 | 27 | 28 | 29 | 30 |    | 23            | 24 | 25 | 26 | 27 | 28 | 29 | 20           | 21 | 22 | 23 | 24 | 25 | 26 | 24            | 25 | 26 | 27 | 28 |    |    |
|               |    |    |    |    |    |    | 30            | 31 |    |    |    |    |    | 27           | 28 | 29 | 30 | 31 |    |    |               |    |    |    |    |    |    |

| March 2013 |    |    |    |    |    |    | April 2013 |    |    |    |    |    |    | May 2013 |    |    |    |    |    |    | June 2013 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|-----------|----|----|----|----|----|----|
| S          | M  | T  | W  | T  | F  | S  | S          | M  | T  | W  | T  | F  | S  | S        | M  | T  | W  | T  | F  | S  | S         | M  | T  | W  | T  | F  | S  |
| 3          | 4  | 5  | 6  | 7  | 8  | 9  | 7          | 8  | 9  | 10 | 11 | 12 | 13 | 5        | 6  | 7  | 8  | 9  | 10 | 11 | 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 | 14         | 15 | 16 | 17 | 18 | 19 | 20 | 12       | 13 | 14 | 15 | 16 | 17 | 18 | 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 | 21         | 22 | 23 | 24 | 25 | 26 | 27 | 19       | 20 | 21 | 22 | 23 | 24 | 25 | 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 | 28         | 29 | 30 |    |    |    |    | 26       | 27 | 28 | 29 | 30 | 31 |    | 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 31         |    |    |    |    |    |    |            |    |    |    |    |    |    |          |    |    |    |    |    |    | 30        |    |    |    |    |    |    |

## Important Information for Parents and Students

# STAAR / TAKS Success Incentive

The CISD 3-Tier Student Success Incentive is a unique program ensuring success for all students in our district.

The program takes into account successful completion of the state assessment and current promotion standards and offers an early end-of-school date, May 24, 2013, for those meeting all standards. Classes will continue through May 31, 2013 with small group and one-on-one instruction for students in an effort to further assist them in meeting the promotion standards. Those students who have not met promotion standards after May 31, 2013 may be required to attend summer school.

## AS A PARENT/GUARDIAN, YOU CAN ENSURE YOUR CHILD'S SUCCESS IN THE FOLLOWING WAYS:

- Encourage your child to develop good study habits.
- Note test dates on your home calendar.
- Make sure your child gets a good night's rest and eats a normal breakfast before testing.
- Encourage your child to do the best work possible.
- Confer with teachers on a regular basis for progress reports.
- Encourage your child to take responsibility for homework and class study.
- Do not send your child to school if illness is apparent.
- Praise your child for work done well.

### 2012-2013 SCHOOL YEAR

#### TIER 1

The last day of school for PK-11 students meeting all promotion standards will be May 24, 2013.

The last day of school for graduating seniors will be May 24, 2013.

#### TIER 2

Students who have not yet met all promotion standards will be required to attend classes featuring small group and one-on-one instruction.

The last day of school for students meeting all promotion standards after this tier will be May 31, 2013.

#### TIER 3

Students who have not met promotion standards after the second tier may be required to attend summer school.

PLEASE SEE REVERSE SIDE FOR PROMOTION STANDARDS & TEST DATES

# Wood River Elementary School Calallen Independent School District

2012-2013

## Parent- Student Handbook



**"Nurturing Hearts and Challenging Minds"**

Dr. Arturo Almendarez, Superintendent  
4205 Wildcat Drive  
Corpus Christi, Texas 78410

Candy Morris, Principal  
Debbie Litton, Ed.D., Assistant Principal

# DIRECTORY OF TELEPHONE NUMBERS

Web Page - [www.calallen.k12.tx.us](http://www.calallen.k12.tx.us)

## Wood River Elementary School

|                |          |
|----------------|----------|
| School Office  | 242-7560 |
| Fax Number     | 387-3114 |
| Nurse's Office | 242-7565 |
| Cafeteria      | 242-7566 |
| Latchkey       | 242-7569 |

## Calallen ISD Administration Office

|            |          |
|------------|----------|
| Office     | 242-5600 |
| Fax Number | 242-5608 |

## Calallen High School

|                   |          |
|-------------------|----------|
| School Office     | 242-5626 |
| Attendance Office | 242-5633 |
| Fax Number        | 242-5632 |
| Counseling Office | 242-5636 |

## Calallen Middle School

|                   |          |
|-------------------|----------|
| School Office     | 242-5672 |
| Fax Number        | 242-5680 |
| Counseling Office | 242-5694 |

|                    |          |
|--------------------|----------|
| Transportation     | 242-5983 |
| Central Cafeteria  | 242-5905 |
| Field House        | 242-5968 |
| East Elementary    | 242-5938 |
| Magee Intermediate | 242-5900 |

# *Wood River Elementary School*

2012

*Candy Morris, Principal*

*15118 Dry Creek Drive Corpus Christi, Texas 78410 telephone (361) 242-7560 Fax (361) 387-3114*

Dear Wood River Elementary Students and Parents:

Welcome to Wood River Elementary School and thank you for choosing our school! Our motto at Wood River is "Nurturing Hearts and Challenging Minds," and we plan to do whatever it takes to ensure that we touch the heart of each child and challenge their minds to high academic levels of achievement. The teachers at Wood River take the time to get to know each child individually in order to meet their academic needs and suit their learning styles as well as guide them to become respectful and productive citizens. We encourage constant communication between teachers and parents ensuring that the children have all of the support they need to be successful. We welcome and encourage parental involvement, which helps reinforce the importance of learning to your child(ren).

Each new school year brings about transitions, changes and then of course questions about procedures. We have revised our parent-student handbook to meet the needs of all students and parents, and we hope that you will find it helpful as your child goes through this school year. I encourage both you and your child(ren) to become familiar with its contents so that you and your child will feel comfortable with the daily procedures of the campus. Please read the handbook with your family and explain the contents to your child.

We at Wood River have the best staff, the best parents, and yes-the best students! We collaborate as teams to assess the needs of each child, and we are confident that with your support, we can ensure the success of yours. I truly encourage you to become a part of your child's education by joining PTA, the volunteer program or the mentor program. Even with full-time jobs, it is possible to become involved and support the learning and social needs of your child in school. Research shows that a child needs to read or be read to at least 30 minutes daily in order to avoid reading regression and make continuous growth in reading and other academic areas. That is the first step in becoming involved. Please review the contents of your child's Friday folders for important notices and information. Together, we can truly make a positive difference in the life of your child and I am excited about the success ahead! Please call me at anytime if you have any questions. I am looking forward to a great year!

Sincerely,

*Candy Morris*

Candy Morris, Principal



## Legend

- Student Holiday / Staff development
- △ New Teacher Mfg
- School Holiday
- ▽ Early Release Day
- { } 6 Weeks Begins/Ends
- ◇ SSI Remediation Days
- \* Bad Weather Makeup Day

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2nd Semester 101 days  
Student Days 180

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Thanksgiving - Nov 21-23  
End of 3rd Six Wks - Dec 19  
Christmas - Dec 20 - Jan 2



Livestock Show - Jan 16-18  
MLK Day - Jan 21  
End of 4th Six Wks - Feb 22  
Spring Break - Mar 11-15  
Easter - March 29  
End of 5th Six Wks - Apr 19  
End of 6th Six Wks - June 7  
Last Day of School - May 31

Graduation - May 25  
Intense Remediation - June 3-7

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Commitment to Excellence - Success for All!

# CALALLEN ISD

# 2012-2013 School Calendar

## July 2012

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
| 1  | 2  | 3  | 4  | 5  | 6  | 7  |
| 8  | 9  | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 |    |    |    |    |

## August 2012

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  | 4  |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## September 2012

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

## October 2012

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    |    |
|    | 1  | 2  | 3  | 4  | 5  | 6  |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

## November 2012

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    | 1  | 2  | 3  |    |
| 4  | 5  | 6  | 7  | 8  | 9  | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

## December 2012

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

## January 2013

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    | 1  | 2  | 3  | 4  | 5  |
| 6  | 7  | 8  | 9  | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

## February 2013

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 |    |    |

## March 2013

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    | 1  | 2  |
| 3  | 4  | 5  | 6  | 7  | 8  | 9  |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 |    |    |    |    |    |    |

## April 2013

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    |    |
| 1  | 2  | 3  | 4  | 5  | 6  |    |
| 7  | 8  | 9  | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 |    |    |    |    |

## May 2013

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    |    |
| 5  | 6  | 7  | 8  | 9  | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 |    |

## June 2013

|    |    |    |    |    |    |    |
|----|----|----|----|----|----|----|
| S  | M  | T  | W  | T  | F  | S  |
|    |    |    |    |    |    | 1  |
| 2  | 3  | 4  | 5  | 6  | 7  | 8  |
| 9  | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 |    |    |    |    |    |    |

# CALALLEN INDEPENDENT SCHOOL DISTRICT MISSION STATEMENT



## CALALLEN INDEPENDENT SCHOOL DISTRICT GOALS

**Goal 1: ACADEMIC ACHIEVEMENT:** CISD will improve the academic achievement of all student groups\* and will achieve at the exemplary level as indicated by AEIS data. \*Ethnic Subgroups, Special Education, Economically Disadvantaged, Title I, LEP, Male/Female, Gifted and Talented, Pre-AP and AP, Dyslexic, At-Risk, and Section 504.

**Goal 2: STAFF DEVELOPMENT:** CISD will equip all employees with the knowledge and skills necessary to support improved student performance and meet the needs of our diverse educational community through appropriate and continuous professional development.

**Goal 3: COMMUNICATION:** CISD will strengthen communication, involvement, and cooperation among our schools, parents, businesses, the community-at-large and the District to develop and nurture an effective, collaborative partnership.

**Goal 4: SCHOOL CLIMATE:** CISD will monitor and assess programs, student performance, and support services and will provide a safe, orderly, well maintained, and well managed school climate that nurtures the emotional, social, and physical well-being of students and staff.

# Wood River Elementary School

## *Vision Statement*

*Pulling together to achieve high levels of  
Learning and Celebrating success!*

## *School Motto:*

*“Nurturing Hearts and Challenging Minds”*

## *Mission/Goals:*

1. Wood River Elementary students will improve academic performance skills in reading, math and writing.
2. Students will demonstrate behaviors that support academic success.
3. School faculty will utilize staff development to increase academic success and enhance professional skills.
4. School staff will integrate technology into instruction and administrative programs.

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## PREFACE

To Students and Parents:

Welcome to school year 2012–2013! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Wood River Elementary 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 two sections:

**Section I—PARENTAL RIGHTS AND RESPONSIBILITIES**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic for quick access when searching for information on a specific issue.

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

Both students and parents should become familiar with the Calallen ISD Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as a separate document posted at [www.Calallen.org](http://www.Calallen.org).

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

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

Also, please complete and return to your child's campus the following forms provided on-line at [www.calallen.org](http://www.calallen.org).

1. Student and Parent Acknowledgment Form;
2. Student Directory Information and Release of Student Information Form;

[See **Obtaining Information and Protecting Student Rights** on page 13 and **Directory Information** on page 21 for more information.]

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

## SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Wood River Elementary School 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 good communication and a strong partnership between home and school. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 242-7560 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 63.]
- Becoming a school volunteer. In accordance with Education Code 22.053(b), a "volunteer" is a person rendering services for or on behalf of the District, on the premises of the District or at a school-sponsored or school-related activity on or off school property, who does not receive compensation in excess of reimbursement of expenses. Members of organizations such as the PTA and booster clubs acting in the capacity as members of these organizations do not fit the definition of a volunteer.

Volunteers may be used in schools to relieve teachers of routine and clerical matters so they may increase their effectiveness in instruction. In some cases, the volunteers will supplement the teacher's work through the volunteer's special resources. **Volunteer may not work in their own child's classroom except on the occasions of class parties or other special events.**

Any person wishing to "volunteer" at a campus or for the District is required to complete an application and participate in orientation and training activities before beginning volunteer services. Additionally, the District shall obtain the criminal history record of prospective school volunteers through the Texas Department of Public Safety (DPS) before the

“volunteer” can begin their service to the District. (*Note: All volunteers and field trip chaperone must have applied and cleared the background check as well as completed the volunteer training before any planned event.*) The application, orientation and training, and DPS criminal history record check is a one time requirement. After the initial DPS criminal history record check, the District may do periodic checks on “volunteers”.

Any person wishing to serve a campus or the District as a “volunteer, should contact any CISD campus assistant principal. The CISD School Volunteer Program Policy can be found at each principal’s office, library and district website. GKG (LOCAL)

- For further information, see policies at GKG and contact the assistant principal at 242-7560.
- Participating in campus parent organizations. Parent organizations include: **PTA**.

The Parent-Teacher Association will have a membership campaign at the beginning of the school year. We encourage you to become a member. Meetings are usually held on the third Tuesday of each month. Meetings are held during the months of October, November, December, February, April and May.

- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the principal.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council** on page 59.]
- Being aware of the school’s ongoing bullying and harassment prevention efforts.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### **Parent Involvement Coordinator**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is the campus Assistant Principal and may be contacted at 242-7560.

## **PARENTAL RIGHTS**

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

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

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.

- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

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

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

As a parent, you have a right to receive notice of and deny permission for your child's participation in:

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

### **Inspecting Surveys**

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

### **Requesting Professional Qualifications of Teachers and Staff**

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

### **Reviewing Instructional Materials**

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

### **Displaying a Student's Artwork, Photos, and Other Original Work**

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying

students' artwork, special projects, photographs taken by students, and other original works on the district's Web site, on any campus or classroom Web site, in printed material, by video, or by any other method of mass communication.

### **Accessing Student Records**

You may review your child's student records. These records include:

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

[See **Student Records** on page 19.]

### **Granting Permission to Video or Audio Record a Student**

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a co-curricular or extracurricular activity; or
- When it relates to media coverage of the school.

### **Removing a Student Temporarily from the Classroom**

You may remove your child temporarily from the classroom if an instructional activity in which your child is scheduled to participate 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.

### **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags**

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from



participation in the required minute of silence or silent activity that follows. [See **Pledges of Allegiance and a Minute of Silence** on page 62 and policy EC(LEGAL).]

### **Excusing a Student from Reciting a Portion of the Declaration of Independence**

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **Requesting Limited or No Contact with a Student through Electronic Media**

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

### **Requesting Notices of Certain Student Misconduct**

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. [See policy FO(LEGAL) and the Student Code of Conduct.]

### **Use of 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.

If you approve of corporal punishment to be administered to your child as a method of student discipline, please return the form found on-line at [www.calellen.org](http://www.calellen.org) OR submit a written statement to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

## **School Safety Transfers**

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the principal for information.
- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the district decides to transfer your child to another campus. Transportation is not provided in this circumstance.

[See **Bullying** on page 25, policy FDB, and policy FFI.]

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

## **Requesting Classroom Assignment for Multiple Birth Siblings**

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children. [See policy FDB(LEGAL).]

## **Parents of Students with Disabilities with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

## **Request for the Use of a Service Animal**

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

## **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 school districts 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 prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Special Programs Director at 242-5600.

### **Parents of Students Who Speak a Primary Language Other than English**

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

### **Accommodations for Children of Military Families**

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than five excused absences per year for this purpose.

Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

## **Student Records**

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student's education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties.

"Legitimate educational interest" in a student's records includes working with the student; considering disciplinary or academic actions, the student's case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official's professional responsibility; or investigating or evaluating programs.

- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

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

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these record.

The address of the superintendent's office is 4205 Wildcat Drive, Corpus Christi, Texas.

The address of the principals' office is: 15118 Dry Creek, Corpus Christi, TX 78410.

A parent (or eligible student) may inspect the student's records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 63, and **Student or Parent Complaints and Concerns** on page 27 for an overview of the process.]

The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at [www.Calallen.org](http://www.Calallen.org).

The parent's right of access to and copies of student records do not extend to all records.

Materials that are not considered educational records—such as a teacher's 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.

**Please note:**

Parents 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 complaint may be mailed to:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901

**Child Find**

Child Find is an initiative to identify, locate and evaluate as early as possible children with disabilities in need of special education and related services. Public school districts offer special education services for eligible children and young adults ages 3 through 21, while Early Childhood Intervention (ECI) helps babies and toddlers, ages birth to 3, with disabilities or delays in their development.

### **Children Ages Birth to 3 Years**

If you know of a child age birth to 3 years who appears to not be developing normally speak to the child's doctor or contact the Texas Early Childhood Intervention program (ECI) care line at (800) 250-2246. You will then be referred to a local ECI program for evaluation and determination of eligibility.

### **Children Ages 3 through 21**

If you know of a school age child who appears to have a disability, who might need extra help, or is not progressing normally contact the counselor at the child's school. If the child is 3 or older, but has not yet entered school, contact your school district's special education office at the numbers listed below. A referral for assessment may be made to determine eligibility for services through special education. CISD makes it a priority to engage in interagency coordination to ensure a seamless delivery of service for students. Please contact the CISD Special Programs at 242-5600 with questions.

### **Directory Information**

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

However, release of a student's directory information may be prevented by the parent. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. [See the "Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information" included in the forms packet.

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the school office at 242-7560.

### **ABSENCES/ATTENDANCE**

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

#### **Compulsory Attendance**

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and may be subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 would be unauthorized and may be considered trespassing. [See policy FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

#### **Exemptions to Compulsory Attendance**

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;

- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's return to campus.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

### **Failure to Comply with Compulsory Attendance**

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

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

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

For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If a student is age 18 or older, the student may be subject to penalties as a result of the student's violation of the state compulsory attendance law.

[See policy FEA(LEGAL).]

### **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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate. [See policy FEC.]

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 the reasons listed above at **Exemptions to Compulsory Attendance** will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

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

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

### **Official Attendance-Taking Time**

The district must submit attendance of its students to Texas Education Agency (TEA) reflecting attendance at a specific time each day.

Official attendance is taken every day at 10:00 a.m.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below.

### **Parent's Note after an Absence**

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.

### **Doctor's Note after an Absence for Illness**

Upon return to school, a student absent for more than five consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school. [See policy FEC(LOCAL).]

## **Attendance Awards**

An attendance award will be presented in the awards assembly to students with perfect attendance. Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. Parents will be notified if their child receives 4 or more tardies, or is picked up early 4 or more times for a six-week period. If a child has 4 or more tardies, or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks. Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards. In order for a tardy or early dismissal to be excused, a doctor's excuse (or similar excuse) must be provided by the next school day.

## **ACADEMIC PROGRAMS**

Students are presented reading skills using CSCOPE, the state adopted reading series, balanced literacy program, various reading activities, library activities and supplementary reading material. Students are grouped within the classroom to best meet the needs of each student.

The school counselor and Assistant Superintendent for Curriculum provide students and parents information regarding additional academic programs.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did

not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

The principal may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's Web site.

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

[Also see **Discrimination, Harassment, and Retaliation** on page 29, **School Safety Transfers** on page 17, or **Hazing** on page 50, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN**

The district has established a plan for addressing child sexual abuse and other maltreatment of children. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manage early intervention counseling programs. To find out what services may be available in your county, see

<http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

The following Web sites might help you become more aware of child abuse and neglect:

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

## **CHILDREN LEAVING SCHOOL**

No child is permitted to leave school under any circumstances unless accompanied by a teacher, principal, or the legal guardian. If a person wishes to pick up someone else's child, the parent or legal guardian of that child must contact the principal's office, and/or the person's name must appear on the child's registration card.

**In order to ensure the safety of our students we ask parents to be consistent with after school procedures.**

In case of divorce within the family, the child is only permitted to leave school by permission of the legal guardian, who must have current custody documents in the child's record folder.

## **CLASS INTERRUPTIONS**

There will be no interruptions of scheduled class time except for emergencies and other times that are necessary. Contact the office for assistance in order to prevent class time interruptions. **CALLEN SAFETY GUIDELINES MANDATE THAT PARENTS MUST COME TO THE OFFICE BEFORE GOING TO ANY CLASSROOM DURING SCHOOL HOURS.**

## **CLASS PARTIES**

The last hour of the class day is set aside for parties. Each grade level will be allowed three parties per year. (Christmas, Valentine's Day and Easter )

## **COMPLAINTS AND CONCERNS**

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

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

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

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

### **Social Events**

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

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

## **CONTAGIOUS 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 contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

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

## **COUNSELING**

### **Personal Counseling**

The school counselor is available 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 or parent who wishes to meet with the counselor should contact the school counselor at 242-7560.

[Also see **Suicide Awareness** on page 70.]

### **Psychological Exams, Tests, or Treatment**

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

[For more information, refer to policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

## **DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

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, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office [www.calallenisd.org](http://www.calallenisd.org).

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

## **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, counselor, principal, or other district employee. The report may be made by the student's parent. See policy FFH(LOCAL) for the appropriate district officials to whom to make a report.

## **Investigation of Report**

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 of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

During the course of an investigation, the district may take interim action to address the alleged prohibited conduct.

When an investigation is initiated for alleged prohibited conduct, the district will determine whether the allegations, if proven, would constitute bullying, as defined by law. If so, an investigation of bullying will also be conducted. [See policy FFI.]

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

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

## **DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

### **School Materials**

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

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

### **Non-school Materials...from students**

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



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

### **Non-school Materials...from others**

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

Prior review will not be required for:

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

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

### **DRESS AND GROOMING**

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

Our goal at all of the elementary campuses is not to inconvenience parents/guardians at home or at work during the school day, therefore parents/guardians may assist the school by making sure that their child is wearing the required clothing before he/she leaves the home every day.

The following are some local area stores where you may purchase standardized dress attire:

1. Walmart
2. J.C. Penny
3. Target
4. Academy
5. Dollar General

6. Dillard's

7. Sears

Following, is the required student Standardized Dress Policy for all elementary and intermediate students for the school year. In order to minimize the loss of instructional time children arriving to school out of dress code will be provided a change of clothing if available.

### **Pants**

Logo free, navy blue slacks, khaki slacks, or jeans must be worn. Blue jeans must be plain with no more than 5 pockets, free of beads, embroidery or other appliques. Slacks and jeans need to be size appropriate and fit at the waist and the crotch. Slacks and jeans must be hemmed (not frayed, slit at the seams, have no holes or tears). Girls may wear Capri pants as long as they fit the standardized dress policy. Pants that are too tight or allow underclothing to show are not permitted.

### **Shorts**

Logo free, navy blue shorts, khaki shorts, and jean shorts that are no shorter than 3 inches from the top of the kneecap may be worn. Shorts need to be size appropriate and fit at the waist and the crotch. Shorts must be hemmed (not frayed, slit at the seams, have no holes or tears). Shorts that are too tight or allow underclothing to show are not permitted.

### **Belts**

Belts are optional.

### **Shirts**

Short or long sleeve knit, button down, “**polo**” style shirts w/ a collar and logo free. Shirts must be solid white, gray, maroon, or navy blue. Shirttails must be longer than the waistline and should be tucked in. No DENIM.

TURTLENECKS and LONG SLEEVE under SHIRTS may be worn under the required uniform shirt if:

1. Solid white, gray, maroon, or navy blue.
2. Logo free.

### **Spirit Shirts**

Shirts may be Calallen or Campus Spirit shirts that promote Calallen pride. Spirit shirts may be worn any day of the week and must follow the school colors of white, navy blue, gray, maroon or black. No spirit shirts of other colors (pink, green, orange, etc) may be worn to school. Shirttails must be longer than the waistline and preferably tucked in.

### **Skirts/Jumpers**

Skirts and jumpers must be logo free and navy blue, khaki, or denim. They must be no shorter than 3 inches from the top of the kneecap. STRETCH material or tight fitting skirts that allow undergarments to show are NOT allowed. Skirts must be hemmed (not frayed, slit at the seams, have no holes or tears). Shorts must be worn under all skirts or jumpers to cover undergarments.

### **Sweaters/Coats/Windbreakers/Sweatshirts**

Students will be given the option to wear sweaters or coats of their choice as long as the sweaters or coats are within the Student Code of Conduct guidelines. No inappropriate logo designs and/or advertisements will be permitted. Sweatshirts must be solid white, navy blue, gray, maroon, or Calallen spirit sweatshirt in approved colors. Clothing must be of appropriate size, NOT oversized or baggy. Hoods of coats, jackets or sweatshirts may NOT be worn inside the building.

### **Shoes**

Shoes must be worn at all times. Backless shoes, platforms, heels, open toed shoes, flip flops or sandals are NOT permitted even on designated free dress days. Shoes, designed to be worn with shoelaces, must be laced appropriately. Steel-toed boots are not allowed. No heelys (shoes with wheels) will be allowed. Tennis shoes must be worn during P.E.

### **Earrings/Makeup/Hair**

A maximum of 2 earrings may be worn by female students only in the ear lobe itself. No black lipstick, body or face glitter, nor any distracting stickers or tattoos on the face or body. Cosmetic contact lenses are not allowed. Hair must be neat, clean, and well groomed at all times. Distracting hairstyles such as extremely dyed hair, painted hair, spikes, mohawks, colored extensions, highlighted hair, dreadlocks, distracting braids, unnatural shades, designs cut into the hair are **NOT** allowed. The back of a male student's hair may not be longer than the collar of polo shirt and side hair line must not exceed the earlobe and must be uniformly cut. Bangs for males and females may not be below eyebrows. Male students may not wear earrings.

**Undergarments:** Appropriate undergarments will be worn.

**Accessories:** Hats, caps, bandanas, sunglasses, and other accessories may not be worn in the building at the discretion of the campus administrators.

**In order to eliminate distractions and ensure the safety of all students, the principal/assistant principal reserves the right to request changes in personal hygiene, grooming and/or accessories of any student.**

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

## **DISCIPLINE**

### **Bus Conduct**

Rules for riding the bus are posted in each bus. Students are to follow these rules for safe riding. Students who violate the rules may lose their bus riding privileges. Drivers have full authority in assigning seats to students when problems exist. Students using vulgar language or displaying immoral conduct will lose their bus riding privileges. (See Transportation-Bus Conduct for description of bus conduct rules.)

### **School Conduct**

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his actions, poor manners, or lack of consideration. All rules and regulations are developed and enforced with this thought in mind. Discipline should be a combination of effort between the parent and the school. When attempts fail to produce results, the school may use corporal punishment accordance with School Board Policy only. Discipline violations may result in utilizing specific interventions such as classroom removal, loss of privileges, detention, and others noted in the Student Code of Conduct. (Specific details regarding discipline are in the Student Code of Conduct.)

### **Conduct Rules are as follows:**

- **HALL RULES**

1. Students shall walk on the right hand side of the hallways.
2. Students shall not run in the hallways.
3. Students shall move through the hallways quietly. Talking, shouting, whistling, etc., will not be allowed.
3. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.

- **RESTROOM RULES**

1. Keep our restrooms clean! Flush when needed and place paper towels in trash cans.
2. Speak quietly and take turns.
3. Return to class immediately.
4. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.
5. When not going to the restroom as a class, students must sign out in their classroom.

- **PLAYGROUND RULES**

1. Be friendly and courteous.
2. Respond to whistle when blown.
3. Refrain from throwing dirt or rocks.
4. Use equipment only as it is intended to be used:

- a. Slide – slide feet first, one person at a time.
- b. Swings – Swing alone, sitting down and going straight.
- c. Bars – Hang from the bars, standing or sitting on top is not allowed.

- **CAFETERIA RULES**

1. Walk in the cafeteria.
2. Students shall not engage in physical contact. Pushing, hitting, kicking, bumping, etc., will not be allowed.
3. Comply with request of school personnel.
4. Take the first available seat at your assigned table.
5. Keep your food and utensils on your own tray.
6. Leave your seat only with permission.
7. Clean your area before you leave.
8. You may talk quietly to your neighbor.

### **Damage to School Property**

Students who are guilty of damaging school property will be held responsible for payment for such damages plus labor and/or other punishment as deemed necessary.

### **Games, Etc. at School**

Unless requested in a written note from school, items of recreational nature such as toys, balls, radios, tape players, games, etc. are to be kept at home.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

Confiscated telecommunications devices that are not retrieved by the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 67 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. [See **Searches** on page 67 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district will not be responsible for any damaged, lost, or stolen electronic device.

### **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

### **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we

encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

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

Participation in school-sponsored 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 initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil texas.org> for additional information.]

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 an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—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.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

### **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization's standards of behavior.

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

### **FEES**

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

- Costs for materials for a class project that the student will keep.

- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 68.]

## FIELD TRIPS

Field trips are valuable teaching tools. Before students can participate, the school must have permission from the parent. Parents must have signed and returned permission slip that is part of the registration packet in order for a child to participate.

## FLORAL OR OTHER OUTSIDE DELIVERIES

Flowers, balloons or other deliveries may not be sent to students at school.

## FOOD SERVICES

### Costs

Breakfast, hot lunch, and salad bar will be served each school day. Breakfast is served from 7:30-7:55 in the morning. Students should arrive in time to eat breakfast and still be in the classroom by 8:00 a.m. Lunches from home will be eaten in the cafeteria with the class.

Cost for students at the elementary schools are as follows:

|                           |           |
|---------------------------|-----------|
| Student breakfast         | \$ 1.00 * |
| Student lunch             | 1.85 *    |
| Reduced student lunch     | .40 *     |
| Reduced student breakfast | .30 *     |
| Extra milk or juice       | .40       |
| * includes milk or juice  |           |
| Adults/Visitors           | 3.25      |

**Because of the Foods of Minimal Nutritional Value laws, parents may provide food for their children only.** See [www.fns.usda.gov/cnd/menu/fmnv.htm](http://www.fns.usda.gov/cnd/menu/fmnv.htm) for more information.

### Charges

As soon as a student has a negative balance, verbal reminders are given to the student. At a negative \$3.00, a written reminder is given to the student to take home. If the student's account



reaches a negative \$5.00, a verbal reminder is given to the student that he or she will be provided milk and cereal for breakfast and milk and a sandwich for lunch the next day. If the student's account remains in the negative, he or she will continue to be provided the above meals until the account is replenished.

### **Free and Reduced Lunch**

A free or reduced priced lunch and breakfast program is available. Applications will be sent home in the beginning of the school year. You are encouraged to apply by completing the application form and having your child return it to his/her teacher. Even if your child was on the Free and Reduced-Price Food Program last year, please fill out and submit a new application for the current school year. You will be notified in writing when the application is approved. Until you have received notification, you must provide for your child's lunch. If you have any questions or concerns, you may contact Food Services at (361) 242-5905.

### **Child Nutrition Program**

The Calallen ISD Child Nutrition Department has a computerized point of sale system for the cafeterias.

The program will utilize the student's district ID number. Each child will be provided with this ID number. The methods used at your child's school are Bar-coded ID cards utilizing a scanner. These forms of identification ensure each child's confidentiality in regard to his/her Free, Reduced, or Paid status.

The system allows for the deposit of money to your child's individual account. This account may be used to purchase breakfast, lunch, or extra milk. We encourage parents to deposit funds into your child's account to minimize lost or stolen money. The amount of money deposited is at the parent's discretion. Deposits may be sent in cash or check. Note: Please write your child's ID number on the check when making payment with a check.

Parents may write one check to deposit money to any and all of their children's accounts. This payment may be made at any of the cafeterias and the money will be automatically dispersed to each child's account.

A parent may request a copy of the transactions at any time. Note: This is beneficial in the event a parent is concerned about what their child is purchasing at school or if there is a question about the balance on their child's account.

The benefits of the computerized system are accuracy in respect to student's accounts, increase the speed of service, and guarantee the confidentiality of all students. It also affords parents more flexibility in making pre-payments and in monitoring their child's account. The benefits to the Child Nutrition Department are accuracy in record keeping, generates all reports as required by USDA and Texas Education Agency, and increase speed of service. This in turn frees up time for the staff to oversee and ensure a better quality cafeteria experience for your child(ren).

Our main focus in the Child Nutrition Program is ensuring all students have the opportunity to eat healthy delicious meals. If you have any questions or concerns, please contact Food Services at (361) 242-5905.

## **Check Acceptance and Return Policy**

In the event that a check written to any Calallen ISD campus, club or organization is returned unpaid by your bank, Calallen ISD or its' agent (CheckSmart Recovery) will redeposit your check electronically. Additionally, you understand and agree that we may electronically collect a returned check fee of \$30.00 plus applicable sales tax. The use of a check for payment is your Acknowledgement and Acceptance of this policy and its terms. You may reach CheckSmart Recovery at (888) 851-6634.

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## **FUND-RAISING**

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal at least 21 days before the event. [For further information, see policies at FJ and GE.]

## **GANG-FREE ZONES**

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

## **GENDER-BASED HARASSMENT**

[Discrimination, Harassment, and Retaliation on page 29.]

## **GRADING POLICY GUIDELINES (PK-5)**

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### **CISD Grading Policy Overview**

Procedures and guidelines that pertain to grading are necessary to establish some degree of consistency among teachers, grade levels and schools. Because daily activities, assignments, student needs/abilities and professional teaching styles differ, some variation in grading is to be expected.

A grade should represent a fair estimate, by the teacher, of a student's achievement and should reflect the growth each student is making in relationship to his/her performance, maturity and ability. A grade should reflect consistent progress and convey the degree to which the student has mastered the Texas Essential Knowledge and Skills after introductory skills have been taught.

Grading procedures should emphasize success and should complement the programs that are tailored to the individual needs of each student. Grades should be logical, justifiable, sufficient in number, and should ensure that the grade is an accurate measure of the student's progress and achievement. The conduct grade is an evaluation of the student's social attitudes and behavior and shall not alter the grade in academic areas. A student's academic grade shall reflect TEKS based curriculum mastery and SHALL NOT be altered because of behavior, headings, titles, etc.

Students who receive instruction below their assigned grade level shall be continuously monitored to determine if the placement and progress are appropriate.

In teaching and evaluating student progress, teachers shall use a variety of activities and strategies in order to reach children with different modality strengths and learning styles thereby providing opportunities for student success. Techniques may include portfolio assessment, cooperative learning, class participation, oral expression, written assignments, projects, presentations, assessment results, daily grades, homework completion, and a variety of other instructional activities. The student's mastery level shall be a major factor in determining the grade for a subject or course.

Grading should help the teacher

- appraise the effectiveness of teaching procedures;
- diagnose the needs and evaluate the progress of each student;
- monitor the student for grade placement.

Grading should assist the student

- evaluate his/her own progress;
- attain optimum achievement;
- set his/her goals for future learning.

Grading should provide information to help parents

- guide the student in making personal and social adjustments;
- encourage the student to attain maximum performance;
- assist their child in his/her school work.

## Grade Book

All teachers are expected to keep an accurate Skyward grade book. The grade book should identify daily work assignments/grades and major work assignments/grades and Six-Weeks/semester exam grades. According to Skyward, the teacher will indicate the original grade or any additional comments for documentation of the grade within the gradebook program. Only the teacher who records the grade will have access to comments.

There should be a minimum number of grades as specified per reporting period per subject.

Teachers use a system of grading based on a numerical scale of 100 points

|                 |                          |
|-----------------|--------------------------|
| <b>90 – 100</b> | <b>(equivalent to A)</b> |
| <b>80 - 89</b>  | <b>(equivalent to B)</b> |
| <b>70 - 79</b>  | <b>(equivalent to C)</b> |
| <b>Below 70</b> | <b>(equivalent to F)</b> |

These guidelines shall ensure that grading reflects a student's relative mastery of an assignment and that a sufficient number of grades are taken to support the grade average assigned. EIA (LOCAL)

For all Skyward users, grades from the previous week should be entered into the Skyward Gradebook in a reasonable and consistent timeframe and monitored by the campus administrator.

## Grades

- **Citizenship**

Students will receive an E, S, N, or U in the category of citizenship.

|                              |
|------------------------------|
| <b>E = Excellent</b>         |
| <b>S = Satisfactory</b>      |
| <b>N = Needs Improvement</b> |
| <b>U = Unsatisfactory</b>    |

- **Six Weeks Grades**

When averaging grades for each six-weeks the following percentages are to be used.

Six weeks tests and major projects are doubled in grades 1, 2, 3, 4, and 5, ("major" means time spent – longer than one week).

A Reading and English Language Arts (editing, composition, spelling) grade will be indicated on the report card in grades 1-5. The Reading/English Language Arts will be determined using the following weights: reading 100% (separate grade), language arts 80%, and spelling 20% (combined score) (spelling = 20% test score; 80% dictation).

- **Daily Grades** (i.e. homework, class work, drills, worksheets etc.) will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.
- **Major Grades** (end products, reports, projects, major essays, research papers) will be accepted no more than two days late with a grade no higher than a 70 unless the actual grade is less than a 70.
- **Failure to complete daily or major assignments does not provide a teacher with documentation to determine mastery or non-mastery of TEKS and consequently will result in a "0" being entered into the grade book.**

| Category     | Product Description                                        | With Six-Weeks test | With-out Six-Weeks test |
|--------------|------------------------------------------------------------|---------------------|-------------------------|
| Category I   | Daily Grades (Classwork*, Homework**, participation, etc.) | 40%                 | 40%                     |
| Category II  | Major Grades (chapter/unit tests, quizzes, projects)***    | 45%                 | 60%                     |
| Category III | Six Weeks Test ***                                         | 15%                 | 0%                      |

**\*Graded assignments are to be finished in class and not sent home to be completed as homework. \*\*Homework will not count more than 25% of Category I grades. \*\*\*Major Grades and Six Weeks Tests will not be reassessed.**

### **Pre-Kindergarten**

Pre-Kindergarten students receive a Standards Based Report Card at the end of each semester. Student's skills are assessed using "P" for Pre-Emergent, "B" for Beginning, "E" for Emerging, and "D" for Developed.

### **Kindergarten**

Kindergarten students receive a Standards Based Report Card from Skyward each six weeks. Students are assessed using "M" to indicate mastery, "SD" to indicate still developing and a "NM" to indicate non-mastery. TEKS mastery and grades will be documented in the Skyward Gradebook.

### **Grade 1**

First grade students receive a report card with numerical grades given in reading/language arts and mathematics. In science and social studies, student progress is shown using E, S, N, U with E = 95, S = 85, N = 75, and U = 65. In grade 1, numerical grades will consist of a minimum of 8 grades in reading, 6 grades in language arts and spelling, and 10 grades in math.

### **Grade 2**

In grade 2, numerical grades are used for reporting progress in English/language arts, reading, mathematics, science and social studies. Students will receive a minimum of 10 grades in reading, 10 grades in language arts/ spelling, 10 grades in math, 5 grades in social studies and 5 grades in science.

### **Grade 3**

In grade 3, numerical grades are used for reporting progress in English/language arts, reading, mathematics, science and social studies. Students will receive a minimum of 10 grades in reading, 10 grades in language arts/ spelling, 10 grades in math, 5 grades in social studies and 5 grades in science. Specific values are indicated below. Letter grades may be used on daily work.

|          |   |     |    |   |
|----------|---|-----|----|---|
| 90       | - | 100 | -- | A |
| 80       | - | 89  | -- | B |
| 70       | - | 79  | -- | C |
| Below 70 |   |     | -- | F |

### **Grades 4-5**

In grades 4-5, numerical grades are used for reporting progress in English/language arts, reading, mathematics, science and social studies. . Students will receive a minimum of 10 grades in reading, 10 grades in language arts/ spelling, 10 grades in math, 5 grades in social studies and 5 grades in science for grades 4-5. Specific values are indicated below. Letter grades may be used on daily work.

|          |   |     |    |   |
|----------|---|-----|----|---|
| 90       | - | 100 | -- | A |
| 80       | - | 89  | -- | B |
| 70       | - | 79  | -- | C |
| Below 70 |   |     | -- | F |

In handwriting, health, fine arts and physical education, students will receive one of the following designations: E (excellent), S (satisfactory), N (needs improvement), or U (unsatisfactory) based on skill mastery of the appropriate TEKS.

### **Testing**

Students will be given tests as units of work are completed. The counselor and/or teacher may discuss test results or other confidential student information with the parents. The *Texas Primary Reading Inventory* (TPRI) will be administered to students in grades K-2. The *State of Texas Assessments of Academic Readiness (STAAR)* will be administered to students in grades 3-5 in the spring. The *Texas English Language Proficiency Assessment System* (TELPAS) is administered to LEP identified students at grades K-12 in the spring.

### **Academic Dishonesty**

A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that student has engaged in academic dishonesty shall be based on the judgment of the classroom

teacher or another supervising professional employee taking into consideration written materials, observation, or information from students. EIA (LOCAL)

### **Special Education**

Variations in procedures and academic achievement level expectation for awarding grades to identified special education students shall be determined by the Admission Review and Dismissal (ARD) Committee and included in the student's Individual Education Plan. At the end of each six weeks, in addition to the regular report card, all students in the special education program will receive a progress report that identifies the current level of progress on the student's Individual Education Plan.

Special consideration should be given to modifying the methods used for evaluating the academic progress of children who qualify for special education so they will not be penalized because of their handicapping condition.

### **Modification of Instruction**

House Bill 72 requires school districts to provide instruction to meet the needs of each student by modifying instructional materials, pacing, and instructional methodologies as appropriate when students are not mastering TEKS.

### **Grades for Students in the ESL Program**

ESL certified elementary teachers with beginning level ESL students shall have the option of bubbling NG (no grade) for a maximum of three grading periods. During the period of adjustment, grades based on the student's achievement, at the student's proficiency level, shall be appropriate.

The teacher shall be assessing, evaluating, and recording progress during the time the student is not receiving a grade on the report card. Written communication such as personal notes and progress reports shall be sent to the parents or guardian.

When no grade is given, the following message shall be communicated to the student and parents: *"Your child has received no grade in some subjects for this grading period so that he/she will have time to adjust to the demands of learning a new language. Call your school for additional information if you have any questions."*

### **Homework**

The assignment of homework must always serve as an introduction to or reinforcement of learning. Students should be able to complete the practice independently. Correct usage of homework should provide immediate feedback to the student and inform the teacher of student progress toward mastery. In general terms, the total homework for one evening should not require more than an hour of work. Classwork is to be finished in class and not sent home to be completed as homework.

## Interim Reports (Progress Reports)

Interim progress reports shall be issued for all students after the third week of each grading period when an elementary student's performance in a class or subject is 75 or below or when a secondary student's grade is 78 or below. Supplemental progress reports may be issued at the teacher's discretion. EIA (LOCAL) For students not returning progress reports, 70 or below, with a parent signature within two (2) days, parent contact will be made.

When a parent conference is held, report card/checklists may be given to parents at the time of the conference. Supplementary notes of commendation, suggestions for improvement, parent conferences, email, and similar means of keeping in touch with parents are encouraged.

## Report Cards

Report cards are issued no later than the fifth day following the end of each six weeks during the second period class. Parents are required to sign the report cards or holder. Students will return the report cards to their second period teacher who will keep them on file. During the six-weeks, teachers are expected to communicate with parents regarding students who are not being successful.

## Conferences

In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed. EIA (LOCAL)

## Reteach/Reassess

When a student fails a TEK, district objective, or major assessment, the teacher will use a different teaching strategy to reteach the concept. Following reteach, students will be reassessed. **Reassessment is the student's responsibility; it may be done either before school, after school, during tutorials, or by prior arrangement with the teacher.** The teacher may decide to reassess the entire class, if the teacher feels the test was not a true analysis of student progress or academic achievement. The highest possible reassessment grade is a 70. Those who earn a below 70 grade receive the higher of the two grades. **Six weeks tests including weekly tests/quizzes when given (which are averaged to determine the six weeks test grade) , will not be retaught or reassessed.**

## Tutorials

It is the responsibility of all core subject area teachers to schedule tutorials during the school day. In addition, many teachers offer tutorials before and/or after school. Students who are determined by the teacher to need tutorial assistance shall be required to attend in-school tutorial sessions. Any student may attend tutorial sessions voluntarily.

## Make-up work

- **Excused**

Students are expected to make up any work missed due to an excused absence. Students will have the same number of days to make up work as they were absent. EIA (LOCAL) The only exception will be if circumstances are extenuating. It is the student or parent's responsibility to request make-up work and turn it in.

If work is not made up on time, the student will receive a zero for work missed. Long-term assignments (those with advanced notice of 10 or more days) should be turned in on the due date



regardless of any absences during the extended assignment period. Advanced notice of long-term assignments must be provided to the parent in writing (i.e. note home, posted on the website, etc.).

- **Unexcused**

Students are expected to make up any work missed due to an unexcused absence. Unexcused absences are absences not determined to be extenuating circumstances. Examples: truancy, trips, extended vacations, flat tire, over-sleeping, etc. The grade for make-up work after an unexcused absence shall be no higher than a 70. EIA (LOCAL) Parents are urged to call the office to request make-up work on the second consecutive day of their child's absence. It is important that they call before 10:00 A.M. so the teachers will have adequate time to gather assignments. Parents will need to pick up work between 2:30 – 3:15 in the front office.

**The District shall not impose a grade penalty for make-up work after an absence due to a suspension.**

### **Late Work**

Daily work (i.e. homework, classwork, drills, worksheets etc.) will be accepted one day late after the due date for a grade no higher than a 70, unless the actual grade is less than a 70.

Major work (end products, reports, projects, major essays, research papers) will be accepted no more than two days late with a grade no higher than a 70 unless the actual grade is less than a 70.

### **Incomplete Grades**

A student with an "incomplete" grade is ineligible for UIL activities at the end of the seven-day grace period after the end of the grading period or evaluation period unless the "incomplete" was replaced with a passing grade prior to the end of the seven-day grace period. Students with an "incomplete" grade either within or after the seven-day grace period may regain eligibility if the work is made up in accordance with district policy regarding make-up work. This also applies to students who are homebound due to an illness.

### **Failing Grades and Eligibility**

UIL eligibility requires that a student maintain passing grades in all subjects in order to be eligible for participation. After a failing grade has been recorded, the situations in which a student's grade may be changed to passing and eligibility restored are only as follows: a.) mechanical error occurred in averaging or recording the original grade; or b.) the teacher's grading procedure violated either local policy; state law or Commissioner of Education rule and the student would have received a passing grade if the correct procedure had been followed.

Extra credit work or work (including re-test) turned in after the grading period or evaluation has ended may not be considered when determining a student's eligibility for extracurricular activities except in the case of an "Incomplete" grade discussed above. (As per TEA/UIL Side-by-side)

## Honor Rolls and Academic Awards

Students should be encouraged to be successful in their academic program and rewards are good incentives to do well. Rewards may be of several types: verbal, posting good work, stickers, and other spontaneous methods.

Each six weeks, students in grades 1-5 who make 90 or higher in all subjects graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A" Honor Roll. Students who make 80 or above in all subjects and 90 or above in at least one subject graded numerically, and "S's" in health, participation in fine arts, and participation in physical education will be recognized as being on the "A-B" Honor Roll. Conduct and handwriting grades do not keep a student off the honor rolls.

*At the end of the year, the following awards will be presented:*

1. An "All A" Honor Roll certificate will be presented to students in grades 1<sup>st</sup> – 5<sup>th</sup> who have 90 or higher in subjects graded numerically and all "S's" in the categories of health, fine arts, and physical education each six weeks. Conduct and handwriting grades do not keep a student off the honor roll. The certificate is the "A" Honor Roll certificate and will be presented at the awards assembly.
2. An "A-B" Honor Roll certificate will be presented students in grades 1<sup>st</sup> – 5<sup>th</sup> who have maintained a combination of A Honor Roll and A-B Honor Roll for each six weeks. Students must have at least one A for a student to be considered for A-B Honor Roll. Conduct and handwriting grades do not keep a student off the honor roll. . The certificate is the "AB" Honor Roll certificate and will be presented at the awards assembly.

## Requirements for Promotion

Promotion shall be based on mastery of the TEKS and shall be determined by the following standards for mastery:

- Course assignments and unit evaluations shall be used to determine student grades in a subject. An average of 70 or higher is considered a passing grade.
- Mastery of the skills necessary for success at the next level shall be validated by assessments that may either be incorporated into unit or final exams or may be administered separately. Mastery of at least 70 percent of the objectives shall be required.

In grade 1, promotion to the next grade level shall be based on an overall average of 70 on first grade TEKS in reading/language arts and mathematics. Mastery of TEKS in social studies and science shall be based on a checklist of skills.

In grades 2-5, promotion to the next grade level shall be based on an overall average of 70 on course-level, grade level TEKS for all subject areas and a grade of 70 or above in reading/language arts and mathematics.

In addition to the above-mentioned standards for mastery and promotion, students in grade 5 must meet the passing standard established by the State Board of Education on an applicable assessment instrument in the subjects required under state law in order to be promoted to the next grade. See Board Policy EIE (LEGAL) and EIE (LOCAL).

## **Credit by Exam Dates**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2012–2013 school year include:

September 11, 12, 13, 2012

May 28, 29, 30, 2013

A student will earn course credit with a passing score of at least 90 on the exam. Depending on the student's grade level and course for which the student seeks to earn credit by exam, an end-of-course assessment (EOC) may be required for graduation.

A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will not honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. For further information, see policy EHDC(LOCAL).

## **Transfer Students**

**Grades and/or other academic data from transferring students will be entered into district campus data systems as determined by campus administrator discretion.**

## **HARASSMENT**

[**Discrimination, Harassment, and Retaliation** on page 29.]

## **HAZING**

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other students.

Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

[Also see **Bullying** on page 25 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

The school health services provided by CISD are no substitute for health care that parents should provide for their children. Rather than relieving parent's responsibilities, this service is provided to support individuals in utilizing the services of a private physician, dentist, optometrist, and/or community health agency.

There is a health room staffed by a licensed nurse on each campus available for all students who become ill or injured at school. However, there may be times when the campus principal's designee will be providing health care for your child. These members of the health care team have been trained in medication administration and certified in CPR and First Aid.

Confidentiality is strictly upheld in the health services department. However, your child may have a condition in which other members of the health care team may need information on a need to know basis to be able to provide the best care for your child. Members of the health care team may include but are not limited to licensed nurses, health room aides, teachers, principals, counselors, and teacher's aides.

### **Required Annual Health Information**

Members of the health care team will attempt to provide the best care possible, barring no unusual events or circumstances, for your child based on the information that you have provided us. CISD cannot be held responsible if parents have not provided current information. \*Your child may have an unforeseen result if CISD does not have access to this information.

The following forms must be completed annually and updated as needed.

1. Emergency card
2. Health history
3. Special health care needs (if applicable)
4. Medication order forms, parents or physician (if applicable)

These forms must be completed, signed, and returned to the campus health room no later than 5 days from the beginning of the student starting school.

### **Exemption**

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

### **Provisional Enrollment**

All immunizations should be completed by the first day of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30 day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

## Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## Reporting

The school nurse will notify the parent, in a timely manner, when a student is seen in the health room. This will be done by the triplicate Health Room Referral form and if necessary also by phone. A copy of this form will be returned to the student so that it can be brought home to the parent. Parents should check with their child to determine if the child received a Health Room Referral form from the school nurse. This reporting system will help increase communication between the school nurse and parents.

## Communicable Illness

To help prevent children from acquiring contagious illness, students must be free from fever of 100 degrees or greater, vomiting, or diarrhea for 24 hours before being allowed back at school. If a student does return to school before this time, parents will be notified to pick up their child. A child **must leave school** if vomiting, diarrhea, fever, or other highly communicable conditions occur at school.

Other communicable conditions that should keep children home from school and/or your child may be sent home from school (to prevent the spread of illness) are:

1. Upper respiratory illness: (colds, cough, bronchitis, sinus infection, etc.)
2. Sore throat: If a child wakes up with a severe sore throat that persists he/she should be kept at home until he/she has been checked by a physician to ensure the child does not have strep throat (a highly contagious, serious illness).
3. Fever: Children should be without fever (temperature of less than 100 degrees) for 24 hours before returning to school.
4. Vomiting and diarrhea: Children should be without vomiting or diarrhea for 24 hours before returning to school.
5. Pinkeye (conjunctivitis): A child with conjunctivitis is highly contagious and should be kept at home until he/she has been seen by a physician and has a medical release to return to school from the physician.
6. Head lice: Lice are parasites and the nits are their eggs. Children must have proof of treatment and nits should be removed from the hair before returning to school. This process generally involves only one lost day from school. When a child has reached more than 7 consecutive days absence due to head lice, it shall be considered a chronic case and truancy charges can be filed. A doctor's note and proof of continued treatment must be presented to the school nurse on a regular basis in order for the absences to be considered as extenuating.

### *Screening Procedures:*

- A. Head checks will be done on an as needed basis.
- B. Symptomatic individuals should be referred **discreetly** to the health room.
- C. Once health services have confirmed an active case of head lice, the student will be kept from close contact with others and a parent/guardian will be notified. An active case of head lice is confirmed by the presence of eggs less than 1/4 inches from the scalp or live lice visualized.
- D. Upon notification of a student having head lice, a parent/guardian is advised to pick up child(ren) to start treatment immediately, so that the student may return to school promptly.

### *Readmission Criteria:*

- A. A student **MUST** be cleared by the campus nurse prior to returning to class. He/she must return head lice letter along with proof of treatment, (such as receipt or label) before being allowed back into class.
7. Chicken Pox (varicella): Children should return to school when all the pox marks have scabbed over, dried, and are no longer red around the edges. The school nurse is available to examine the student to determine if he/she can return to school.

## **Notification**

In order to help ensure the best school health care for a student, CISD's Health Care Team reserves the right to contact a student's doctor whenever a medication/treatment is to be given at school or regarding the student's health care.

## **Injuries**

In cases other than minor cuts and scratches, parents will be notified of known accidents which occur at school.

## **Emergencies**

CISD's health care team will provide the best emergency school health care possible, barring no unforeseen circumstances, given the information provided by the parent.

## **Transportation of Ill or Injured Students**

The health care team assumes no custodial or parental responsibility for transporting any ill/injured student. If children are not picked up within a reasonable time the parents may be considered neglectful and police and/or CPS (Child Protective Services) may be called.

## **Neglect of Health Care Needs**

Parents who consistently fail to provide health care for their child may be reported to CPS (Child Protective Services).

## **Medicine at school**

Ideally, all medication should be given at home. If this is not possible, school policy is strictly followed in order to safely administer medication. (Copies of this policy are located at each

campus health room and available to you.) The following is important information regarding the administration of medication at school:

- In accordance with Texas Education Code 21.905, medication is defined as: Substances used to prevent, diagnose, cure, or relieve signs and symptoms of disease.
- **All** medication must be brought to the school nurse by a parent or guardian and is responsible for maintaining an adequate supply of medication at the school to meet the student's needs.
- **Students are not allowed to be in possession of any medication at any time unless they have written permission from a physician.** The written permission must state that the student has a condition that requires immediate treatment. (Example: Asthma inhalers)
- **Students will be subject to disciplinary action if they are in possession of any kind of medication unless written physician authorization is present.**
- All CISD staff that may administer medication must be familiar with the following information before a medication will be given:
  1. the actions of the medication
  2. the indications and dosage of the medication
  3. possible adverse reactions of the medication
  4. interactions of the medication
  5. contraindications of the medication
  6. nursing considerations of the medication
- Written authorization is required from parent/guardian for over the counter medication to be given at school for 10 calendar days or less. (This form is available in the campus health room.) **No phone requests will be accepted.**
- Medication that is to be given for more than 10 calendar days must have written orders from a Texas licensed physician. (This form is available in the campus health room.)
- Written authorization from either parent or physician must include: name of medication, medical reason for the medication, dosage, time to be given, name of the child, and any known allergies.
- In accordance with the Nurse Practice Act, Texas Code Section 217.11, the school nurse has the responsibility and the authority to refuse to administer medications that in the nurse's judgment are not in the best interest of the student.
- The most current physician's order and/or parent permission form, label on the medication, and student medication log all must have matching information. Consequently, if all three do not match, your child will not receive the medication at school.

- Only the amount of medication that is required to be taken at school should be kept at school. (Example: student is to take 1 Amoxil at 12:00 for 3 days, only 3 Amoxil should be left at school.)
- Parents/guardians only may pick up any unused portion of medication. Medication will not be returned to students.
- Medication will be stored in a locked drawer/cabinet.
- A non-licensed health team member designated by the principal may administer medication. These staff members have received orientation, instruction, and passed a written test for the administration of medication.
- **It is the responsibility of the student to report to the designated area to take his/her medication.**

Teachers will be notified of those students in their class requiring medication and the time that the student is to take the medication.

- **A physician's order must accompany any prescribed medication before it can be dispensed at school.** The health room is not allowed to even accept any prescribed medication without a physician's order.
- A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

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

## Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://webds.dshs.state.tx.us/immco/affidavit.shtm>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, rubeola (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, varicella (chicken pox), and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of



immunization may be established by 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 a 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(LEGAL) and the TDSHS Web site: <http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

- Section 2.09 of the Texas Education Code and per the Texas Department of Health requires that all children entering Texas schools must have been immunized against diphtheria, pertussis, tetanus (DPT), polio, measles, mumps, rubella (MMR), Haemophilus Influenzae (Hib), Hepatitis B, and Varicells (chickenpox).
- TB (Tuberculosis) questionnaire is required by CISD for students entering the District for the first time in any grade. A TB skin test may be required if a student is found to be at high risk.
- Effective August 1, 2003, children born on or after September 2, 1992, attending school of childcare facilities in Bexar, Grayson, Moore, Nueces, Potter, Randall, and Terry counties, will be required to receive two doses of hepatitis A vaccine administered on or after their second birthday.
- Information regarding immunization requirements is available in the campus health room.
- Immunization policy is subject to change as mandated by the State of Texas Department of Health.
- Immunization is not a prerequisite for admission to CISD when the student applying for admission:
  1. Submits an affidavit signed by a physician stating that the immunization required would be injurious to the health of the child.
  2. Submits an affidavit signed by parent/guardian stating that the immunization conflicts with the tenets of a recognized religious denomination of which the child is a member.
- A student may be provisionally admitted to CISD if the person has begun the required immunizations and continues to receive the necessary immunizations as rapidly as medically feasible.
- If a student transfers from another Texas public school, a grace period of 30 days shall be allowed while awaiting the transfer of the immunization records, during which time the student may be provisionally enrolled.

## Screenings

Texas State mandated screenings will be conducted periodically during the school year. Students will be screened for vision and hearing impairments in appropriate grades. Spinal screenings

will be conducted for 6<sup>th</sup> and 9<sup>th</sup> grade students. Students can be screened for vision/hearing/spinal problems at the discretion of the school nurse. Acanthosis Nigracans screening will be performed on all 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade students as per HB 2989. Parents will be notified of abnormal results.

**Important:** *If any parent or guardian has concerns or suggestions regarding the health care of their child at school, please contact the District RN.*

When signing the Student Code of Conduct Acknowledgement form, you are also agreeing to the policies and procedures of the District Health Services.

## **Insurance**

The school provides an accident insurance plan for each year. One plan is for “At School Coverage” and another for 24-hour coverage. An envelope will be sent home that will give information to help you select the one best fitted for your needs if you wish to participate in such a program.

## **Bacterial Meningitis**

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

- What is meningitis?

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

- What are the symptoms?

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

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

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

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

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

people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

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

- How can bacterial meningitis be prevented?

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

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

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

You should seek prompt medical attention.

- Where can you get more information?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a 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>.

\* Please note that, although the state literature required to be distributed by school districts has not yet been revised, entering college students must now show, with limited exception, evidence of receiving a bacterial meningitis vaccination prior to taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

## **Food Allergies**

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

## **Physical Activity for Students in Elementary and Middle School**

In accordance with policies at EHAB, EHAC, EHBG, and FFA, the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

For additional information on the district's requirements and programs regarding elementary student physical activity requirements, please see the principal.

### **School Health Advisory Council (SHAC)**

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

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

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

- **Physical Fitness Assessment**

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

- **Tobacco Prohibited**

The district and its staff strictly enforce prohibitions against the use of tobacco products by anyone on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

- **Asbestos Management Plan**

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact the Director of Maintenance and Operations, the district's designated asbestos coordinator, at 242-5975.

- **Pest Management Plan**

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Director of Maintenance and Operations, the district's IPM coordinator, at 242-5975.

## **HOMELESS STUDENTS**

For more information on services for homeless students, contact the district's Liaison for Homeless Children and Youths, the Director of Special Programs, at 242-5600.

## **LAW ENFORCEMENT AGENCIES**

### **Questioning of Students**

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

### **Students Taken Into Custody**

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

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

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

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

## Notification of Law Violations

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, 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 is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regards to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

## LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions in conjunction with the LPAC.

## NONDISCRIMINATION STATEMENT

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

of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended.

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Director of Personnel.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Programs.
- All other concerns regarding discrimination: See the Superintendent.

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

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

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags** on page 15.]

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

## **PRAYER**

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

## **PROOF OF RESIDENCY/CHANGE OF ADDRESS**

If a parent moves or changes telephone numbers, the new address and phone number should be given to the office so files and the emergency card can be updated. If a parent moves to another attendance zone within the district, the students must withdraw and enroll in the school within that attendance zone. If a parent moves from the district, the student must withdraw and enroll at the school within the district to which he has moved.

## **False Information**

Presenting false information or false records for identification is a criminal offence under Penal Code 37.10 and enrolling the child under false documents makes the person liable for tuition or other costs provided below. **Education Code 25.002(d)**

A person who knowingly falsifies information on a form required for a student's enrollment in the District shall be liable to the District if the student is not eligible for enrollment, but is enrolled on the basis of false information. For the period during which the ineligible student is enrolled, the person is liable for the maximum tuition fee the expense, whichever is greater.

**Education Code 25.001(h)**

## RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal or superintendent has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

## 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 six weeks.

At the end of the first three weeks of a grading period parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 12 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment 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(LOCAL) and **Grading Policy Guidelines** on page 41.]

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

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

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

## RETALIATION

[**Discrimination, Harassment, and Retaliation** on page 29.]

## SAFETY

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



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

## Accident Insurance

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

## Emergency Procedures

### • Code Red

Teachers will lock their classroom doors and will not be able to let students in or out until notification from the office. In addition, the front doors to the school will be locked and no one may leave or enter. This code will be used in emergencies when danger may be presented to students by leaving the classroom. Reasons for a **Code Red** may include:

- A dangerous situation on campus
- A chemical emergency in the area
- A dangerous situation in vicinity of school grounds
- Notification by Central Administration of a potential danger

### • Code Green

When this code is issued, teachers will take their attendance rosters and exit the building with students as quickly and safely as possible. Classroom doors will be closed and locked upon exiting. Reasons for a **Code Green** may include:

- A fire or fire drill
- A bomb threat

### • Code Gray

This code is an alert that a funnel cloud has been sighted near the school and that classes need to practice tornado safety procedures at once. Classes will report to designated locations and protect their necks with their hands as they sit facing the interior walls. Classroom doors will be closed to protect against flying debris until the “all clear” signal from the office is given.

### • Code PDQ

This code is an alert to the campus crisis team that their services are needed to assist a student on campus. This is not a classroom emergency situation for the whole school, the

situation will be handled on an individual basis and teachers will be notified if action is required of them or their class.

## Severe Weather

A plan of action will be put into effect in the event of a tornado, hurricane warning or when severe weather warnings are received. Instructions for sending children home will come from the superintendent's office to the building principal. Parents coming to school for their children are asked to remain outside the classroom, in order not to excite the students remaining in the class.

If there is a need to dismiss school on any given day, this announcement will be made on the following radio stations only:

|      |          |         |                       |
|------|----------|---------|-----------------------|
| K-99 | 99.1 FM  | KIII-TV | Channel 3 (cable 5)   |
|      | 289-0111 |         | 986-8300              |
| KOUL | 103.7 FM | KRIS-TV | Channel 6 (cable 7)   |
|      | 883-1600 |         | 886-6100              |
|      |          | KZTV    | Channel 10 (cable 12) |
|      |          |         | 883-7070              |

Please tune in to any of these stations for information. If there is no announcement, Calallen schools will be in session.

## Lost/Runaway Child

If a child becomes lost, or is suspected of being a runaway between home and school, the school will:

- Check with parent if student does not arrive at school and has not been reported absent by parents.
- Check for student's possible route to school.
- Call Superintendent's office.
- Advise parent to notify police if student has not been located within a reasonable period of time.

This notification to the police must be made by a parent or guardian.

If a child or student leaves school or is reported missing between school and home, the school will:

- Call parent or guardian.
- Call Superintendent's office.
- Call police if student has not been located within a reasonable period of time.

**Note:** It is important to maintain one contact person at the police station.

## **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 may have to rely on previously provided 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.

## **SCHOOL BOARD POLICY NOTICE**

School Board policies are available online at [www.calallen.org](http://www.calallen.org).

## **SCHOOL DAY**

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

The school day for all primary students will begin at 7:55 a.m. with announcements. Students who do not ride school buses must not arrive on campus before 7:30 a.m. All students are to be inside the building upon arrival. There is no adult supervision before 7:30 a.m. or after 3:00 p.m.

Kindergarten students are dismissed at 2:55 p.m. First through Third, grade students are dismissed at 3:00 p.m.

Instruction begins at 8:00 a.m. each day; every effort should be made to have your child at school on time. Announcements begin at 7:55. Breakfast is served from 7:30 a.m. to 7:55 a.m.

Pre-Kindergarten and PPCD will follow appropriate half day schedule. Parent/guardian of PK students must be physically present at the bus stop location for their child to be dropped off. If an adult is not present, the PK child will be brought back to school. If the child is returned to school on more than 4 occasions, bus privileges may be revoked.

## **SCHOOL FACILITIES**

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

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

The following areas are open to students before school, beginning at 7:30 a.m.

- Kindergarten—First Grades—Activity Room
- Second Grade—Fine Arts
- Third Grade--Library
- Cafeteria for those eating breakfast. Report to assigned area if finished before 7:45.

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

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

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

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

### **Use of Hallways During Class Time**

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

### **Cafeteria Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential.

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(LEGAL).]

### **Library**

The Library has an excellent assortment of books and other media. The students will learn how to check out books, locate information, and develop an appreciation for reading. Books must be returned within a limited time. Lost or damaged books are the responsibility of the student.

### **Meetings of Non-curriculum-Related Groups**

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

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

### **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**

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

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

Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present.

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

### **Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) for more information.]

### **SEXUAL HARASSMENT**

[ **Discrimination, Harassment, and Retaliation** on page 29.]

### **SPECIAL PROGRAMS**

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

In compliance with federal and state guidelines the district adheres to the Response to Intervention (RTI) legislation which allows for all students to be screened and monitored for designated educational outcomes. Students requiring additional assistance will be given targeted intervention that is systematically monitored utilizing a variety of scientifically based data driven procedures. For students requiring more intensive support, instructional methods and assessment procedures will be considered. The essential components for such intervention include a variety of data based intervention of increasing intensity designed to target individuals who experience learning difficulties. If a child is experiencing learning problems, the parent may also contact the department listed below to learn more about the district's overall general education services and Response to Intervention process.

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 of 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*.

For questions regarding options for a child experiencing learning difficulties or a referral for an evaluation, please contact CISD Special Education program at 242-5600.

## **Gifted and Talented Programs**

- **Reading/Language Arts/Science/Social Studies Programs (Vista Program)**

The district provides opportunities for the gifted student to strengthen his/her unique abilities. The goals of the Gifted and Talented program are as follows:

- Develop general intellectual ability
- Develop creative and productive thinking skills
- Develop leadership ability
- Develop a willingness to use one's abilities in service to others.

- **Kindergarten through Third Grade Vista Program**

Kindergarten students are assessed and served by March 1 of their Kindergarten year. The Vista students are served in their kindergarten, first, second and third grade classrooms by teachers who have received the required 30 hours training in working with gifted students and in using teaching strategies to challenge these students in the regular classroom setting.

Students previously in Vista and any students wanting to be in the Calallen Gifted and Talented program will re-test for Horizon (Reading/Language Arts and Social Studies) and/or Navigation (Math and Science) programs at the end of their 3<sup>rd</sup> grade year. Students qualifying will be served from 4<sup>th</sup> grade through graduation if they remain in the program. They will not have to re-test again if they qualify for the Horizon or Navigation programs.

Further information is included in policies and procedures for Gifted Education.

## **STANDARDIZED TESTING**

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### ***Grades 3–8***

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student's current grade level, in order for the student to be promoted to the next grade level. See **Requirements for Promotion** on page 49 for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

The 2011–2012 school year was the first year of implementation of the STAAR testing program. For students who took the STAAR assessments required for grades 3–8 in spring 2012, parents will be informed of their child's performance once the results of these assessments are received by the district, expected in January 2013.

## **STUDENTS IN PROTECTIVE CUSTODY OF THE STATE**

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact the Assistant Superintendent of Special Programs, who has been designated as the district's liaison for children in the conservatorship of the state, at 242-5600 with any questions.

## **STUDENT MESSAGES**

Classes will not be interrupted for student telephone messages. Messages for students will be taken to the classroom at 2:00 p.m. No messages for students will be taken after 2:00 p.m. It is important that your child know where they should go after school before they arrive at school.

**For the safety of your child, transportation changes need to be made in writing and will no longer be taken by phone. Students will remain on their current/regular method of transportation if a note is not received by 2:00 pm that day.**

## **SUICIDE AWARENESS**

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- <http://www.texasuicideprevention.org>
- <http://www.dshs.state.tx.us/mhservices-search/>

## **TARDINESS**

Students arriving to class after 8:00 a.m. are considered tardy and must report to the office for a tardy slip, which is given to the teacher. **Students who receive four tardy slips may lose his/her recess privilege for that day and for every successive tardy which occurs during that six weeks.** Perfect attendance is awarded to students who are present each school day. To be considered present, students must check in to school on time and not excessively arrive late or be picked up early from school. Parents will be notified if their child receives 4 or more tardies

or is picked up early 4 or more times for a six-week period. If a child has 4 or more tardies or is picked up early 4 or more times for any six week period, he/she will not be able to participate in perfect attendance activities for that six weeks. Students who fall in this category will also not be eligible for end-of-semester or end-of-year perfect attendance awards.

Parents of students who receive 10 or more unexcused tardies or early dismissals in a semester may also receive a compulsory school attendance letter and may be subject to parent contributing to non-attendance charges. In order for a tardy or early dismissal to be excused, a doctor's excuse (or similar excuse) must be provided by the next school day.

## **TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

## **TRANSFER STUDENTS**

Students living out of district must apply for transfer **annually**. Application may be downloaded and completed for review by the Director of Administrative and Human Resources. Applications may also be picked up at CISD Central Administration Office. Students must meet certain criteria in the area of grades, attendance, and discipline. In addition to the above criteria, the number of transfer students accepted will be determined by space availability and compliance with Federal Court Order Civil Action 5281. Out of district transfer students are eligible to attend District school tuition-free in accordance with DEB (LOCAL).

## **TRANSPORTATION**

### **Bicycles**

Bicycles are to be parked and locked in the designated area upon arrival. Caution and safe riding rules are to be practiced. The school strongly recommends students lock any bike left in the bike rack. Students are responsible for providing locks for their bikes.

### **Bus Pass**

The child must acquire a pass when taking the bus for the first time. Please send the office a note or call the office ahead of time when your child is to be taken to a different location within the busing zone. The principal will decide whether the student will or will not ride a different bus within the busing zone.

### **School-Sponsored Trips**

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



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

### **Bus Transportation Requirements**

Callalen Independent School District Transportation Department will not pick-up or deliver a student to **multiple** addresses. The only pick-up and drop-off addresses that will be serviced for a student, will be the addresses listed on the back of the registration card that is completed during registration. Any change in the addresses must be permanent and submitted in writing to the Campus Administrator or their designee. A minimum of twenty- four (24) hours notice is required to implement a permanent change.

It is the **parent's responsibility** to make arrangements to transport a student, if a non-permanent pick up or drop off location is needed.

In extreme circumstances, the Campus Administrator or their designee may allow a change in this policy but only if the request is made before 2:00 p.m. and is submitted in one of the following manners: fax, e-mail or a signed written request.

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

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the office at 242-7560.

### **Rules for Bus Conduct**

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.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.

- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

### **Buses Loading and Unloading**

Bus loading and unloading will be by the Pavilion. Bus traffic will use the bus loop to the Pavilion and then on to East Riverview.

### **Parent Pick Up**

Parent Dropoff/Pickup will follow the route around the new addition and will continue through the section of driveway in front of the school to East Riverview.

Please do NOT stop on cross-walk. **Please do not leave your car to come inside the building.** This will only block incoming traffic. If you are going to come inside the building, please park in the designated parking lot and come by the office to check into the school.

### **VANDALISM**

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

### **VIDEO CAMERAS**

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

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

### **VISITORS TO THE SCHOOL**

All visitors to the campus must report to the office to have their state ID or drivers license scanned and receive a visitor's tag to wear while on campus. **Visitors may NOT enter classrooms during instructional time.** Please make arrangements with your child's teacher if you wish to schedule a conference. Students from other schools may visit only with prior approval of the principal. Pre-school age children may visit the school only if accompanied by an adult. Parents are not permitted to observe or sit in on instruction in his/her child's classroom due to FERPA regulations.

Lunch visitors should limit visits to **no more than 2 days per week**. Lunch visitors are to eat in the designated area with their child only and may only provide food to their own child. We want to support your child not only academically but also socially. Allowing them to go through school days without daily parent visits is a healthy start for them

When a court issued restraining order is requested of one parent due to a separation, an official copy of the court order must be on file in the principal's office. It is important to provide the office with a copy of any legal documents that may pertain to your child.

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

## **WITHDRAWING FROM SCHOOL**

Each child who withdraws from Calallen Schools must have a school exit interview form completed, along with the standard school transfer form. A student under 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

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

## 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 and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**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 and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 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.

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

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

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

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

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

**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 to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR Alternate** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Modified** is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

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

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

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

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

# APPENDIX

| Revised<br>June 1, 2012           |                                                                                                                                         |                                        |                                                                   | 2012–2013 STUDENT ASSESSMENT TESTING CALENDAR |                 | DATES SUBJECT<br>TO CHANGE |  |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------|-----------------------------------------------|-----------------|----------------------------|--|
| Test Date(s)                      | STAAR <sup>1</sup>                                                                                                                      |                                        | TAKS <sup>†</sup>                                                 |                                               | Report Date(s)* |                            |  |
| Apr 22 (Mon)                      |                                                                                                                                         |                                        | Exit Level ELA retest (online or paper)                           |                                               | By May 15, 2013 |                            |  |
| Apr 23 (Tues)                     | Grades 3–4 Mathematics<br>Grades 6–7 Mathematics                                                                                        |                                        |                                                                   |                                               | By May 22, 2013 |                            |  |
|                                   |                                                                                                                                         |                                        | TAKS Exit Level Mathematics<br>TAKS–M Grade 11 Mathematics*       |                                               | By May 22, 2013 |                            |  |
|                                   |                                                                                                                                         |                                        | Exit Level Mathematics retest (online or paper)                   |                                               | By May 15, 2013 |                            |  |
| Apr 24 (Wed)                      | Grades 3–4 Reading<br>Grades 6–7 Reading<br>Grade 5 Science<br>Grade 8 Science                                                          |                                        |                                                                   |                                               | By May 22, 2013 |                            |  |
|                                   |                                                                                                                                         |                                        | TAKS Exit Level Science<br>TAKS–M Grade 11 Science*               |                                               | By May 22, 2013 |                            |  |
|                                   |                                                                                                                                         |                                        | Exit Level Science retest (online or paper)                       |                                               | By May 15, 2013 |                            |  |
| Apr 25 (Thur)                     | Grade 8 Social Studies                                                                                                                  |                                        |                                                                   |                                               | By May 22, 2013 |                            |  |
|                                   |                                                                                                                                         |                                        | TAKS Exit Level Social Studies<br>TAKS–M Grade 11 Social Studies* |                                               | By May 22, 2013 |                            |  |
|                                   |                                                                                                                                         |                                        | Exit Level Social Studies retest (online or paper)                |                                               | By May 15, 2013 |                            |  |
| Apr 26 (Fri)                      | All make-up sessions for STAAR assessments scheduled to be administered from Apr 23–25, 2013, must be completed by the end of this day. |                                        |                                                                   |                                               |                 |                            |  |
|                                   | STAAR <sup>1</sup>                                                                                                                      |                                        |                                                                   |                                               |                 |                            |  |
| Assessment Window<br>May 6–May 17 | Algebra I<br>Biology<br>World Geography                                                                                                 | Geometry<br>Chemistry<br>World History | Algebra II<br>Physics<br>U.S. History                             | By June 7, 2013                               |                 |                            |  |

\* Districts must notify students and parents of test results according to the schedule outlined in the STAAR Manual.

\* Districts must notify students and parents of test results according to the schedule outlined in the *District and Campus Coordinator Manual*.

Δ Includes STAAR L, STAAR Spanish, and STAAR Modified where available.

† Includes TAKS (Accommodated)

• The ARD committee will continue to determine a student's graduation requirements for students receiving special education services.

# Important Information for Parents and Students

## STAAR / TAKS Success Incentive

The CISD 3-Tier Student Success Incentive is a unique program ensuring success for all students in our district.

The program takes into account successful completion of the state assessment and current promotion standards and offers an early end-of-school date, May 24, 2013, for those meeting all standards. Classes will continue through May 31, 2013 with small group and one-on-one instruction for students in an effort to further assist them in meeting the promotion standards. Those students who have not met promotion standards after May 31, 2013 may be required to attend summer school.

### AS A PARENT/GUARDIAN, YOU CAN ENSURE YOUR CHILD'S SUCCESS IN THE FOLLOWING WAYS:

- Encourage your child to develop good study habits.
- Note test dates on your home calendar.
- Make sure your child gets a good night's rest and eats a normal breakfast before testing.
- Encourage your child to do the best work possible.
- Confer with teachers on a regular basis for progress reports.
- Encourage your child to take responsibility for homework and class study.
- Do not send your child to school if illness is apparent.
- Praise your child for work done well.

### 2012-2013 SCHOOL YEAR

#### TIER 1

The last day of school for PK-11 students meeting all promotion standards will be May 24, 2013.

The last day of school for graduating seniors will be May 24, 2013.

#### TIER 2

Students who have not yet met all promotion standards will be required to attend classes featuring small group and one-on-one instruction.

The last day of school for students meeting all promotion standards after this tier will be May 31, 2013.

#### TIER 3

Students who have not met promotion standards after the second tier may be required to attend summer school.

PLEASE SEE REVERSE SIDE FOR PROMOTION STANDARDS & TEST DATES



# Promotion Standards

## PREKINDER AND KINDERGARTEN

Teachers shall make recommendations for promotion based on the following criteria:

- Mastery of objectives in the Texas Essential Knowledge and Skills (TEKS)
- Social development and work habits.

## GRADE 1-2

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts

## GRADES 3-5

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

## GRADES 6-8

- An overall average of 70 or above (computed by averaging yearly grades for language arts, mathematics, social studies and science)
- A yearly average of 70 or above in mathematics
- A yearly average of 70 or above in language arts
- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR\*, LAT, TELPAS)

## GRADES 9-11

- Students must meet minimum expectations (passing standard) for all state assessments (example: STAAR EOC\*, TAKS, LAT, TELPAS)
- Credits required for grade level classification
  - Sophomore (10<sup>th</sup>) – 6 to 11 credits and entering second year in an accredited high school
  - Junior (11<sup>th</sup>) 12 to 18 credits and entering third year in an accredited high school
  - Senior (12<sup>th</sup>) 19 or more credits, entering at least third year in an accredited high school, and declaring intent to graduate the current school year

## GRADE 12

- Student must meet all state and local graduation requirements.

\*All versions of STAAR and TAKS

## SPRING TEST DATES

| DATE          | TEST                                       | GRADE      |
|---------------|--------------------------------------------|------------|
| Mar 4         | TAKS Exit Level ELA                        | Exit       |
| Mar 18-Apr 10 | TELPAS                                     | K-12       |
| Apr. 1        | English I and III Writing                  | 9, 11      |
| Apr 2         | STAAR Writing - Day 1                      | 4, 7       |
|               | STAAR Math                                 | 5, 8       |
|               | English I and III Reading                  | 9, 11      |
| Apr 3         | STAAR Writing - Day 2                      | 4, 7       |
|               | STAAR Reading                              | 5, 8       |
|               | English II Writing                         | 10         |
| Apr 4         | English II Reading                         | 10         |
| Apr 23        | STAAR Mathematics                          | 3, 4, 6, 7 |
|               | TAKS Exit Level Mathematics                | Exit       |
| Apr 24        | STAAR Reading                              | 3, 4, 6, 7 |
|               | Science                                    | 5, 8       |
|               | TAKS Exit Level Science                    | Exit       |
| Apr 25        | Social Studies                             | 8          |
|               | TAKS Exit Level Social Studies             | Exit       |
| May 6 - 17    | STAAR:                                     |            |
|               | Algebra I, Algebra II, Biology, Chemistry, |            |
|               | Geometry, Physics, World Geography,        |            |
|               | World History, U. S. History               |            |

# 2013



STAAR –  
State of Texas Assessments of  
Academic Readiness

TAKS –  
Texas Assessment of Knowledge  
and Skills  
(Includes TAKS Accommodated)

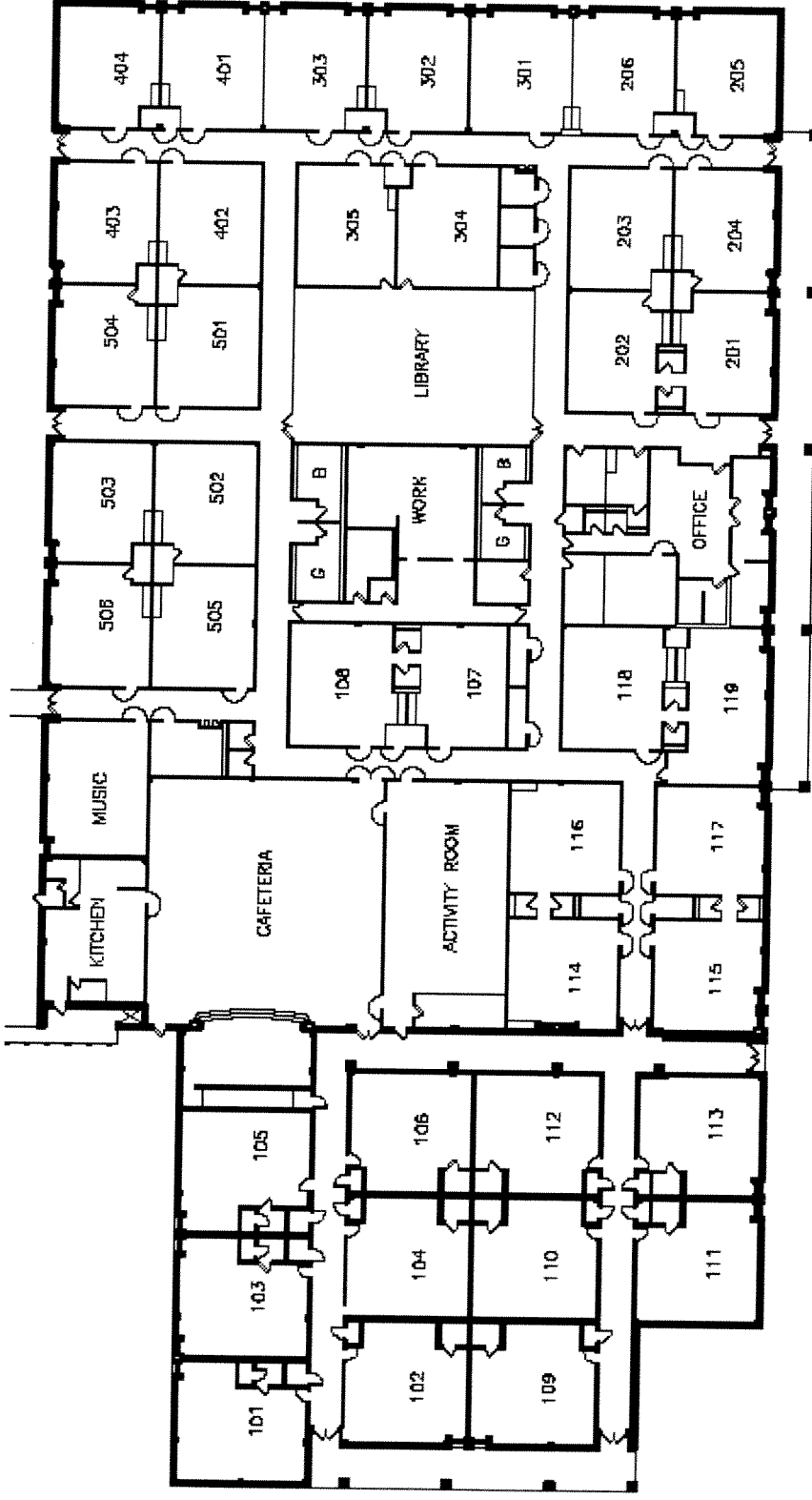
LAT –  
Linguistically Accommodated  
Testing

TELPAS –  
Texas English Language  
Proficiency System

Testing dates may  
be subject to change  
by TEA.

# C a l a i e n

# I S D



# Wood River Elementary

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider award for fuel purchases for school year 2012-2013

New Business

**Action**

**BACKGROUND INFORMATION**

The District issued a "Request For Proposals" for Gasoline and Diesel Fuel for District vehicles for the school year September 1, 2010 through August 31, 2011, with an option to renew annually for up to five additional years.

The District received five proposals. The low proposer was **Oil Patch Petroleum, Inc., with a markup of three fourths of a cent per gallon.** The contract was renewed, under the same terms and conditions as the original proposal, for the year September 1, 2011 through August 31, 2012.

**ITEM ADDRESSED**

Consider renewing fuel contract

**RECOMMENDED ACTION**

The administration recommends that the Board renew the gasoline and diesel fuel contract with Oil Patch Petroleum, Inc., for the September 1, 2012 through August 31, 2013 year, under the same terms and conditions as the original contract.

**BUDGETARY INFORMATION**

The cost of fuel purchases made during the school year 2012-2013 will be included in the 2012-2013 General Fund Budget.

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date : June 21, 2012

Subject: Consider renewal of Waste Removal and Recycling contract with Allied Waste Service

New Business

**Action**

**BACKGROUND INFORMATION**

The District awarded our waste removal and recycling services, on July 14, 2008, to Allied Waste Services, on a biennial contract, with the option to renew for two additional two year periods. **Allied was the ONLY responder to our RFP at that time. The proposal was in the amount of \$90,279.12 for a two year period.** The contract was renewed for the 2010-2011 and 2011-2012 school years. They are willing to renew the contract for the 3rd and final two year period (September 1, 2012 through August 31, 2014) as follows...**Republic Services (also known as Allied Waste Services) “has been at the same rates since 2008 and will implement a 3% price increase.”.**

**ITEM ADDRESSED**

Consider renewal of waste removal and recycling contract with Allied Waste Removal Services.for the 2<sup>nd</sup> and final renewal under the current contract.

**RECOMMENDED ACTION**

The Administration recommends the Board approve the renewal of the District's waste removal and recycling contract with Allied Waste Services. This will be paid for out of the General Fund.



Mr. Harley Schmidt  
Calallen Independent School District  
4205 Wildcat Dr.  
Corpus Christi, Texas 78410

Monday, June 04, 2012

Dear Mr. Schmidt,

Republic Services of Corpus Christi appreciates the opportunity to provide solid waste and recycling collections services for Calallen Independent School District.

Republic Services would like, at this time, to exercise the option to extend the renewal from September 1, 2012 through August 21, 2014. The renewal will begin on September 1, 2012 and end on August 21, 2014. Republic Services has been at the same rates since 2008 and will implement a 3% price increase.

Please notify us at your earliest convenience if you wish to accept this option to renew.

If you have any questions, please feel free to contact me at (361) 698-5026.

Sincerely,

Lisa Ortiz  
Territory Sales Representative

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date : June 21, 2012

Subject: Consider award of contract to design build firm for the concession stand renovation, and design and build of a vending building, as well as storage for trailers, machinery and other items

New Business

**Action**

**BACKGROUND INFORMATION**

At the June 4, 2012 Special Board Meeting, the Board approved the design-build contract method as the method to be used for the Concession Stands Renovation, and design and build of a vending building, as well as storage for trailers, machinery and other items

The District then issued a Request For Qualifications for a design-build firm, placing a newspaper ad; the RFQ was opened on Tuesday, June 19, 2012 at 3:00pm. A district committee reviewed the RFQs.

The District is required under this method to contract with our district architect to oversee the project (but the actual plans will come from the design-build team)

Ferrell/Brown and Associates, Architects, has agreed to act as the district's representative for this project.

**ITEM ADDRESSED**

Consider awarding the contract to Design Build firm for the Concession Stands Renovation, and design and build of a vending building, as well as storage for trailers, machinery and other items at a maximum cost of \$80,000.00 for the concession stand renovations and \$50,000.00 for the vending building and storage area.

**RECOMMENDED ACTION**

The Administration will make a recommendation at the board meeting. The project will be paid for with bond funds.

**CALALLEN INDEPENDENT SCHOOL DISTRICT**  
**Design Build Firm Evaluation form for Concessions Rehab and vending building with covered secure storage**  
 June 19, 2012  
 3PM

| CONTRACTOR  | Experience | Technical Competence | Capability to perform | Past performance of the firm and members of the firm | Certification that each architect or engineer was selected based on competence and qualifications | Totals | Ranking             |
|-------------|------------|----------------------|-----------------------|------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------|---------------------|
|             | 20%        | 20%                  | 20%                   | 20%                                                  | 20%                                                                                               | 100%   |                     |
| WALTER BROS | 20         | 20                   | 20                    | 20*                                                  | 20                                                                                                | 100    | TIE 1 <sup>st</sup> |
| GAS, CE, TX | 20         | 20                   | 20                    | 19                                                   | 20                                                                                                | 99     | TIE 3 <sup>rd</sup> |
| CPM         | 20         | 20                   | 20                    | 20*                                                  | 20                                                                                                | 100    | TIE 1 <sup>st</sup> |
| LVV CITY    | 20         | 20                   | 20                    | 19                                                   | 20                                                                                                | 99     | TIE 3 <sup>rd</sup> |
|             |            |                      |                       |                                                      |                                                                                                   |        |                     |
|             |            |                      |                       |                                                      |                                                                                                   |        |                     |
|             |            |                      |                       |                                                      |                                                                                                   |        |                     |

\* SEE ATTACHED

Alon Schindl, ARCHITECT  
 Bell Memorial  
 Halen Schmidt

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider renewal of extracurricular and co-curricular student accident insurance  
for 2012-2013

New Business

**Action**

**BACKGROUND INFORMATION**

The District provides student accident insurance to all students involved in UIL athletic and academic extracurricular and co-curricular activities, as well as cheerleading.

In addition to this insurance provided by the District, all students have the option to purchase a voluntary student accident insurance plan. The premium for the 2010-2011 year was \$29,865.00, with Texas Monarch Management. The premium for the 2011-2012 renewal was the same, \$29,865.00. **The premium for the 2012-2013 renewal offer is the same, \$29,865.00.** The district trainer is pleased with the service provided by Texas Monarch Management

**ITEM ADDRESSED**

The District has an option to renew annually for up to five years. This is the second of five renewals.

**RECOMMENDED ACTION**

The Administration recommends that the student accident insurance be renewed with Texas Monarch Management, in the amount of \$29,865.00.

**BUDGETARY INFORMATION**

The premium for the 2012-2013 school year (coverage to begin August 1, 2012) will be included in the 2012-2013 General Fund Budget.



# Schedule of Benefits For Mandatory Student Accident Plans

**All Maximums Are For Each Injury.**

|                                                                            | Texas Custom U & C                            | Premier Plus                                                                                                           | Premier                                                                                      |
|----------------------------------------------------------------------------|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| Plan Maximums (For each Covered Injury)                                    | \$25,000*                                     | \$25,000*                                                                                                              | \$25,000*                                                                                    |
| Vocational Plans (For each Covered Injury)                                 | \$25,000*                                     | \$25,000*                                                                                                              | \$25,000*                                                                                    |
| Field Trip Coverage (For each Covered Injury)                              | \$25,000*                                     | \$25,000*                                                                                                              | \$25,000*                                                                                    |
| Hospital Room and Board                                                    | 100% U & C                                    | Semi-Private daily room rate                                                                                           | Semi-Private daily room rate                                                                 |
| Hospital Inpatient Expenses                                                | 100% U & C                                    | 100% U & C up to \$750 1 <sup>st</sup> day, \$250 per day thereafter subject to a Maximum of \$5,000 per Hospital Stay | 100% U & C up to \$250 per day; thereafter subject to a Maximum of \$5,000 per Hospital Stay |
| Hospital Outpatient Surgery (facility charge)                              | 100% U & C up to \$3,500 per Covered Injury   | up to \$2,000 per Covered Injury                                                                                       | up to \$1,250 per Covered Injury                                                             |
| Hospital Outpatient Medical Emergency (use of emergency room and supplies) | 100% U & C up to \$350 per Covered Injury     | 100% U & C up to \$200 per Covered Injury                                                                              | 100% U & C up to \$150 per Covered Injury                                                    |
| Physician, Emergency Room                                                  | 100% U & C up to \$150                        | 100% U & C up to \$100                                                                                                 | N/A                                                                                          |
| Physician Nonsurgical Visits                                               | 100% U & C per visit up to 5 visits           | 100% U & C up to \$40 per visit                                                                                        | 100% U & C up to \$40 per visit                                                              |
| Physician Surgical Services                                                | 100% U & C, Maximum \$5,000                   | 90% of U & C, Maximum \$4,500                                                                                          | 75% of U & C, Maximum \$3,750                                                                |
| Anesthetist/Assistant Surgeon                                              | 25% of surgeon's allowance                    | 25% of surgeon's allowance                                                                                             | 25% of surgeon's allowance                                                                   |
| Registered Nurse (Inpatient)                                               | 100% U & C per Hospital Stay                  | 100% U & C per Hospital Stay                                                                                           | 100% U & C up to \$400 per Hospital Stay                                                     |
| Outpatient Physiotherapy                                                   | \$50 per visit, Maximum \$1,000               | \$25 per visit, Maximum \$250                                                                                          | \$20 per visit up to a Maximum of \$100                                                      |
| Outpatient X-ray Services                                                  | 100% U & C up to \$300 per Covered Injury     | 100% U & C up to \$200 per Covered Injury                                                                              | 100% U & C up to \$200 per Covered Injury                                                    |
| Outpatient Laboratory Services                                             | 100% U & C per Covered Injury                 | 100% U & C up to \$50 per Covered Injury                                                                               | 100% U & C up to \$50 per Covered Injury                                                     |
| Dental Treatment                                                           | 100% U & C                                    | 100% U & C                                                                                                             | 100% U & C up to \$250 per tooth                                                             |
| Motor Vehicle Injury                                                       | up to \$5,000 per Covered Injury              | up to \$5,000 per Covered Injury                                                                                       | up to \$5,000 per Covered Injury                                                             |
| Ambulance Services                                                         | First Trip to Hospital/U & C                  | First Trip to Hospital/U & C                                                                                           | First Trip to Hospital/U & C                                                                 |
| Diagnostic Imaging Services (Includes MRI, Cat Scans)                      | 100% U & C, up to \$1,200 per Covered Injury  | 100% U & C, up to \$750 per Covered Injury                                                                             | 100% U & C, up to \$500 per Covered Injury                                                   |
| Orthopedic Braces & Appliances Inpatient                                   | 100% U & C, Maximum \$1,200 per Hospital Stay | N/A                                                                                                                    | N/A                                                                                          |
| Outpatient                                                                 | 100% U & C, up to \$600 per Covered Injury    | 100% U & C up to \$500 per Covered Injury                                                                              | 100% U & C up to \$300 per Covered Injury                                                    |
| Durable Medical Equipment                                                  | 100% U & C up to \$150                        | 100% U & C up to \$150                                                                                                 | 100% U & C up to \$150                                                                       |
| Eyeglasses, Contact Lenses/                                                | 100% U & C                                    | 100% U & C                                                                                                             | 100% U & C                                                                                   |
| Hearing Aid Replacement                                                    | 100% U & C                                    | 100% U & C                                                                                                             | 100% U & C                                                                                   |
| Prescription Drugs (outpatient)                                            | 100% U & C                                    | 100% U & C                                                                                                             | 100% U & C                                                                                   |
| Consultant                                                                 | No Benefits                                   | No Benefits                                                                                                            | No Benefits                                                                                  |
| Injections                                                                 | No Benefits                                   | No Benefits                                                                                                            | No Benefits                                                                                  |

**Note coverage includes benefits for:**

Hernia as a result of Covered Accident/not stress

Heart and Circulatory Conditions due to Heat Exhaustion

Deferred Surgical Expense Benefit (pin removal within 2 years of the accident, paid under the surgical benefit maximum)

This is a brief illustration of coverage underwritten by Axis Insurance Company. The Policy issued will be the contract and will govern and control the payment of benefits. If there is any conflict between the information in this illustration and the Policy, the Policy will control in all respects. The Policy is a non-renewable one year policy. No benefits are payable for expense incurred that is paid or payable by an Other Health Plan.



**Texas Monarch  
Management  
Corporation**

## Quote for Student Accident Insurance

**To:** Calallen Independent School District  
**From:** Greg White, Texas Monarch Management Corporation  
**Date:** 5/29/2012

Here is your quote for Student Accident Insurance for the 2012-2013 school year. This year the student insurance plans are underwritten as follows:

- Blanket Plan by Axis Global Accident & Health (A rated, XV by AM Best)
- Catastrophic Coverage by Axis Global Accident & Health (A rated, XV by AM Best)

### Renewal Premium for School Year 2012-2013

|               |              |
|---------------|--------------|
| Premier Plan  | \$ 28,438.00 |
| CAT – Class 3 | \$ 1,427.00  |
| Total         | \$ 29,865.00 |

Please note that the benefits are listed in the product brochure and students will have access to the Texas True Choice/Multiplan "Student Accident Network" of medical providers for discounted or "zero-balance" savings. The websites are located at [www.texastruechoice.com](http://www.texastruechoice.com) and [www.multiplan.com](http://www.multiplan.com). Parents still have "freedom of choice".

For acceptance of the above 2012-2013 proposal, please sign and date this agreement in the space below. You may fax this agreement back to us at (903) 596-8288.

\_\_\_\_\_  
Greg White  
Texas Monarch Management Corporation

Proposal Accepted By:

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TEXAS MONARCH MANAGEMENT CORPORATION

### 2012-2013 MULTI-YEAR AGREEMENT

The CALLEN Independent School District will have the option to automatically renew its Student Accident and Athletic Injury contract of insurance for up to two (2) additional years following the 2012-2013 school year. This agreement is not-binding on the school district. This agreement is intended to help the district exercise a multi-year agreement if they so chose. If the district wishes to go out for bids each year then they can.

Texas Monarch Management Corporation and the underwriting company will strive to keep the premium of the base plan (blanket plan) at the same level, but not to exceed ten percent (10%) of the previous year's premium.

Please check additional contract year(s) selected:

- ☐ 2013-2014 Contract of insurance will automatically renew provided the 2012-2013 rate does not increase more than 10%.
- ☐ 2014-2015 Contract of insurance will automatically renew provided the 2013-2014 rate does not increase more than 10%.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Name of School District)

\_\_\_\_\_  
(Address) (City) (State) (Zip)

\_\_\_\_\_  
(Phone) (Fax) (E-mail address)

\_\_\_\_\_  
(School Official's Name and Title) (School Official's Signature)

\_\_\_\_\_  
(Agent's Signature)

Reference: "A multi-year contract must, however, contain a clause retaining to the school board the continuing right to terminate at the expiration of each budget period of the school district during the term of the contract. In the alternative, the school board may condition the contract on a best efforts attempt by the school board to obtain and appropriate funds for the payment of the contract."

From a formal opinion issued by the Office of the Texas Attorney General, DM-418, Sept, 23, 1996.

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider approval of revisions to DNA (LOCAL) Policy

---

New Business

**Action**

**BACKGROUND INFORMATION**

When this policy was adopted in 2003 principals were informed that teachers who were eligible for the PDAS waiver were to be evaluated after three years on the waiver. Our local policy actually requires that teachers are to be evaluated after two years on a waiver. Campus principals advised that the current practice is effective.

**ITEM ADDRESSED**

Consider approval of revisions to DNA (LOCAL) Policy

**RECOMMENDED ACTION**

The Administration recommends the Board approve revisions to DNA (LOCAL) Policy as presented.

## PROPOSED REVISIONS

### ~~PDAS~~

~~The annual appraisal of District teachers shall be in accordance with the Professional Development and Appraisal System (PDAS).~~

### LESS-THAN- ANNUAL APPRAISAL-OF TEACHERSEVALUATI ONS

~~However,~~ District teachers **shall be appraised annually, except teachers who are eligible for less frequent evaluations in accordance with law and the following local criteria. [See DNA(LEGAL)]**~~who meet the criteria listed below shall be eligible for a less than annual appraisal as permitted by law.~~

~~To be~~**The** eligible, ~~a~~ teacher shall:

1. Be on an educator contract;
2. Not be new to the campus;
3. Have received a rating of “exceeds expectations” in six of eight domains ~~in~~**on** the most recent **Professional Development Appraisal System (PDAS)** evaluation; and
4. Have received a minimum rating of “proficient” in the other two domains **on the most recent PDAS evaluation.**

**An eligible** teacher who waives the annual appraisal shall also waive the summative appraisal/conference.

### EXCEPTION

Any formal write-up or documentation of any PDAS indicator shall cause a teacher to be evaluated during that school year. The ~~three~~**four**-year waiver may be reinstated the following school year if the eligibility criteria above have been met.

### FREQUENCY

A teacher who qualifies for a less-than-annual appraisal shall be scheduled for a complete PDAS process every ~~third~~**fourth** year.

In a school year in which a teacher is not scheduled for the PDAS, either the teacher or the principal may request that an appraisal be conducted by providing written notice to the other party.

### ALTERNATIVE ANNUAL REVIEW PROCESS

In the years that PDAS is not scheduled for an eligible teacher, an annual review process detailed in guidelines developed by the administration in collaboration with the District- and campus-level decision-making committee shall be conducted. As a part of that process, each teacher shall annually complete the Teacher Self Report (TSR) and shall receive a minimum of one walk through per semester.

**The alternative annual review process shall produce a written document to be presented to the teacher, signed by the teacher and supervisor, and maintained in the personnel file.**

PERFORMANCE APPRAISAL  
EVALUATION OF TEACHERS

DNA  
(LOCAL)

|                                     |                                                                                                                                                                                                                                                                                                                                                     |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <p><b>The regular PDAS procedures and requirements shall not apply to the alternative annual review process.</b></p>                                                                                                                                                                                                                                |
| <b>PDAS</b>                         | <p><b>The annual appraisal of District teachers not eligible for less frequent evaluations shall be in accordance with PDAS.</b></p> <p>The District shall establish an appraisal calendar each year.</p>                                                                                                                                           |
| <del>SCHEDULE<br/>LIMITATIONS</del> | <del>In addition to those days on which observations are prohibited by law [see DNA(LEGAL)], the District shall not schedule observations on the day before and the day after a school holiday, days scheduled for end-of-semester or end-of-year examinations, or days scheduled for state-mandated assessments or other standardized tests.</del> |
| FIRST OBSERVATION                   | First classroom observations of teachers shall be scheduled within a one-week window.                                                                                                                                                                                                                                                               |
| ALTERNATE APPRAISERS                | The list of qualified appraisers who may appraise a teacher in place of the teacher's supervisor shall be approved by the Board.                                                                                                                                                                                                                    |
| SECOND OBSERVATION APPRAISER        | Upon a teacher's request for a second appraiser, the Superintendent or designee shall select the second appraiser from a pre-established roster of trained appraisers.                                                                                                                                                                              |
| SCHEDULING                          | Second appraisals shall be scheduled within a one-week window.                                                                                                                                                                                                                                                                                      |
| SCORES                              | Domain scores from the first appraisal shall have a weight of 60 percent and scores from the second appraisal shall have a weight of 40 percent.                                                                                                                                                                                                    |
| PROBATIONARY TEACHERS               | Written evaluations and other evaluative information need not be considered prior to a decision to terminate a probationary contract at the end of the contract term. [See DFAB(LEGAL)]                                                                                                                                                             |
| EMPLOYMENT DECISIONS                | When relevant to decisions regarding term contracts, written evaluations of a teacher's performance, as documented to date, and any other information the administration deems appropriate, shall be considered in decisions affecting contract status.                                                                                             |
| GRIEVANCES                          | Complaints regarding teacher appraisal shall be addressed in accordance with DGBA(LOCAL).                                                                                                                                                                                                                                                           |

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

Subject: Consider adoption of Localized Policy Update 94

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New Business

**Action**

**BACKGROUND INFORMATION**

See attached information.

**ITEM ADDRESSED**

Consider adoption of Localized Policy Update 94

**RECOMMENDED ACTION**

The Administration recommends the Board approve the adoption of Localized Policy Update 94.



# UPDATE 94

## Adoption Notification Form

Update 94 contains (LOCAL) policies that require board action before we can incorporate Update 94 into your district's *Policy On Line* manual.

**Please fill out this form and fax to the attention of Loretta Jeschke at 512-467-3618 or complete the form electronically through the *Policy On Line* Administrator Tools at <https://www.tasb.org/apps/PolicyAdmin> or e-mail [pol-support@tasb.org](mailto:pol-support@tasb.org).**

### 178903 Calallen ISD

Your Name: \_\_\_\_\_

E-mail: \_\_\_\_\_  
We will send a confirmation e-mail when your update is placed online.

#### About previous updates:

☐ Please check the box to confirm. The board has adopted all prior updates.

#### About Update 94:

Please provide us with the **Adoption date:** \_\_\_\_\_  
and **status** of Update 94 by checking the appropriate boxes below:

☐ Place Update 94 online immediately. Our board has adopted it as sent to us by TASB.

#### OR

☐ Our board has acted on all of Update 94, and made additional changes to the policies listed below\*:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*If you have changes to the listed policies that you have not already sent to your policy consultant, please attach the policies to this form or e-mail them to your consultant to ensure they are processed as a Local District Update. Your policy consultant may contact you about these policies if necessary.

If you have any questions, please contact Loretta Jeschke by phone at 800-580-7529.

**TASB Policy Service**

**Fax: 512-467-3618**





## Localized Policy Manual

# Update 94

Please remember: Log in to **myTASB.tasb.org** and open *Policy Service Resource Library: Local Manual Updates* to download a PDF of this update packet, annotated copies of the (LOCAL) policies, editable (LOCAL) text, and more.

### Calallen ISD

Update 94 is a special update to address the requirement for districts to adopt local policy for the care of students with a diagnosed food allergy who are at risk for anaphylaxis, as required by SB 27 from the 82nd Legislative Session. SB 27 requires districts to adopt local policy by August 1, 2012, and the local policy must be based on the *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* developed by the Texas Department of State Health Services, available at <http://www.dshs.state.tx.us/schoolhealth/default.shtm>.

Update 94 does not include an FFAF(LEGAL) policy, because the corresponding legal provisions were added to that policy at Update 91. However, the F section table of contents is included to reflect a change to the FFAF subtitle.

On June 15, 2012, Policy Service will publish sample administrative procedures and forms in Update 41 to the *Regulations Resource Manual*, available on myTASB, so that districts can have in place for the 2012–13 school year a comprehensive plan to address life-threatening student food allergies.

**Please note:** Because the law requires districts to adopt a local policy so quickly, districts in which the local policy adoption process calls for two readings of a proposed policy may wish to implement the process for emergency adoption with one reading. [See BF(LOCAL).]

Please bear in mind that the table of contents should NOT be adopted. The (LOCAL) policy recommendations in this update will need close attention by both the administration and the board to ensure that they reflect the practices of the district and the intentions of the board. Board action is needed to adopt, revise, or repeal (LOCAL) policy.

In addition to the updated policies, your Localized Update 94 packet contains:

- **INSTRUCTIONS . . .** providing specific, policy-by-policy directions on how this update, if accepted as prepared, should be incorporated into your Localized Policy Manual.
- **EXPLANATORY NOTES . . .** summarizing changes to the policies in each code. Please note that, where appropriate, the Explanatory Notes ask you to **verify that a particular policy reflects your current practice and to advise us of changes needed** so that our records and your manual accurately track the district's practice.

Copies of *Vantage Points—A Board Member's Guide to Update 94* also accompany this update packet. *Vantage Points* offers a highly summarized overview of the update and is intended to provide local officials a first glance at the scope of the update—as a prelude to studying the detailed Explanatory Notes and policy text within the packet. **Please distribute the enclosed copies of *Vantage Points* to your board members** at the earliest possible opportunity, preferably with their review copies of this update.

Update 94 policies are so identified in the lower left-hand corner of each policy page. If you have any questions concerning this update, please call your policy consultant, Kristin McGuire, at 800-580-7529 or 512-467-0222.

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## Regarding board action on Update 94 . . .

- Board action on Localized Update 94 must occur within a properly posted, open meeting of the board and may be addressed on the agenda posting as “Policy Update 94, affecting (LOCAL) policies (see attached list of codes).” Policy On Line districts have access to a list of the (LOCAL) policies included in the update through the Local Manual Updates application in myTASB. Other districts may generate a list of the (LOCAL) policy codes added, revised, or deleted (and the titles/subtitles of those policies) using the Instruction Sheet as a guide and attach that list to the posting. BoardBook compilers should use “Policy Update 94, affecting (LOCAL) policies” as the agenda item and, as agenda sub-items, the code and name of each of the (LOCAL) policies affected by the update.
- The board’s action on Localized Update 94 must be reflected in board minutes. The Instruction Sheet—annotated to reflect any changes made by the board—and the Explanatory Notes for the update should be filed with the minutes where they make up the authoritative record of your board’s actions. Include a copy of new, replaced, or rescinded (LOCAL) policies.
- In constructing the separate historical record of the manual, the emphasis is on tracking the history of individual policies. For guidance on maintaining this record, please refer to the *Policy Administrator’s Guide* at [http://www.tasb.org/services/policy/mytasb/admin\\_guide/index.aspx](http://www.tasb.org/services/policy/mytasb/admin_guide/index.aspx).

## Regarding manual maintenance and administrative regulations . . .

- **Notify your policy consultant of any changes made by the board so that Policy Service records—forming the basis for subsequent updating recommendations—exactly mirror your manual.**
- The update should be incorporated into each of the district’s Localized Policy Manuals as soon as practicable. If the district uses Policy On Line, you will need to notify us of the board’s action on Update 94 so that your district’s Localized Policy Manual as it appears on TASB’s Web server can be updated. Policy On Line staff may be reached by phone (800-580-7529 or 512-467-0222), by fax (512-467-3618, using the Update 94 Adoption Notification Form enclosed), by e-mail ([pol-support@tasb.org](mailto:pol-support@tasb.org)), or through the Policy On Line Administrator Tools (<https://www.tasb.org/apps/PolicyAdmin>).
- Administrative procedures and documents—including formal (REGULATIONS), handbooks, and guides—that may be affected by Update 94 policy changes should be inspected and revised by the district as needed.

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**PLEASE NOTE:** This localized update packet and the Update 94 *Vantage Points* may not be considered as legal advice and are not intended as a substitute for the advice of the board’s own legal counsel.

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Instruction Sheet  
TASB Localized Policy Manual Update 94

District      Calallen ISD

| Code |         | Action To Be Taken        | Note                      |
|------|---------|---------------------------|---------------------------|
| F    | (LEGAL) | Replace table of contents | Revised table of contents |
| FFAF | (LOCAL) | ADD policy                | See explanatory note      |



## Explanatory Notes

### TASB Localized Policy Manual Update 94

District: Calallen ISD

F (LEGAL) STUDENTS

We have revised the F section table of contents to rename FFAF, now subtitled Care Plans.

FFAF (LOCAL) WELLNESS AND HEALTH SERVICES  
CARE PLANS

SB 27 from the 82<sup>nd</sup> Legislative Session required the commissioner of state health services, in consultation with an ad hoc committee, to create guidelines to help districts develop local policy for the care of students with a diagnosed food allergy who are at risk for anaphylaxis. The commissioner's guidelines may not require a district to purchase prescription anaphylaxis medicine or require the administration of anaphylaxis medication to a student unless the medication is prescribed for that student. These legal provisions were added to FFAF(LEGAL) at Update 91.

**The law requires districts to adopt local policy by August 1, 2012, and the local policy must be based on the guidelines.**

The *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* were made available on May 22 at <http://www.dshs.state.tx.us/schoolhealth/default.shtm> and state that the following components should be addressed in policy and administrative regulations:

- Identification of students with food allergies who are at risk for anaphylaxis
- Development, implementation, communication, and monitoring of emergency care plans, individualized health-care plans, and/or Section 504 plans for students with food allergies who are at risk for anaphylaxis
- Reduction of the risk of exposure within the school setting
- Training for school staff on anaphylaxis and emergency response to anaphylactic reactions
- Post-anaphylaxis reaction review of policies and procedures

The *Guidelines* include additional detail on each of the above components.

The enclosed policy, now subtitled Care Plans, incorporates these elements by requiring the district to develop and implement a student FOOD ALLERGY MANAGEMENT PLAN that includes general procedures to limit the risk posed to students by food allergies and specific procedures for when a student is identified with a diagnosed food allergy and is at risk for anaphylaxis.

The policy includes a requirement to develop GENERAL PROCEDURES on the following:

- Specialized training for employees responsible for the development, implementation, and monitoring of the district's food allergy management plan. The *Guidelines* explain that this training is more comprehensive than the general awareness training listed below and should address management of food allergies in the school setting.
- Awareness training for employees on the signs and symptoms of food allergies and emergency procedures employees should follow in the case of a student's anaphylactic reaction. The *Guidelines* include suggested elements of this training and provide information about online training and other training resources.
- General strategies to reduce the risk of exposure to common food allergens. The *Guidelines* include many strategies for the district to consider; the strategies implemented will vary from district to district based on local circumstances.

## Explanatory Notes

### TASB Localized Policy Manual Update 94

- Methods for requesting specific food allergy information from parents. Once a student is identified as having a food allergy and as being at risk for anaphylaxis, the district will need to implement procedures related to the care of that student.
- Annual review of the food allergy management plan.

In addition to these general procedures, the policy requires development of procedures for STUDENTS AT RISK FOR ANAPHYLAXIS, including:

- Development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate.
- Training as necessary for employees and others to implement a student's care plan. This training will focus on the roles of various individuals in implementing the specific elements of the care plan and will include strategies to reduce the student's risk of exposure to the diagnosed allergen.
- Review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity. The *Guidelines* emphasize that the review after an anaphylactic reaction would provide an opportunity to adjust the procedures and plans and ensure that any medication used during a reaction is replaced. Periodic review may be necessary, for example, when a student changes grade levels or campuses.

At DISTRIBUTION, the policy also requires the district to provide information about the policy and the food allergy management plan in the student handbook and to make the materials available at each campus.

On June 15, 2012, Policy Service will publish sample administrative procedures and forms in Update 41 to the *Regulations Resource Manual*, available on myTASB. The regulations are aligned with the local policy text and will allow the district to designate a district-wide food allergy coordinator, if any; indicate whether the district will create food allergy management teams at the campus level; and develop procedures to implement the local policy requirements.

**Please note:** Because the law requires districts to adopt a local policy so quickly, districts in which the local policy adoption process calls for two readings of a proposed policy may wish to implement the process for emergency adoption with one reading. [See BF(LOCAL).]

**Please Note:** This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

## SECTION F: STUDENTS

|      |                                                          |
|------|----------------------------------------------------------|
| FA   | STUDENT GOALS AND OBJECTIVES                             |
| FB   | EQUAL EDUCATIONAL OPPORTUNITY                            |
| FBA  | Service Animals                                          |
| FC   | SCHOOL ATTENDANCE AREAS                                  |
| FD   | ADMISSIONS                                               |
| FDA  | Interdistrict Transfers                                  |
| FDAA | Public Education Grants                                  |
| FDB  | Intradistrict Transfers and Classroom Assignments        |
| FDC  | Homeless Students                                        |
| FDD  | Military Dependents                                      |
| FDE  | School Safety Transfers                                  |
| FE   | ATTENDANCE                                               |
| FEA  | Compulsory Attendance                                    |
| FEB  | Attendance Accounting                                    |
| FEC  | Attendance for Credit                                    |
| FED  | Attendance Enforcement                                   |
| FEE  | Open/Closed Campus                                       |
| FEF  | Released Time                                            |
| FF   | STUDENT WELFARE                                          |
| FFA  | Wellness and Health Services                             |
| FFAA | Physical Examinations                                    |
| FFAB | Immunizations                                            |
| FFAC | Medical Treatment                                        |
| FFAD | Communicable Diseases                                    |
| FFAE | School-Based Health Centers                              |
| FFAF | Care Plans                                               |
| FFB  | Crisis Intervention                                      |
| FFC  | Student Support Services                                 |
| FFD  | Student Insurance                                        |
| FFE  | Student Assistance Programs/Counseling                   |
| FFEA | Comprehensive Guidance Program                           |
| FFEB | Substance Abuse                                          |
| FFF  | Student Safety                                           |
| FFFA | Supervision of Students                                  |
| FFFB | Safety Patrols                                           |
| FFFD | Bicycle/Automobile Use                                   |
| FFFF | School Buses                                             |
| FFG  | Child Abuse and Neglect                                  |
| FFH  | Freedom from Discrimination, Harassment, and Retaliation |
| FFI  | Freedom from Bullying                                    |
| FG   | STUDENT AWARDS AND SCHOLARSHIPS                          |



**Please Note:** This manual does not have policies in all codes. The coding structure is common to all TASB manuals and is designed to accommodate expansion of both (LEGAL) and (LOCAL) policy topics and administrative regulations.

## SECTION F: STUDENTS

|      |                                                           |
|------|-----------------------------------------------------------|
| FH   | STUDENT VOLUNTEERS                                        |
| FJ   | GIFTS AND SOLICITATIONS                                   |
| FL   | STUDENT RECORDS                                           |
| FLA  | Confidentiality of Student Health Information             |
| FM   | STUDENT ACTIVITIES                                        |
| FMA  | School-Sponsored Publications                             |
| FMB  | Student Government                                        |
| FMD  | Social Events                                             |
| FME  | Performances                                              |
| FMF  | Contests and Competition                                  |
| FMG  | Travel                                                    |
| FMH  | Commencement                                              |
| FN   | STUDENT RIGHTS AND RESPONSIBILITIES                       |
| FNA  | Student Expression                                        |
| FNAA | Distribution of Nonschool Literature                      |
| FNAB | Use of School Facilities for Nonschool Purposes           |
| FNB  | Involvement in Decision Making                            |
| FNC  | Student Conduct                                           |
| FNCA | Dress Code                                                |
| FNCB | Care of School Property                                   |
| FNCC | Prohibited Organizations and Hazing                       |
| FNCD | Tobacco Use and Possession                                |
| FNCE | Personal Telecommunications/Electronic Devices            |
| FNCF | Alcohol and Drug Use                                      |
| FNCG | Weapons                                                   |
| FNCH | Assaults                                                  |
| FNCI | Disruptions                                               |
| FND  | Married Students                                          |
| FNE  | Pregnant Students                                         |
| FNF  | Interrogations and Searches                               |
| FNG  | Student and Parent Complaints/Grievances                  |
| FO   | STUDENT DISCIPLINE                                        |
| FOA  | Removal by Teacher                                        |
| FOB  | Out-of-School Suspension                                  |
| FOC  | Placement in a Disciplinary Alternative Education Setting |
| FOCA | Disciplinary Alternative Education Program Operations     |
| FOD  | Expulsion                                                 |
| FODA | Juvenile Justice Alternative Education Program            |
| FOE  | Emergency and Alternative Placement                       |
| FOF  | Students with Disabilities                                |
| FP   | STUDENT FEES, FINES, AND CHARGES                          |

WELLNESS AND HEALTH SERVICES  
CARE PLANS

FFAF  
(LOCAL)

FOOD ALLERGY  
MANAGEMENT PLAN

The District shall develop and implement a student food allergy management plan that includes the components below.

GENERAL  
PROCEDURES

Procedures to limit the risk posed to students with food allergies shall include:

1. Specialized training for employees responsible for the development, implementation, and monitoring of the District's food allergy management plan.
2. Awareness training for employees regarding signs and symptoms of food allergies and emergency response in the event of an anaphylactic reaction.
3. General strategies to reduce the risk of exposure to common food allergens.
4. Methods for requesting specific food allergy information from a parent of a student with a diagnosed food allergy. [See FD]
5. Annual review of the District's food allergy management plan.

STUDENTS AT RISK  
FOR ANAPHYLAXIS

Procedures regarding the care of students with diagnosed food allergies who are at risk for anaphylaxis shall include:

1. Development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate.
2. Training, as necessary, for employees and others to implement each student's care plan, including strategies to reduce the student's risk of exposure to the diagnosed allergen.
3. Review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity.

DISTRIBUTION

Information regarding this policy and the District's food allergy management plan shall be distributed annually in the student handbook and made available at each campus.



# Vantage Points

## A Board Member's Guide to Update 94

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SB 27 from the 82<sup>nd</sup> Legislative Session requires districts to adopt local policy by August 1, 2012, addressing students with food allergies who are at risk of anaphylaxis. The law required the commissioner of the Texas Department of State Health Services, in consultation with an ad hoc committee, to create guidelines to help districts develop local policy. The commissioner's guidelines may not require a district to purchase prescription anaphylaxis medicine or require the administration of anaphylaxis medication to a student unless the medication is prescribed for that student. These legal provisions were added to FFAF(LEGAL) at Update 91.

The resulting guidelines, entitled *Guidelines for the Care of Students with Food Allergies At-Risk for Anaphylaxis* were made available on May 22 at <http://www.dshs.state.tx.us/schoolhealth/default.shtm> and state that the following components should be addressed in policy and administrative regulations:

- Identification of students with food allergies who are at risk for anaphylaxis
- Development, implementation, communication, and monitoring of emergency care plans, individualized health-care plans, and/or Section 504 plans for students with food allergies who are at risk for anaphylaxis
- Reduction of the risk of exposure within the school setting
- Training for school staff on anaphylaxis and emergency response to anaphylactic reactions
- Review of policies and procedures after an anaphylactic reaction

The *Guidelines* include additional detail on each of the above components.

### **FFAF(LOCAL) POLICY CONSIDERATIONS**

New recommended provisions at FFAF(LOCAL), which is now subtitled Care Plans, incorporate these elements by requiring the district to develop and implement a student food allergy management plan that includes general procedures to limit the risk posed to students by food allergies and specific procedures for when a student is identified with a diagnosed food allergy and is at risk for anaphylaxis.

The general procedures must address specialized training for the employees responsible for developing, implementing, and monitoring the food allergy management plan; employee awareness training regarding food allergy symptoms and emergency procedures to follow in the event of a student's anaphylactic reaction; strategies to reduce the risk of exposure to common food allergens; methods for requesting specific food allergy information from parents; and annual review of the food allergy management plan.

Specific procedures for students with diagnosed food allergies who are at risk for anaphylaxis must include the development and implementation of food allergy action plans, emergency action plans, individualized health-care plans, and Section 504 plans, as appropriate; training as necessary for employees and other individuals to implement a student's care plan; and review of individual care plans and procedures periodically and after an anaphylactic reaction at school or at a school-related activity.

The recommended (LOCAL) policy also requires the district to provide information about the policy and the food allergy management plan in the student handbook and to make the materials available at each campus.

At this update we have also revised the F section table of contents to reflect the new subtitle for FFAF, Care Plans.

On June 15, 2012, Policy Service will publish sample administrative procedures and forms in Update 41 to the *Regulations Resource Manual*, available to superintendents and policy contacts on myTASB, to help district administrators develop a food allergy management plan in accordance with state guidelines and local policy.

**Please note:** Because the law requires districts to adopt a local policy so quickly, districts in which the local policy adoption process calls for two readings of a proposed policy may wish to implement the process for emergency adoption with one reading. [See BF(LOCAL).]

## **More Information**

For further information, please refer to the Update 94 Explanatory Notes and the FFAF(LOCAL) policy itself, found in your localized update packet.

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PLEASE NOTE: This Update 94 *Vantage Points* and the Localized Update 94 packet may not be considered as legal advice and are not intended as a substitute for the advice of a board's own legal counsel.

## **Closed Session Statement**

The Superintendent requests that the Board of Trustees convene in closed meeting as authorized by the provisions of the Open Meetings Act, Chapter 551 of the Texas Government Code. This executive session is in accordance with Section 551.074: For the purpose of considering the appointment, employment, evaluation, reassignment, duties, discipline or dismissal of a public officer or employee or to hear complaints or charges against a public officer or employee.

BOARD OF EDUCATION  
CALALLEN INDEPENDENT SCHOOL DISTRICT  
CORPUS CHRISTI, TEXAS

Date: June 21, 2012

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Subject: Consider approval of resignations and appointments

|              |
|--------------|
| New Business |
|--------------|

**Action**

**BACKGROUND INFORMATION**

Calallen I.S.D. administration prepares of list of resignations and appointments since the previous Board meeting.

**ITEM ADDRESSED**

As per Personnel Lists presented to the Board.

**RECOMMENDED ACTION**

Administration recommends the Board approve resignations and appointments as presented.