Table of Contents

WELCOME LETTER................................................................. 9
HUMAN SEXUALITY INSTRUCTION NOTICE.................................. 10
STATEMENT OF NONDISCRIMINATION.......................................... 12
PARENTAL INVOLVEMENT................................................................ 12
Working Together ........................................................................ 12
PARENTAL RIGHTS ...................................................................... 13
Obtaining Information and Protecting Student Rights .......................... 13
“Opting Out” of Surveys and Activities .......................................... 13
Limiting the Display of a Student’s Artwork and Projects ................. 13
Requesting Professional Qualifications of Teachers and Staff .......... 13
Reviewing Instructional Materials ................................................ 13
Inspecting Surveys ..................................................................... 13
Accessing Student Records ......................................................... 14
Granting Permission to Video or Audio Record a Student .................. 14
Removing a Student Temporarily from the Classroom .................... 14
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags ............................................................................. 14
Excusing a Student from Reciting a Portion of the Declaration of Independence ........................................................................ 14
Requesting Notices of Certain Student Misconduct ........................ 14
Requesting Transfers for Your Child ............................................. 15
Requesting Classroom Assignment for Multiple Birth Siblings .......... 15
OTHER IMPORTANT INFORMATION FOR PARENTS ..................... 15
Parents of Students with Disabilities .............................................. 15
Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education .................................................. 15
Services for Title I Participants ..................................................... 15
Student Records ....................................................................... 16
Directory Information ................................................................ 17
Directory Information for School-Sponsored Purposes ................... 17
Release of Student Information to Military Recruiters and Institutions of Higher Education .................................................. 17
Bacterial Meningitis ................................................................... 17
SECTION II: INFORMATION FOR STUDENTS AND PARENTS ....... 19
ABSENCES/ATTENDANCE .......................................................... 19
Compulsory Attendance ............................................................. 19
Attendance for Credit ................................................................... 19
Attendance Committee ................................................................ 20
Student Obligations for Missed work ................................................................. 21
Parent's Note After An Absence ................................................................. 21
Doctor's Note After An Absence for Illness ................................................. 21
Court Appearances .................................................................................. 21
Religious Holy Days ................................................................................. 21
Truancy/Unexcused Absences ................................................................. 21

ACADEMIC PROGRAMS ............................................................................. 21
ACCIDENTS AND ILLNESS AT SCHOOL ............................................... 22
ASBESTOS .................................................................................................. 22
ASSEMBLIES ......................................................................................... 22
AWARDS AND HONORS ........................................................................ 22
BOARD MEETINGS ................................................................................ 22
BULLYING .............................................................................................. 22
BUS TRIPS ............................................................................................... 23

CAFETERIA SERVICES ............................................................................ 23
CAREER AND TECHNOLOGY PROGRAMS ........................................... 23
CELL PHONES/PAGING DEVICES ........................................................... 23
CLASS SCHEDULES ................................................................................ 23
CLOSED CAMPUS .................................................................................. 23
COMMUNICABLE DISEASES / CONDITIONS ......................................... 23
COMPLAINTS AND CONCERNS ............................................................. 23
COMPUTER AND INTERNET RESOURCES ........................................... 24
CONDUCT ................................................................................................. 24

   Applicability of School Rules ................................................................. 24
   Disruptions ............................................................................................ 24
   Social Events ........................................................................................ 24
CORRESPONDENCE COURSES ................................................................ 25
COUNSELING ........................................................................................... 25

   Academic Counseling ......................................................................... 25
   Personal Counseling .......................................................................... 25
   Psychological Exams, Tests, or Treatment ........................................... 25
CREDIT BY EXAM—With Prior Instruction ............................................. 25
CREDIT BY EXAM—Without Prior Instruction ......................................... 26
CRIMINAL CHARGES .............................................................................. 26
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>FOOD ALLERGIES</td>
<td>35</td>
</tr>
<tr>
<td>FOOD AND DRINKS</td>
<td>36</td>
</tr>
<tr>
<td>FOOD SERVICES</td>
<td>36</td>
</tr>
<tr>
<td>FUND-RAISING</td>
<td>36</td>
</tr>
<tr>
<td>GANG-FREE ZONES</td>
<td>36</td>
</tr>
<tr>
<td>GIFTED AND TALENTED PROGRAM</td>
<td>36</td>
</tr>
<tr>
<td>GRADE CLASSIFICATION</td>
<td>37</td>
</tr>
<tr>
<td>GRADING GUIDELINES</td>
<td>38</td>
</tr>
<tr>
<td>Grading Policy</td>
<td>38</td>
</tr>
<tr>
<td>Grading Guidelines-Elementary Schools</td>
<td>39</td>
</tr>
<tr>
<td>Grading Guidelines-Secondary Schools</td>
<td>42</td>
</tr>
<tr>
<td>GUIDANCE SERVICES</td>
<td>46</td>
</tr>
<tr>
<td>HARASSMENT</td>
<td>46</td>
</tr>
<tr>
<td>HAZING</td>
<td>46</td>
</tr>
<tr>
<td>HALL (OUTSIDE THE CLASSROOM) PASSES</td>
<td>46</td>
</tr>
<tr>
<td>HEALTH-RELATED MATTERS</td>
<td>46</td>
</tr>
<tr>
<td>Physical Activity for Students in Elementary and Middle School</td>
<td>46</td>
</tr>
<tr>
<td>School Health Advisory Council</td>
<td>46</td>
</tr>
<tr>
<td>Physical Fitness Assessment</td>
<td>46</td>
</tr>
<tr>
<td>Vending Machines</td>
<td>46</td>
</tr>
<tr>
<td>Other Health-Related Matters</td>
<td>47</td>
</tr>
<tr>
<td>Tobacco Prohibited</td>
<td>47</td>
</tr>
<tr>
<td>Asbestos Management Plan</td>
<td>47</td>
</tr>
<tr>
<td>Pest Management Plan</td>
<td>47</td>
</tr>
<tr>
<td>HOMELESS STUDENTS</td>
<td>47</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>47</td>
</tr>
<tr>
<td>IMMUNIZATION</td>
<td>47</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>48</td>
</tr>
<tr>
<td>LAW ENFORCEMENT AGENCIES</td>
<td>48</td>
</tr>
<tr>
<td>Questioning of Students</td>
<td>48</td>
</tr>
<tr>
<td>Students Taken Into Custody</td>
<td>49</td>
</tr>
<tr>
<td>Notification of Law Violations</td>
<td>49</td>
</tr>
<tr>
<td>5049</td>
<td></td>
</tr>
<tr>
<td>LIBRARY</td>
<td>49</td>
</tr>
<tr>
<td>MAKEUP WORK</td>
<td>50</td>
</tr>
</tbody>
</table>
Routine and In-depth Makeup Work Assignments ................................................................. 50
DAEP Makeup Work ............................................................................................................ 50
In-school Suspension Makeup Work ................................................................................... 50
MEDICATION POLICY ........................................................................................................ 50
Prescription/Non-Prescription Drugs ............................................................................... 51
Head Lice Policy .................................................................................................................. 52
Psychotropic Drugs .......................................................................................................... 52
MENTAL HEALTH INTERVENTION/SUICIDE POLICY .................................................. 52
NONTRADITIONAL ACADEMIC PROGRAMS .................................................................. 53
NURSE’S OFFICE/NURSE’S AIDE STATIONS ................................................................. 53
PARENT/STUDENT COMPLAINTS .................................................................................... 53
PERSONAL PROPERTY ........................................................................................................ 54
PEST CONTROL PROGRAM .............................................................................................. 54
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS ...................................................... 54
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE ............................................ 54
PRAYER .................................................................................................................................. 54
PROMOTION AND RETENTION ......................................................................................... 54
PROTECTION OF STUDENT RIGHTS ............................................................................... 55
PUBLIC DISPLAY OF AFFECTION ................................................................................... 55
PUBLICATIONS-STUDENT SPEECH ................................................................................ 55
QUESTIONING OF STUDENTS ............................................................................................ 56
RELEASE OF STUDENTS FROM SCHOOL ....................................................................... 56
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES ........................................ 56
RETAILIATION .................................................................................................................... 57
SAFETY .................................................................................................................................. 57
Accident Insurance ............................................................................................................... 57
Drills: Fire, Tornado, and Other Emergencies .................................................................... 57
Emergency Medical Treatment and Information ............................................................... 57
Emergency School-Closing Information .............................................................................. 57
SCHOLASTIC HONOR RECOGNITION ............................................................................. 58
SCHOOL FACILITIES .......................................................................................................... 58
Use By Students Before and After School .......................................................................... 58
Conduct Before and After School .................................................................................... 58
Use of Hallways During Class Time .................................................................................. 58
Library .................................................................................................................................. 58
Meetings of Noncurriculum-Related Groups ................................................................. 58

SEARCHES ............................................................................................................ 59

Students’ Desks and Lockers .................................................................................. 59
Vehicles on Campus .................................................................................................. 59
Trained Dogs ........................................................................................................... 59
Drug-Testing .......................................................................................................... 59

SECTION 504 ......................................................................................................... 59

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN ............ 59
SITE-BASED DECISION MAKING ......................................................................... 60
SKATEBOARDS, SCOOTERS, AND ROLLER BLADES .......................................... 60

SOCIAL ACTIVITIES ............................................................................................. 60
SPECIAL PROGRAMS ............................................................................................ 60
STEROIDs ................................................................................................................ 60

STUDENT SPEAKERS ........................................................................................... 61
SUMMER SCHOOL .................................................................................................. 61
TAKS/STAAR .......................................................................................................... 61
TARDINESS ............................................................................................................. 61

TELECOMMUNICATIONS/ELECTRONIC DEVICES ............................................. 61
TECHNOLOGY AT SCHOOL ..................................................................................... 62

Cotulla ISD Acceptable Use of Technology ........................................................... 62

Guidelines ............................................................................................................. 63

TESTING CALENDAR ............................................................................................ 64

TELEPHONES ......................................................................................................... 65

TEXTBOOKS .......................................................................................................... 65

THREATS TO SAFETY OF OUR STUDENTS .......................................................... 65
TRANSFERS ............................................................................................................ 65

TRANSPORTATION .............................................................................................. 65

School-Sponsored Trips ......................................................................................... 65
Bus Routes ............................................................................................................... 65
Buses and Other School Vehicles .......................................................................... 65

TUTORING .............................................................................................................. 66

VANDALISM .......................................................................................................... 66

VEHICLES ON CAMPUS ....................................................................................... 66

VIDEO CAMERAS .................................................................................................. 67

VISITORS TO THE SCHOOL .................................................................................. 67

General Visitors .................................................................................................... 67
Dear Cotulla ISD Families:

Welcome back to another year that we have the opportunity to serve our community’s most precious possession – our kids. Working together we can accomplish anything we set our minds to. I am looking forward to a rewarding and successful year.

While our students scored respectably on the STAAR, the results show we have much work ahead. I know that scores on a single test do not reflect a year of teaching the whole child. We will continue to work on those components of social and emotional growth that prepare students for a successful life.

It is a privilege for me to work with caring and committed staff members who care deeply about our children. We must work together, and we must work smart as we do our best every day to prepare our children to be contributing, productive, and valuable assets to our community, state, and nation.

May God bless us as we work in this honored field of education. Each of us has been called to the front – we must give our all.

Sincerely,

Jack Seals
Jack Seals
CISD Superintendent of Schools
Dear Parents,

According to Senate Bill 283, each school district in the state of Texas is required to provide written notice to parents of the intent to provide human sexuality instruction to students. Senate Bill 283 specifies:

Before each school year, a school district shall provide written notice to a parent of each student enrolled in a district of the board of trustee's decision regarding whether the district will provide human sexuality instruction to district students. If instruction will be provided, the notice must include:

1. A summary of the basic content of the district’s human sexuality instruction to be provided to the student, including a statement informing the parent of the instructional requirements under the state law:

2. A statement of the parent’s rights to:
   a. Review curriculum materials as provided by Subscription (j); and
   b. Remove the student from any part of the district’s human sexuality instruction without subjecting the student to any disciplinary action, academic penalty, or other sanction imposed by the district or the student’s school; and

3. Information describing the opportunities for parental involvement in the developments of the curriculum to be used in human sexuality instruction, including information regarding the local school health advisory council established under Subjection (a)

A parent may use the grievance procedure adopted under Section 26.011 concerning a complaint of a violation of Subsection (i).

As required by section 28.004 of the Texas Education Code, and Cotulla School Board Policy EHAA (LEGAL)-P update 86 dated January 25, 2011 abstinence is the primary focus of human sexuality in the district's physical education and health curriculum. At the secondary school level, students at Cotulla High School are presented with information regarding human reproduction during the Science/Health courses addressed in the Scope and Sequence documents for these courses. At the middle school levels, presentations are made to students whose parents have given permission. At the elementary levels, programs appropriate for certain grade levels are presented to younger students. At all grade levels, parents are given the opportunity to preview the program; parents also have the option not to have their student participate in the presentation. Parents are encouraged to participate in the district school health advisory council (SHAC) to share any concerns they might have regarding this presentation. More information about the School Health Advisory Council contact CISD, Director of Food Services, Marcena Martinez at (830) 879-3073 for additional information.
The Cotulla ISD 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—REQUIRED NOTICES AND INFORMATION FOR PARENTS—with notices that the district must provide to all parents, as well as other 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; and

Section II—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 legal school-related responsibility for a student.

Both students and parents should become familiar with the Cotulla ISD Student Handbook/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 and also posted on our website www.cotullaisd.net.

The student handbook is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect student handbook provisions will be made available to students and parents through newsletters, other communications and the district website.

In case of conflict between board policy or the Student Code of Conduct and any provisions of the student handbook, the provisions of board policy or the Student Code of Conduct that were most recently adopted by the board are to be followed.

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

Also, please complete and return to your child’s campus the following required forms [provided in the appendix of this handbook]:

1. Parental Acknowledgment Form;
2. Student Directory Information Form;
4. Acceptable Use Policy (AUP)

[See Obtaining Information and Protecting Student Rights and Directory Information 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 superintendent’s office or online at www.cotullaisd.net under the School Board link.

This handbook is for your information concerning school policies and procedures. Please read it carefully and discuss any concerns with your teachers and principal. Also, be advised that school board policies supersede any rules or regulations printed in this handbook. To keep you apprised of any changes to policy, additions to this booklet will be made via periodic newsletters and also posted on the district website throughout the year.
SECTION I: REQUIRED NOTICES AND INFORMATION FOR PARENTS
This section of the Cotulla ISD Student Handbook includes several notices that the district is required to provide to you, as well as other information on topics of particular interest to you as a parent.

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

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Dr. Jack R. Seals, 310 N. Main Cotulla, TX 78014 (830) 879-3073 ext. 1011
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Heather Ramirez, 310 N. Main Cotulla, TX 78014 (830) 879-3073 ext. 1030
- All other concerns regarding discrimination: See the superintendent, Dr. Jack R. Seals, 310 N. Main Cotulla, TX 78014 (830) 879-3073 ext 1011.

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, if your child is entering ninth grade.
- Monitoring your child’s academic progress by accessing the Parent Portal at cotullaisd.net under Parent Resources and contacting teachers as needed. [See Academic Counseling and Academic Programs]
- Keeping phone numbers and addresses current.
- 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 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]
- Becoming a school volunteer. [For further information, see policies GKG (LEGAL/LOCAL) and contact the campus principal]
- Participating in campus parent organizations. Parent organizations include: Parent-Teacher Committee (PTC).
- 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 BQA and BQB (LEGAL/LOCAL) and contact the campus principal or district superintendent]
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies BDF, EHAA, FFA (LEGAL/LOCAL) and information in this handbook under School Health Advisory Council]
- Attending board meetings to learn more about district operations. [See policies BE and BED (LEGAL/LOCAL)]
**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 or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA (LEGAL/LOCAL)]

**Limiting the Display of a Student’s Artwork and Projects**

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

**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.

**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.
Accessing Student Records
You may review your child’s student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records, (unless prohibited)
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- Results of state assessment instruments that have been administered to your child. [See Student Records]

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.

- When it relates to compliance with state laws in certain classrooms.

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 in 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 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 (week in which September 17 falls) 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 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 your child’s misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. (Proper documentation must be on file at the campus office.) [See policy FO(LEGAL) and the Student Code of Conduct]
**Requesting Transfers for Your Child**

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB(LEGAL)]

- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL)]

- To 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 that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policies FDE(LEGAL) and (LOCAL)]

**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)]

**OTHER IMPORTANT INFORMATION FOR PARENTS**

**Parents of Students with Disabilities**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** in this handbook and/or contact James Angst, Special Education Director, at 318 Berry Ranch Road, Pearsall, TX phone: (830) 334-8001 ext: 1132 or fax: (830) 334-8611.

**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 45 school days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the **Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities**.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: James Angst  
Phone Number: 830-334-8001 ext: 1132

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(LEGAL)]

**Services for Title I Participants**

The Parent Involvement Coordinator, who works with parents of students participating in Title I programs is Heather Ramirez, Coordinator of Federal Programs and Assessment and may be contacted at 310 N. Main Cotulla, TX 78014 – Phone: (830) 879-3073 ext. 1030.
**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 post-secondary institution, control of the records goes to the student. The parents may continue to have access to the records 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.
- 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 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 310 N. Main Cotulla, TX 78014. The addresses of the principals’ offices are:

- Cotulla High School  Hwy 97 E. Cotulla, TX
- Newman Middle School 704 Carrizo St. Cotulla, TX
- Encinal Elementary 503 Encinal Blvd. Encinal, TX (Mailing Address PO Box 8, 78019)
- Ramirez-Burks Elementary 604 Tilden Cotulla, TX

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, Report Cards/Progress Reports and Conferences, and Student or Parent Complaints and Concerns, in policy FNG(LEGAL), 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.cotullaisd.net.

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 or within ten days of receiving this handbook (whichever comes later). [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms in this handbook]

Directory Information for School-Sponsored Purposes
The district often needs to use student information for the following school-sponsored purposes: officially recognized activities (i.e. yearbook, newspaper announcements, and athletic programs).

For these specific school-sponsored purposes, the district would like to use your child’s name, grade level, photograph, honors and awards received, weight and height, (if a member of an athletic team).

This information will not be released to the public without the consent of the parent or eligible student.

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.

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.

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/.
SECTION II: 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 conveniently organized in alphabetical order to serve as a quick-reference when you or your child have 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 teacher or campus principal.

ABSENCES/ATTENDANCE

Regular and punctual 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 and tardies may result in the student’s lack of mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences and tardies.

When illnesses and emergencies occur, parents are asked to call the school each day the student is absent. Upon returning to school, the student 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.

All students must attend school at least half a day (morning or afternoon) on the day of a competition or event (Friday’s attendance will be looked at for weekend activities) with a doctor’s excuse unless waived by the principal/assistant principal due to extenuating circumstances in order to participate in the competition or event. A student who has been absent for 10 consecutive days will be withdrawn from school if his or her whereabouts are unknown unless the parent/guardian can provide attendance documentation to the school.

Official attendance for accounting purposes will be taken at 10:00 am for elementary (2 pm for afternoon Pre-K) and during the third period of the school day for secondary. A student will be counted absent if he/she arrives to any class (or rotation) 15 minutes after the tardy bell rings/rotation begins and may receive discipline for the absence.

All parents/guardians of each Cotulla ISD student will be required to sign an attendance warning letter annually by September 1 or upon registration. This will be the ONLY warning letter parents/guardians will receive annually. Parents/Guardians and students will be subject to truancy charges should they fail to adhere to the attendance policy and state compulsory attendance laws.

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 attends 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. If a student 18 or older has more than five unexcused absences in a semester; however, the district may revoke the student’s enrollment. The student’s presence on school property thereafter would be unauthorized and may be considered trespassing.

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 the reading diagnosis test.

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

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

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

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student, who attends 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, which 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 (LOCAL)]

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

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

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

**Attendance Committee**

The attendance committee will meet at least once every six weeks. Parents will be notified of all decisions within 2 weeks of each meeting. If the attendance committee finds that there are not extenuating circumstances for the absence, the committee may deny credit for the class. Students whose petitions for credit are denied may appeal the attendance committee’s decision to the Board.

The District shall provide the following alternative ways for students to make up work or to regain credit lost because of absences:

- Enroll in summer school program that provides accelerated instruction.
- Attend after school tutorials that provide accelerated instruction.
- Arrange to take the class by correspondence at the student’s expense – PRIOR APPROVAL FROM CAMPUS ADMINISTRATION IS REQUIRED
- The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.
- Other options as approved by the attendance committee and the administrator.

A student attending summer school offered to allow the student an opportunity to complete coursework before the beginning of the next school year after removal from the regular classroom for disciplinary reasons is subject to compulsory attendance laws.

Additionally, specific information regarding attendance procedures at each campus can be found in the portions of this handbook that relate to individual campuses.
**Student obligations for missed work after an absence**

It is the student’s obligation to learn about missed work and to complete the assignments within the time allotted by school personnel in order to receive a grade. One day is allowed for each day of excused absence up to five (5) days. Parents of students should call the school office the first day a child is absent. If a call is not received, the office will make an effort to contact the parents at home or work. All students shall bring a written statement, signed by the parent/guardian or physician (doctor’s note must bear original signature of physician or physician’s assistant), explaining any absences when returning to school even if the school had been previously notified of the absence by the parent/guardian.

**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. No more than five parent notes will be counted toward excused absences in one semester for course credit purposes except in extenuating circumstances approved by the campus administrator.

**Doctor’s Note After An Absence for Illness**

Upon return to school, a student absent for more than three 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. [See FEC(LOCAL)]

In addition, if the student has established a questionable pattern of absences, the attendance committee or campus administrator may also require a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating circumstances.

The school reserves the right to investigate all absences and to reject excuses that are not legitimate. No excuses will be accepted after 5 days (after the absence) unless there are extenuating circumstances that the campus principal approves.

**Court Appearances**

The district will excuse students for an absence result from a required court appearance.

**Religious Holy Days**

The District respects the religious beliefs of all religions and recognizes that there are faiths which require students/adults to be abstain from school/work on religious holy days. If the observance prohibits a student from attending class, the absence will be excused and will not be reported as an absence for ADA purposes. Notes may be submitted by the parent or guardian either before or after the absence. If the observance of religious holy days requires travel time, only one travel day to and one travel day from the observance may be excused.

**Truancy/Unexcused absences**

State attendance laws require school districts to investigate, enforce, and take legal action (TEC 25.091). For instance, the CISD campus parental involvement liaison or the School Resource Officer/Truancy Officer may be sent to a home if a student is absent and a parent or guardian has not notified the school office of a student’s reason for absence by 10:00 a.m. The purpose of the staff member’s visit is to inform the parent or guardian of the absence and to offer assistance to any student who may have demonstrated a pattern of being truant.

**Unexcused absence**

Unexcused absences can be defined by, but not limited to, the following:

- Being absent without parental consent or knowledge;
- Leaving a campus during class or lunch period without official permission;
- Being in an unauthorized area of the school or campus without permission;
- Willfully failing or refusing to attend school; and
- Being absent without written notification by a parent or legal guardian.

**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 policy EIF(LEGAL/LOCAL)]
ACCIDENTS AND ILLNESS AT SCHOOL

All accidents to pupils on the school grounds or in the school buildings shall be reported immediately to the principal. If prompt treatment is believed necessary, the school nurse or campus nurse’s aide shall be called. Only first aid treatment will be given by a school employee. If treatment for illness or injury requires more than minor first aid attention, parents (or their designated alternate) will be contacted. If parents (or alternate) cannot be reached, the student will be taken to the physician specified in the registration packet signed by the parent. No student will be taken home unless permission has been obtained from a parent or responsible adult. Parent or doctor’s note is required for student absence even if student is sent home by the nurse’s office.

ASBESTOS

(See Other Health-Related Matters).

ASSEMBLIES

School assemblies are for the education and entertainment of the students. Student conduct during assemblies is as important to the program as the parts played by those on the stage. A student’s conduct in assemblies must meet the same standard as in the classroom. A student who is tardy or who does not follow District rules of conduct during an assembly will be subject to disciplinary action.

AWARDS AND HONORS

HONOR ROLLS

Honor rolls are established to recognize student academic achievement.

Eligibility:

Six weeks honor rolls will be calculated on the following criteria:

"A" Honor Roll: No grade below a 90 (for Dual Credit Classes, an “A” is 85 or above)
"B" Honor Roll: No grade below an 80

Honor Roll is a recognition established each six weeks and based on academic achievement only. It has no relationship to National Honor Society requirements, which include other factors in addition to academics.

BOARD MEETINGS

The Cotulla I.S.D. Board of Trustees traditionally meets on the third Monday of every month at the Central Office Boardroom at 310 N. Main at 6:00 PM. Three meetings are held annually at the Encinal Elementary School Cafetorium.

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 severe, persistent, or pervasive thereby creating 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, school 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. Upon the recommendation of the administration, the board 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. [For more information, see FF1(LOCAL).]

A student or parent may also report incidents of bullying through the anonymous reporting system called BRIM (Bullying Reporting Incident Management) which can be accessed through each campus website.

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

**BUS TRIPS**
(see Transportation)

**CAFETERIA SERVICES**
(See “Food Services”)

**CAREER AND TECHNOLOGY PROGRAMS**
The district offers career and technology programs in Agriculture, Food, and Natural Resources, Arts, A/V Technology, Communication, Construction, and Information Technology. Admission to these programs is based on interest and aptitude, age appropriateness, and class space availability.

Cotulla ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

**CELL PHONES**
(see “Telecommunications/Electronic Devices”)

**CLASS SCHEDULES**
For class schedules please refer to these in this handbook under the campus section or contact individual campuses.

**CLOSED CAMPUS**
Cotulla I.S.D. is concerned for the safety and well-being of all students therefore ALL CISD campuses are closed campuses. Students are not allowed to leave for any reason during the school day without properly checking out.

Anyone not wishing to eat from the cafeteria menu should plan to bring a lunch to school. Students bringing food are not allowed to share this food with other students.

**COMMUNICABLE DISEASES / CONDITIONS**
To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Pupils shall be excluded from school for health reasons through the principal’s office only. Children should not be sent home from school without first informing the parent or guardian. 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. These diseases and conditions include, but are not limited to, scabies, pink- eye (conjunctivitis), impetigo, infectious mononucleosis, and chicken pox (varicella), among others.

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

[See policy FFAD (LEGAL/LOCAL)]

**COMPLAINTS AND CONCERNS**
Student or parent complaints or concerns can be addressed by a phone call or a conference beginning with the teacher. If the issue is unresolved at the teacher level, a conference with the principal will then be held. 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 along with the forms is attached to this handbook or may be obtained in the principal’s or superintendent’s office or on the district’s Web site at www.cotullaisd.net.
If the complaint is not resolved with the above informal process, 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.

**COMPUTER AND INTERNET RESOURCES**

To prepare students for an increasingly technological society, the district has made an investment in computer technology for instructional purposes. Use of these computer and internet resources is restricted to students working under a teacher’s supervision and for academic purposes only. Students and parents will be asked to sign an Acceptable Use Policy (included at the end of this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action in accordance with the Student Code of Conduct.

Students and their parents should be aware that e-mail (or any other use) using district computers is not private and will be monitored by district staff as will the content of the computers and any storage devices brought to school. [For additional information, see policy CQ(LEGAL/LOCAL)]

**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. For conduct related to transportation, see the Transportation section.

To achieve the best possible learning environment for all students, the *Student Code of Conduct* and other campus rules will apply whenever the interest of the district is involved, whether on or off school grounds, in conjunction with classes and school-sponsored activities.

**Disruptions**

As identified by law, disruptions include the following:

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

Anyone leaving before the official end of the event will not be readmitted without permission of the sponsor or administrator in charge.
CORRESPONDENCE COURSES
The District permits high school students to take high school correspondence courses from Texas Tech, the University of Texas at Austin, or another institution of higher education approved by the commissioner of education - by mail or via the Internet – for credit toward high school graduation.

Prior to enrollment in correspondence courses, students will make a written request to the principal for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. Students may earn a maximum of six (6) state required credits through correspondence courses and may be enrolled in two correspondence courses at a time. All high school correspondence courses count as regular classes on the GPA conversion scale.

[For further information, see policy EHDE(LEGAL/LOCAL)]

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 5 through 11 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 vocational 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.

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. Counselors will be available to meet with students for scheduled appointments or walk-ins. A student who wishes to meet with the counselor should schedule an appointment with them.

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 FFE(LEGAL) and FFG(EXHIBIT).]

CREDIT BY EXAM—With Prior Instruction
A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The principal or designee 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. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. 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 test on a date other than the published dates, the parent must pay for the purchase of the test from either the University of Texas at Austin or Texas Tech University.

[For further information, see the counselor and policy EHDDB(LEGAL/LOCAL)]

The dates on which exams are scheduled during the 2019-2020 school year are:

December 10-12, 2019

May 19-21, 2019
CREDIT BY EXAM—Without Prior Instruction

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

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. If the district agrees to test on a date other than the published dates, the parent must pay for the purchase of the test from either the University of Texas at Austin or Texas Tech University.

[For further information, see EHDC(LOCAL/LEGAL) regarding procedures for accelerating students in grades 1-5 and 6-12.]

The dates on which exams are scheduled during the 2019-2020 school year are:

December 10-12, 2019

May 19-21, 2019

CRIMINAL CHARGES

If a student is charged with a crime for which disciplinary actions are mandated by law, the student is disciplined based on the criminal charge(s) accepted by the county district attorney (DA). Certain offenses require mandatory removal to a Disciplinary Alternative Education Program (DAEP) and others require mandatory expulsion. In some circumstances, a student may be arrested for an offense that initially requires mandatory removal to a DAEP; however, after completion of the criminal investigation, if charges are upgraded to an expellable offense, the school will be required to recommend expulsion based upon the charges being filed. Since school discipline does not have to meet the same standards of evidence as law enforcement, the disciplinary assignment is not necessarily reduced or dropped based on the outcome of the criminal case. In addition, there are certain criminal charges which occur off-campus at non-school-sponsored or non-school-related events for which the District is required to remove the student from the regular classroom setting.

Upon notification from a law enforcement agency that such a crime has been committed, the school will recommend appropriate disciplinary actions. If the charges for one of these off-campus offenses are later reduced or dropped and documentation of the reduction can be provided, the District will conduct a review of the disciplinary action. If the charges remain and the student receives deferred adjudication or deferred prosecution, the student will be required to complete the disciplinary assignment. (See "Deferred Adjudication/Deferred Prosecution")

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(LEGAL/LOCAL)]

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. 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, 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.

Sexual Harassment
Sexual harassment of a student by an employee, volunteer, or another student is 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. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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.

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 caused 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 notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district.

In the event 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.

If the district’s investigation indicates that prohibited conduct occurred, appropriate disciplinary or corrective action will be taken to address the conduct. The district may take disciplinary 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 Dating Violence, Discrimination, Harassment, and Retaliation]

DAMAGE TO SCHOOL PROPERTY
Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District. In addition to disciplinary sanctions under the District’s Student Handbook and Code of Conduct, parents or guardians of students who are guilty of damaging school property shall be liable for damages in accordance with District policy and state law. Students shall be responsible for the care and return of state-owned textbooks, iPads,
laptops, calculators, and other items and may be charged for their replacement. A parent or other person who has the duty of control and reasonable discipline of a child is liable for any property damage proximately caused by:

1. The negligent conduct of the child if the conduct is reasonably attributable to the negligent failure of the parent or other person to exercise that duty; or
2. The willful and malicious conduct of a child who is at least 10 years of age, but under 18 years of age.

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities and property. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property, including textbooks and library books, 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 Handbook and Code of Conduct. [See policy FNCB (LEGAL)]

**DEADLY CONDUCT**

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, such as knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle. [Penal Code 22.05]

**DEFERRED ADJUDICATION/DEFERRED PROSECUTION**

Students arrested for and charged with a criminal offense are often placed on deferred adjudication in accordance with Section 5(a), Article 42.12, of the Code of Criminal Procedure. In effect, a final decision on the student's status is set aside for a specified period of time (probationary period). If the student complies with all conditions of the probation, the case may be dismissed. Deferred adjudication does not equate to "not guilty." District disciplinary sanctions will not be suspended pending “deferred adjudication,” and students placed on "deferred adjudication" will complete any disciplinary sanctions assigned. Students arrested for and charged with a criminal offense may also be placed on deferred prosecution. The prosecuting attorney may defer prosecution for any child if the preliminary investigation results in a determination that further proceedings in the case are necessary. The probation officer or other officer of the court may also request deferred prosecution in certain circumstances as allowed by statute. Deferred prosecution delays the court hearing regarding the student's case for a period not to exceed six (6) months. The child is not detained during or as a result of deferred prosecution. At the end of the deferred prosecution period, the court hearing is scheduled for a determination to be made in the criminal case. District disciplinary sanctions will not be suspended pending “deferred prosecution,” and students placed on "deferred prosecution" will complete any disciplinary sanctions assigned.

(See "Criminal Charges")

**DELIVERIES TO STUDENTS ON CAMPUS**

Deliveries to students during the school day (7:45 a.m. – 3:45 p.m.) on days of celebration (for example: birthdays, Valentine’s Day, Homecoming, Easter, Christmas, etc.) will NOT be allowed.

**DISTANCE LEARNING**

Credit toward state graduation requirements may be granted for distance learning courses taken by satellite, internet, two-way videoconferencing, and instructional television. The distance learning courses must include the state-required essential knowledge and skills for such a course. All distance learning courses must have prior approval from the principal. Approved courses may be awarded credit as a regular, advanced, or dual credit course as determined by a committee consisting of the principal, the counselor, and the department chair(s) for that subject area(s) prior to the course(s) being offered.

**DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS**

**School Materials**

Publications prepared by and for the school or school related organizations, clubs or groups, may be posted or distributed, with the prior approval of the principal. Such items may include school posters, brochures, flyers, murals, etc.

If applicable, the school/campus newsletter and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal. [See Directory Information for School-Sponsored Purposes]

**Non-school Materials...from students**

Students will have an opportunity to distribute non-school materials in a manner that does not disrupt the educational process, the order of discipline of the schools, and/or the operation of the schools. Students must obtain prior approval from the principal before
posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal has designated an area to post approved non-school materials to be placed for voluntary viewing by students. [See policy FNAa(LEGAL/LOCAL)]

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 policies at 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 or designee for prior review. The principal or designee 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 they are distributed.

**DRESS AND GROOMING**

The District’s dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. In order to maintain an orderly environment, all students shall be required to meet the minimum expectations of the Dress and Grooming standards. Wearing apparel that unduly attracts the attention of other students often precipitates comments and/or other reactions that are disruptive. Safety, general health, and hygiene are factors that are also considered. The provisions of the dress and grooming code shall be enforced equally with regard to all students to whom the provisions apply. Students and parents may determine a student’s personal dress and grooming standards, provided that they comply with the following:

**GENERAL DRESS AND GROOMING GUIDELINES**

**FACIAL HAIR**

No facial hair is allowed – no mustaches, no beards, and no goatees.

**FOOTWEAR**

Appropriate footwear must be worn at all times. No backless shoes (including “flip flops”) or house shoes are allowed. High-top shoes must be worn/fastened appropriately. Shoes reinforced with steel, hard plastic, or similar materials are not allowed, except with administrator approval. Cleats are not allowed inside buildings. Taps on heels are not allowed.

**HAIR**

Sideburns (on boys) will not be longer than the bottom of the ear. Mohawks, faux-hawks, Fro-hawks, “horns”, tails, multi-colors, skinheads, razor stripes, line(s), or designs cut into the hair are not allowed on males or females (on any part of the head). Distracting hair colors (lime, blue, orange, green, pink, unnatural red, etc.), hair styles, and cuts that cause a disruption are deemed inappropriate. Hair “spikes” shall be no longer than 2”. Failure to follow will result in discipline consequences that escalate for repeat offenders and may include ISS or DAEP.
HEADWEAR
Caps and hats are not allowed on all campuses. Jacket hoods may not be worn on CISD campuses during regular school hours. Exceptions will be made outside of buildings when the temperature is below 45 degrees Fahrenheit or it is raining. Bandanas, scarves, headbands, handkerchiefs, and sweatbands are not allowed to be worn on the head at any time by males or females. Hairbands (on girls) are acceptable.
Any staff member has the discretion to take away caps, jacket hoods, bandanas, scarves, headbands, handkerchiefs, and sweatbands when worn on CISD campuses during regular school hours. Staff members may give the student a warning before confiscating the item for violation. After the first warning, the first time a head item is taken away it will be sent to the office by the staff member and the student may pick it up at the end of the school day. If the student leaves the campus early, they may check out the head item when they sign out. The second time a head item is taken away for violating the policy, it will be sent to the office and the student’s parent must come and pick it up. Any subsequent offenses related to a head item being taken away from a student for repeated violations, may result in further disciplinary action.

TOPS- SHIRTS OR BLOUSES
Oversized and/or undersized shirts or blouses shall not be worn to school. Any clothes that are suggestive, indecent, too tight, distracting, incite disruptions, or are designed to be worn as undergarments (bralettes, sports bras, etc.) are prohibited. Any shirt/blouse and pants/shorts combination that allows skin or undergarments to be exposed between them or through them are prohibited. Shirts and blouses must not be unbuttoned more than 3 inches down from the top of the collar and must not be revealing in any way.

All shirts and undergarments must be tucked in at all times except for outerwear shirts with squared-off tails of a length where they end between the wrist and the fingertips with shoulders relaxed and square.

Indecent/inappropriate patches, writings, or drawings on clothing are prohibited. These include lewd, offensive, vulgar, obscene, inflammatory statements, or words advertising alcoholic beverages, sex, tobacco, drugs, gangs, etc.

Tank tops, tube tops, halter-type, mid-driff, spaghetti strap blouses, sheer or mesh shirts are not allowed. Students’ shirts should overlap the waistband of the skirt, shorts, or pants when the arms are raised.

BOTTOMS- PANTS/SHORTS
Oversized/undersized pants or shorts shall not be worn to school. Sagging pants, trousers, or shorts that cause an abnormal gait or reveal underwear are prohibited. Pants must fit properly and must fit at the waist. Pants need to be properly hemmed or cuffed. Pants with rips and tears may be worn as long as skin is not shown (ex: patches may be placed on the inside in order to cover skin). Pants may not be tight-fitting or made of stretch-type material (leggings).

Exception: Legging/sweatpants are allowed for students Pre-K-2nd grades.

Hip huggers/low rise pants, cut-offs, bicycle pants/shorts, riding pants, stretch pants, and skateboarding style pants/shorts, basketball shorts, sweatpants or look-alikes are not allowed. Tight fitting/form fitting pants/shorts (e.g. tights, bicycle pants, spandex) are also prohibited. All pants shall be secured by a zipper, buttons, elastic, or snaps.

Cargo, carpenter, capri, and flared pants are acceptable.

Overall/shortalls are allowed with a shirt worn underneath but the overall/shortalls must have both straps secured to the bib of the overalls. Shortalls are also allowed as long as they meet the requirements for overalls (bib buttoned to both straps) and meet the length requirement for shorts. Jumpers for girls are also allowed with a shirt/blouse worn underneath as long as they meet the length requirement.

Length of dresses/shorts/skirts/skorts:
For grades PK-5: No shorter than 3” above the top of the knee cap.
For grades 6-12: No shorter than 4” above the top of the knee cap.

ACCESSORIES
• Dangling key rings and chains will not be permitted. This includes chains attached to wallets, footwear, and backpacks.
• Wrist/sweat bands will not be permitted.
• Jewelry - Body piercing jewelry is prohibited except for one pair of earrings (one in each ear no larger than 3 square inches) on girls. Earrings are not allowed on boys.
• Placeholders (strings, etc.) constitute jewelry and are not allowed. The covering of body piercing jewelry with band aids is not allowed in lieu of removing it.

• No bracelets, necklaces or other ornaments of decoration (dull or sharp) shall be allowed or worn at any time.

EYEWEAR
No sunglasses are allowed (on any part of the body) in Cotulla ISD buildings. Only prescription glasses are allowed in the classrooms.

NAILS
No colored nails will be allowed on boys. Use of permanent ink pens (i.e. Sharpies) to create colored nails is prohibited.

ID BADGES
Students will be required to have ID badges in their possession and follow all campus requirements regarding ID badges. The first ID badge will be issued to the student at no charge. There will be a $2.00 fee charged for replacing a lost or damaged ID badge. Students who deface their ID badge in any way will be required to purchase a new one.

MAKE-UP
No distracting make-up will be allowed on any students.

TATOOS
Tattoos that are offensive or distracting as determined by the campus administrator MUST remain covered during school time, in all classes, and while participating in all school sponsored activities. This includes temporary tattoos. Use of permanent ink pens (i.e. Sharpies) to create tattoos on any part of the body is prohibited.

DRESS CODE EXCEPTIONS: For special events, defined by campus administration, specific dress requirements may be set. The principal may select to waive additional requirements based on the reason for the exemption day.

DRESS CODE CORRECTION: If it is determined that a student's appearance is in violation of the dress code, the student shall have an opportunity to correct the problem at school. If the student is unable or unwilling to make the necessary corrections, his/her parent/guardian shall be contacted and asked to correct the matter (bring a change of clothes, arrange for a haircut, etc.). If not brought into compliance with the dress code that same day, the student shall be asked to wear available clothes provided by the campus. If the student will not comply or is a repeat offender, the campus administrator shall assign escalating disciplinary consequences that may include ISS or DAEP.

When there is a question on the dress or appearance of a student, the building administrator and school staff will use their discretion concerning the dress code. Students must honor the decision of the administrator in charge and make any dress and/or grooming change required. The student and/or his or her parents may then appeal the decision to the Superintendent or designee if they disagree with the decision.

If school administrators determine that revisions in the dress and grooming standards are necessary in order to avoid interference in the educational process, they may make such changes with proper notification to students and parents.

Students will be required to change clothing to comply with the dress code if they arrive with inappropriate dress for school. (See Policy FNCA (LEGAL/LOCAL))

COMMENCEMENT/PROMOTION/AWARDS DRESS
Commencement/Promotion/Awards participants must wear approved attire as deemed appropriate by campus administration. School graduation will require all males to wear a collared shirt and be clean shaven. All commencement / awards attire must meet the requirements as set forth by the campus administrator. These requirements will be given to all participants and their parent/guardian in advance of the promotion/graduation ceremony.

EXTRA CURRICULAR DRESS CODE
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 the activity. Students who violate dress and grooming standards established for such an activity may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action, as specified in the Student Code of Conduct.

Students participating in extra-curricular activities will be encouraged to wear their school activity top.
**DRIVER’S LICENSE ATTENDANCE VERIFICATION**

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

**EARLY DISMISSAL/CHECKOUT PROCEDURES FOR LEAVING SCHOOL**

Students are not permitted to leave the school grounds without permission for any reason. He/she leaves the campus for any reason, he/she must notify the attendance office or school secretary and follow the proper sign out procedures in the office prior to leaving. The parent or legal guardian must go in person, telephone the school, or send a written note giving prior permission for the student to leave campus before the end of the school day. The note or telephone call must specify the time and designate with whom the student will leave. Failure to follow the proper procedure will result in an unexcused absence and may result in disciplinary action and/or a truancy ticket. This absence will also be considered “truancy”.

**EMERGENCY DRILLS**

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 emergency personnel quickly, quietly, and in an orderly manner.

An “all call” using the public address system will be used to call individuals back to the building.

**ENROLLMENT PROCEDURES**

Parents who have established a residency in the Cotulla Independent School District may enroll their children in the Cotulla schools by bringing the following items to the school office:

- a copy of the student’s birth certificate or other document suitable as proof of the child’s identity
- a copy of the child’s records from the school the child most recently attended if the child has been previously enrolled in a school in this state or another state; and
- a record showing that the child has the immunizations as required under Section 28.001, in the case of a child required under that section to be immunized, proof as required by that section showing that the child is not required to be immunized, or proof that the child is entitled to provisional admission under that section and under rule adopted under that section.

After 30 days, if these items have not been provided, the district shall notify the police department of the municipality or sheriff’s department of the county in which the district is located and request a determination of whether the child has been reported missing.

Cotulla ISD also requests the following documents for enrollment: a copy of the child’s social security card and migrant records, if any.

Presenting a false document or record is a criminal offense.

Parents/Guardians will need to complete the following items (only at the school office or place of registration):

- Registration card/page
- Medical information and permission forms
- Home Language Survey form (upon initial enrollment)
- Insurance form
- Lunch application (Hopkins Cafeteria)
- Request for transfer of records from previous school
- Migrant Status form
- Student-Parent Compact
- Notice of Directory Information
- Internet Access Permission form
• Attendance Warning Letter
• Student Residence Questionnaire
• Receipt of handbook form/Student Code of Conduct receipt (later, if not available at early registration) Students who transfer to Cotulla ISD must have all discipline and academic records reviewed by the Principal prior to admission.

Transfer Credit: Transfer students from non-accredited public, private, or parochial schools shall validate credit for courses by testing or evidence that courses meet State Board requirements and standards.

Admission of Expelled Transfer Student: Any student moving into the district who, for any reason, is expelled from another school system shall not be admitted until the expulsion term has ended or until the student is exonerated by the expelling district.

Tuition Charge: School districts receiving transfer students may charge a tuition fee not to exceed the difference between the district's expenditures per students in average daily attendance and the sum of the district's state revenues per students.

NOTE: As a public school, Cotulla ISD must comply with state rules regarding promotion; these are based on mastery of TEKS and success on the Texas Student Assessment Program. Therefore, we reserve the right to test any student entering our schools from charter, private, or out-of-state schools prior to determining grade placement.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

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

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

• A student who receives a grade below 70 at the end of a grading period may not participate in extracurricular activities for a time period, as stipulated in the UIL Side-by-Side. Students in advanced courses, such as pre-AP, AP, GT courses, and dual credit college courses, are required to maintain a passing standard of 60 or higher in order to maintain UIL eligibility. Students who fall below this passing standard will lose UIL eligibility in accordance with UIL regulations and for the period of time identical to students who lose eligibility in non-advanced courses.

• A student who has an individualized education program (IEP) who fails to meet the standards in the IEP may not participate for a time period, as stipulated in the UIL Side-by-Side.

• An ineligible student may practice or rehearse.

• A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.

• A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence unless the absence is excused by campus administration.

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

[For further information, see policy FM and FO (LEGAL/LOCAL). For student-organized, student-led groups, see Meetings of Noncurriculum-Related Groups]

EXTRA INSTRUCTION/NEED FOR ACADEMIC INTERVENTION

Cotulla ISD offers many opportunities for students in need of extra instruction or academic intervention. After-school tutorials, STAAR extra instruction program, Accelerated Reading (AR) program, and various other intervention programs and credit recovery programs are examples of after-school and summer initiatives. If you feel your child needs extra assistance to be successful in school, please contact the principal for further information on available services.

FACILITY AND EQUIPMENT USE POLICY

The facilities and equipment of the Cotulla I.S.D. may be used by nonprofit civic, cultural, welfare, recreational, social, educational
and fraternal organizations. No facility or equipment used by these organizations may conflict in any way with any school related program. A fee may be charged for use, utilities, custodial services, damages, etc. when warranted. This fee will be determined when the request for facility use is approved and is due at that time prior to the facility or equipment being used. Facility request forms are available on the district’s website or from the Superintendent’s Office.

Fundraising activities will be permitted only when those profits are returned to Cotulla I.S.D. students in some form or fashion. School related activities will be scheduled through the building principal. Use of facilities by community organizations or other campus organizations (other than their own campus) will be scheduled at the Superintendent’s office. School related activities take precedence over all other facility or equipment use requests.

Each campus principal will maintain a log/list of all persons who have keys to their campus facilities (this log/list shall include staff and community members). Persons with keys shall not “loan” keys to any other individuals without the express knowledge of the campus principal. This list shall be updated at the beginning of each school semester. If a key is lost, stolen, or damaged the borrower will be held responsible for replacement and/or rekeying fees.

Vocational and other instructional programs may provide services to community members when, in the teacher's opinion, such a project will be in keeping with the instructional design of the program. Such projects should not conflict with the regular commercial interest of the community. Donations to the student club or organization for such projects are acceptable.

Students may use school equipment in learning experiences which are sanctioned and supervised by the person responsible for said equipment on campus during or after regular school hours.

Employees may not use school equipment, on or off premises, for their own private and personal benefit without permission from administration. Employees may use school equipment outside the regular school day, on or off campus, only when such use is directly related to instruction or student services, except for technology, which may have limited personal use and is used in accordance with the District’s Acceptable Use Policy.

Approval for use of school equipment must be obtained from the teacher or person responsible for said equipment as well as the principal or supervisor in charge of that building or campus prior to the equipment being used.

**FEES AND OTHER OBLIGATIONS**

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, laptops, iPads, or other technology items.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities available and not available on district premises.
- Summer school fees 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]
- A fee not to exceed $350 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent
attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.

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

Textbooks/Equipment/Technology: Students are held responsible for all textbooks, technology items and equipment issued and checked out to them. Fees for lost or damaged items should be brought to the school office and a receipt will be given to the students. If the item is found at a later date, the student will receive a refund. Students may not be reissued any items until all obligations are cleared or found.

Library Books: Students are responsible for all library books checked out in their name on the library’s computer circulation system. Fines for lost, damaged, or overdue books must be paid to the librarian and a receipt will be given to the student. If a library book is found during the school year, the lost book cost minus a $3.00 fee will be refunded. Students will not be able to check out other library books until all obligations are cleared.

FIELD TRIPS
The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom. These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student’s ability to be a successful and productive citizen. Competitive activities shall have the prior approval of the Superintendent or designee.

Cotulla ISD Field Trip/Chaperone Policy indicates that school personnel and parent/community volunteers will be allowed to chaperone school sponsored field trips. However, parents or school personnel will not be allowed to chaperone their child’s class/group. All volunteers must be fingerprinted thru the L-1 fingerprinting process at their own expense and volunteers must be “cleared” before the field trip occurs. Family members of chaperones will not be allowed on school sponsored field trips unless they are part of the group/class attending the trip. The principal must approve all chaperones for each trip. Any school employee attending a field trip as a chaperone will be required to use a personal day (either State or Local). However, if there are not enough chaperones to accompany the class/group, a school employee may be approved without using personal leave time.

All students are required to travel with the school sponsor on all field trips and in school transportation. All students are required to have parents/guardians sign a permission form PRIOR to the trip. Any student needing to leave with parents after the trip MUST SIGN a permission form and turn it in to the sponsor PRIOR to the trip. The permission form MUST HAVE the parent’s/guardian’s signature and the student’s signature before submitting it to the sponsor. Failure to turn in required forms will result in the student being denied the opportunity to travel on the trip or to leave with the parents after the trip. The sponsor must carry with them on the field trip a file that contains all the students’ permission forms, medical information and medical release form in case of an emergency.

FIGHTING
Physical contact will not be tolerated on school property or while attending a school-sponsored or school-related event on or off school property. If an individual is physically confronted by another student, the student should avoid striking back and alert an adult or administrator who can handle the situation. Regardless of who starts a fight, if both students participate, both students will be disciplined accordingly. A claim of self-defense is not a justification to avoid disciplinary action and/or police intervention unless there is documented evidence that the student could not flee. Anytime one person makes physical contact with another with the implied intent to harm, the act, depending on the severity, may be considered “physical contact,” “assault by contact,” or “assault with bodily injury.” However, at the point when the receiver of the physical contact retaliates, the infraction then becomes “disorderly conduct/fighting in public” for both students. If a student is 10 years of age or older and an officer is called, both students involved may be ticketed for the same offense, as appropriate.

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 possible 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. [See Policy FFAF(LOCAL)]
**FOOD AND DRINKS**
The Texas Department of Agriculture (TDA) has established guidelines regarding Foods of Minimal Nutritional Value (FMNV) for public schools participating in the federally funded Child Nutrition Program. The federal regulations do not permit FMNV to be served in the food service area during meal periods. As a result, parents may not bring food or drinks to school for anyone other than their own children with the exception of birthday treats, Valentine’s Day, Winter Holiday, and one day designated by the campus. Birthday treats may be served to children in the classroom of the child on the occasion of the child’s birthday or to children at a school-designated function, as coordinated by the campus administration. Parents should notify the teacher several days in advance of their desire to bring birthday treats so that multiple treats are not sent on the same day. [See Policy CO(LEGAL)]

**FOOD SERVICES**
The district participates in the National School Lunch Program and offers students nutritionally balanced breakfast and lunches daily. Free and reduced-price lunches are available based on financial need. Applications for free and reduced-price meals are available in the front office of each school or from the cafeteria director. New applications must be completed and returned for approval each school year. Applications for free or reduced priced meals must be made before the school year begins or at the time of registration. Students who received free or reduced-price meals the previous school year will continue to receive meal benefits for the first 30 school days of the new year. During that time, a new application must be completed for free or reduced-price meals to continue. Information about a student’s participation is confidential.

Meal prices are subject to change, but typically do not change during the school year. Each school will provide parents and students with information on current prices. Meals may be purchased on a daily, weekly or monthly basis; charges are not accepted. 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)]

**FUND-RAISING**
Student groups or classes and/or parent groups may be permitted to conduct fund-raising activities for approved school purposes. A request for fundraising must be made to the principal and the superintendent or designee at least 14 calendar days before the event. After the closing of the approved fundraising activity, the requestor must complete the fundraising reconciliation form and submit to the superintendent’s office for final closing. No subsequent fundraising activity requests will be approved until the proper reconciliation procedures have been completed on any prior approved fundraising requests.

[For further information, see policies FJ and GE (LEGAL/LOCAL)]

**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.

**GIFTED AND TALENTED PROGRAM**
The District may modify the delivery of instruction for gifted and talented students by accelerating, providing greater depth and complexity, and expanding the Texas Essential Knowledge and Skills.

Definition of Gifted and Talented Students (adapted from the TEA State Plan): Gifted and talented students are those who perform at/or show the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- exhibit high performance capability in an intellectual, creative, or artistic area;
- possess an unusual capacity for leadership; or
- excel in a specific academic area

These students require differentiated educational programs and/or services beyond those normally provided by the regular program. Cotulla’s G/T Program includes, but is not limited to:

- Differentiated Instruction
- Research projects
- Development of communication skills
- Development of critical, logical, and creative thinking skills
• Advanced student developed products and performances

• Accelerated Instruction

In addition, there are opportunities for students with specific subject matter aptitude to take Pre-AP and AP courses at the secondary level (6th-12th) and many enrichment opportunities ranging from competitions to summer camps.

**Nominations:** Cotulla has an open nominations system. Students may be nominated for the gifted and talented program at any time by staff, parents, self, peers or other interested party. A final call for nominations will go out in May to facilitate timely screening and notification for the following school year.

**Screening:** Screening measures shall include:

- Renzulli Scale (completed by teacher)
- NNAT (Naglieri Nonverbal Ability Test)
- Testing Data (ITBS)
- Teacher/Parent Anecdotal Information

Identification procedures shall not discriminate against any person or group for reasons of sex, race, creed, ethnic origin, handicap, or religious preference. All student information collected during the screening process shall be in conformity with legal standards regarding the right of privacy of the individual.

**Selection Committee:** Nominations shall be processed through a local campus screening committee consisting of principal, counselor(s), G/T teacher, and at least one other qualified professional. Based on discussion of the screening matrix, the screening committee will reach consensus on recommendation to place a child in gifted/talented education program, to monitor a child in G/T setting, or to maintain current service in regular education.

**Parent Notification:** Parents shall be notified in a timely manner of the selection committee's recommendation. Parents of children selected for the program shall attend an orientation and shall sign a permission-to-participate form prior to the child receiving G/T services.

**Transfer Students:** If a student presents verification that he/she was in a comparable G/T program in another district before moving to Cotulla, the student will be accepted into the District Program on a probationary basis without having to be nominated or screened locally.

**Furloughs:** Occasionally, circumstances make it desirable for a student to be granted a temporary leave of absence from the program. When consensus is reached at a meeting of G/T teacher, parent, student (if age appropriate), and campus administrator, a student shall be granted a furlough ranging from six-weeks to six-months. In no case shall the furlough exceed the balance of the current school year.

**Exiting Procedures:** The campus administrator makes final decisions regarding exiting of students from the program for educational, psychological and personal reasons based on: (1) teacher/counselor recommendation following documented observation of student behavior, performance, physical changes and/or products; (2) parental request for withdrawal; (3) student request for withdrawal accompanied by parental permission. Teacher/counselor recommendation for a student to be exited from the program must be accompanied by adequate data and parent conference logs. Just as no child is brought into the program on the basis of a single criterion, neither shall a student be exited on the basis of a single criterion. Because the program is voluntary, a parent may remove his/her child at any time. If, however, a parent opts to withdraw a child against the professional recommendation of the school staff, that child cannot be re-nominated for participation later in the current year or during the next full school year.

**Program Evaluation:** Annual evaluation of the program, including parent and teacher surveys and recommendations of professional consultants, will be used to initiate ongoing improvements in the G/T Program. Areas targeted for evaluation annually include parent/community involvement, new curricular components, and changes to the screening matrix.

**G/T Teachers:** All teachers servicing GT students shall have at least thirty hours of specialized training in the area of gifted education and will participate in ongoing professional development initiatives to include 6 hours annually.

**Information:** For information on this program contact your child’s principal, counselor, or the program coordinator (879-3073).

**GRADE CLASSIFICATION**

Students are classified according to the number of credits earned toward graduation.

<table>
<thead>
<tr>
<th>Credits Earned</th>
<th>Classification</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 6.5 credits</td>
<td>Grade 9 (Freshman)</td>
</tr>
<tr>
<td>7 - 13.5 credits</td>
<td>Grade 10 (Sophomore)</td>
</tr>
</tbody>
</table>
14 - 20.5 credits  Grade 11 (Junior)
21+ credits  Grade 12 (Senior)

(In addition, students must be enrolled in all remaining courses required for graduation.)

**GRADING GUIDELINES**

Student grades shall reflect mastery of District objectives, which have been related to the TEKS. Teachers follow District-approved grading guidelines that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error or that the teacher did not follow the District’s grading policy. *Board Policy EIA (LEGAL/LOCAL), Elementary Grading Guidelines, and Secondary Grading 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. *Board Policy FNG (LEGAL/LOCAL)*

All schools use six-week grading periods. Each teacher is responsible for keeping the parent informed of student progress. To assist parents in monitoring grades between grading periods, three-week progress reports will be issued to all students in grades 1-12. The notice shall stipulate that the student will have the remainder of the six-weeks period to bring the grade up to 70 or above and that the student will be suspended from UIL related extracurricular activities if the grade is not brought up to that point by the end of the six-weeks period. Note that the eligibility standard for PreAP and AP courses is 60 or above. Also note that Dual credit college classes do NOT report grades on progress reports or six-week averages. Parents can also check their child’s grades on-line. When a student’s grade drops from passing to failing after the third-week report, parents should be notified. The District may require any student whose mid-reporting period grade average is below 70 or borderline to attend tutorial sessions. An opportunity to conference will be made available to parents by teachers at least once every semester. Parents are encouraged to contact the campus for a conference at any time. Sign-up sheets will be provided at events such as Open House, Meet the Teacher Night, and Curriculum Nights to schedule conferences for a later date. These events are not appropriate venues for conferencing.

At the end of each grading period, computer-generated report cards will be sent home one week following the end of a six-weeks grading period. This report includes academic achievement grades, conduct status, and absences. Exceptions to this schedule occur when holidays or vacation days fall during the week. Final report cards at the secondary level will be mailed home within one week of school ending.

Parents are encouraged to sign and return the report card envelope (for Pre-K and K) and a signature copy of the computer generated report card (Grades 1 -12) within three days of receipt. See *Board Policies EI (LEGAL/LOCAL), EIA (LEGAL/LOCAL), and EIE (LEGAL/LOCAL)*

**GRADING POLICY**

**ASSESSMENT AND GRADING OF STUDENTS: GRADING GUIDELINES – ELEMENTARY SCHOOLS**

As students progress toward mastery of the skills and concepts of the Cotulla Independent School District’s curriculum, teachers should use various indicators to monitor and assess this progress. Indicators may include any or all of the following:

- teacher observations based on specific criteria
- class discussions
- oral interviews
- projects
- demonstrations
- checklists
- textbook tests
- cooperative learning groups
- daily practices
- compositions
- homework
- book reviews / reports
- teacher-made tests
- research products

*NOTE: This document reflects district and campus expectations. The Principal must approve any revisions or exceptions to these guidelines. Students’ grades shall reflect mastery of District objectives. Teachers shall follow District-approved grading guidelines that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary, or contains an error, or that the teacher did not follow the District’s grading guidelines. Board Policies EI (LEGAL/LOCAL), EIA (LEGAL/LOCAL), and EIE (LEGAL/LOCAL) Elementary Grading Guidelines and Secondary Grading Guidelines.*
**GRADING SCALE**

*Pre-Kindergarten*

The indicators on the progress report should be marked using the codes below:
- S=Satisfactory (at least 70%)
- NI=Needs Improvement (between 50% and 70%)
- U=Unsatisfactory below 50%

*Kindergarten*

Cotulla ISD uses a standards-based report card taken directly from the Texas Essential Knowledge and Skills (TEKS) that define the Kindergarten and Grade 1 curricula. Numbers 1-4 will be used to denote student progress. The following codes will be used for the corresponding grade level.

- 4 – Understanding is beyond grade level expectation (Exceeds Expectations)
- 3 - Exhibits master of skill/concept (Mastery)
- 2 – Exhibits skill/concept with minimal guidance (Satisfactory)
- 1 – Exhibits skill/concept only with direct guidance (Unsatisfactory)

*Grade 1*

- 4 - Exceeding the Standard: The student consistently exceeds grade level standards and expectations.
- 3 - Meeting the Standard: The student consistently meets grade level standards and expectations.
- 2 - Progressing Toward the Standard: The student is progressing toward grade level standards and expectations.
- 1 - Not Meeting the Standard: The student is not meeting grade level standards and expectations.

*NA* - Not Assessed at this Time: NA designated that the content and skills listed are not a major focus for instruction and assessment during the reporting time period.

**ALL CISD Grades 2 through 5**

The grading system for Cotulla Independent School District elementary schools is as follows. This scale applies to language arts, mathematics, science, and social studies.

- 100 - 90 Excellent progress
- 89 - 80 Above average progress
- 79 – 70 Average progress
- 69 – 60 Needs Improvement
- 69 – 0 Unsatisfactory progress (failing)

**ASSIGNMENT OF SIX WEEKS GRADES**

The assigning of a grade in a particular course should reflect a student’s mastery of the skills and content of the course. Six weeks grades shall be assigned according to the following criteria:

1. At least sixty percent (60%) of a grade shall be based on summative activities such as major projects and tests. Before a summative (major) grade is assigned, the teacher is to have adequately taught the concept and the student is to have had sufficient opportunity to master the concept being evaluated. This process includes using appropriate checks for understanding, guided practice, and independent practice before summative assessment. Major or long term projects should be closely monitored and assigned two or three formative grades at set intervals prior to the summative grade. If a project or assignment merits more than one summative grade (multiple grades), each grade should represent a different component of the project. Example:

<table>
<thead>
<tr>
<th>Grade 1 Content</th>
<th>Grade 2 Format</th>
<th>Grade 3 Organization</th>
</tr>
</thead>
</table>

   Recording the same grade multiple times is not acceptable. This includes one teacher recording the same grade multiple times or more than one core teacher recording the same grade. Each time a grade is recorded, it is to apply to a specific component of a project. Initial assignment and discussion of long term projects must include an explanation of the criteria that will be used for evaluating the assignment (rubric). Major tests shall be scheduled and communicated to the students at least three class days in advance.

2. Not more than forty percent (40%) of a grade shall be based on formative activities such as homework, class work, daily quizzes, and class participation. These grades should be a balanced representation of the types of work completed during the course of the six weeks-grading period.

3. During each six weeks-grading period, at least eight (8) grades shall be recorded in each of the five core areas. Exceptions to this would be if a formative assessment grade(s) was dropped due to a higher summative grade (see #4). Of the eight (8) grades,
at least three (3) separate grades shall be summative in nature with at least one (1) summative grade given each two (2) weeks. In Fine Arts, Music, Technology, and/or Physical Education classes, letter grades of E (Exceptional), S (Satisfactory), or U (Unsatisfactory) shall be assigned based upon student performance for each six weeks grading period.

4. If a student scores higher on a summative assessment than s/he did on the formative assessment(s) (other than homework) designed to prepare for that summative, then the teacher may drop the lowest of the formative assessment grades associated with that summative assessment.

5. Projects will have multiple grades assessed to allow students opportunities to succeed.

6. Exceptions to the percentage recommendations shall be based on a specific rationale agreed upon by the principal and the teacher.

7. Grades (and all portions of grades) shall not be awarded or reduced for any non-academic activities such as compliance grades (or points) for returning a report card, incomplete paper headings, etc.

8. Teachers DO have the ability to raise report card grades from a 69 to 70, 79 to 80, 89 to 90 when using established criteria. Remember to utilize the same criteria for all students when deciding to raise a grade.

9. Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.

10. No grade (NG) will be issued based on the following criteria: (1) non-attendance in class, (2) zero assignments turned in, (3) enrolling the last fifteen days of the grading period without grades from the previous school, (4) withdrawing prior to end of the grading period.

11. After the second grade of “0” is assigned to a student in a six week period, the parents must be contacted. Parents are to be contacted each subsequent time that a “0” is to be assigned.

12. In determining six weeks grades, a variety of assessment strategies should be used.

13. Fine Arts, Art, music, technology, and physical education grades should only reflect a student’s progress on curriculum goals. Behavior and conduct are not to be included in the subject report card grade. Behavior and conduct for Fine Arts, art, music, technology, and physical education will be addressed through a citizenship portion of the report card for each of these areas.

14. The Language Arts total grade will be calculated as follows:

   Reading 50%
   English 50%

Within the English grade, 60% of the grade will be based on summative grades and 40% of the grade will be based on formative grades. In the summative grade category, two composition grades shall be recorded. In order for a composition grade to be recorded, a student shall have completed a paper. In the formative grade category, a minimum of five grades shall be recorded. Examples of the types of summative grades that might be recorded are grades for compositions, PBL final projects and grammar tests, etc. Examples of formative grades include PBL assignments, homework, classwork, and Mentoring Minds Writing tests, etc.

Within the Reading grade, 60% of the grade will be based on summative grades and 40% of the grade will be based on formative grades. Examples of summative grades include summaries, responses to literature, written retellings, unit tests, novel tests, comprehension tests, vocabulary tests, PBL final projects, etc. Examples of formative grades include usage of anchor charts, quizzes, Thinking Maps for reading strategies, Mentoring Minds Reading tests, spelling tests, classwork, homework, PBL assignments, etc.

COMMUNICATION TIMELINES and REVIEW OF MATERIALS

1. All student work shall be assessed and feedback given. Work that is graded shall be returned and recorded in the gradebook within three (3) school days of the date received by the teacher. (See #2 in this section regarding an exception to this timeline.)

2. Projects/papers shall be graded and returned within the same grading period that they are completed and submitted to the teacher.

3. Students shall have the right to review their test scores. All tests given shall be graded, returned and recorded within five (5) school days of the date the test was administered.

4. Upon student/parent request, students shall have all graded tests (including test questions) returned for their personal records. Exceptions will be district created assessments. These tests may be reviewed at the parent’s request by the student and the parents.

HOMEWORK

 Homework will be given and should be evaluated in a timely manner and used as a method to provide students with specific feedback on their performance of the assigned tasks. Homework should only be assigned for reinforcement of skills and concepts taught in class.

LATE WORK
1. When an assignment is submitted after a deadline, a maximum penalty of ten (10) points per class meeting may be deducted from the grade with a maximum of 30 points deducted. Failure to turn in assigned work may result in disciplinary action as determined by the teacher and administration.

2. Teachers will use professional discretion in determining when such a deduction is appropriate.

**MAKE-UP WORK**

**All students** shall be allowed to make up work when they are absent from class.

1. One day is allowed for each day of excused absence up to five (5) days.
2. Under extenuating circumstances such as long-term illness or family emergencies, teachers may choose to give students more than one day for each day missed to make-up assignments.
3. In situations where the assignments were given before the student was absent, a shorter time frame may be required at the teacher’s discretion.
4. Make-up tests or quizzes should be administered during tutorial time to prevent the student from missing additional class time; however, students who cannot attend tutorials must be given the opportunity to make up this work during the regular school day. Modifications of this procedure, which may require administrative approval, should be discussed with the appropriate administrator in a timely manner.

**PROGRESS REPORTS and PARENT CONFERENCES**

1. At every three-week interval, progress reports will be given to every student in grades 1-5.
2. The time period after the progress report but before the report card is an important period to monitor a student’s cumulative grade. When a student’s grade drops from passing to failing after the progress report has been issued, parents must be notified immediately by the teacher in writing or by phone. Documentation of contact shall be kept by the teacher for verification purposes.

**PROMOTION AND RETENTION**

**Curriculum Mastery**

Promotion and course credit shall be based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services. [See EHBC]

**Standards for Mastery**

Mastery shall be determined as follows:

1. 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.
2. 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 mastery of the grade-level standards (essential knowledge and skills) for all subject areas and shall achieve "meeting standard" or above in ELAR and mathematics.

**In grades 2-5,** promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics. Additionally, students not passing STAAR at the appropriate grade level(s) will be retained.

Special education students will be evaluated for success according to the achievement of the Individual Education Plan (IEP) goals and mastery expectations.

**REASSESSMENT POLICY**

1. A teacher shall re-teach and retest when 30% or more of the class fails a Unit Test. (Reteach and Retest will ONLY be given for Unit Tests and ONLY when 30% or more of the class fails). The teacher sets the date/time for the reteach and retest and the students wishing to retest must attend tutoring to receive the retest opportunity. The reteach and retest will only be given on 1 day, as determined by the teacher. There will be no individual reteaching or retesting. The teacher shall record the higher of the two grades earned for those students being retested, not to exceed a grade of 70.
REQUIRED ATTENDANCE FOR GRADING
1. New students shall be enrolled in CISD for at least fifteen (15) school days in order to receive report card grades for the grading period in which they enrolled.
2. The parents of students who do not receive report card grades are to have communication from the teacher (regarding the child’s progress/transition to that point) in the form of a note, telephone call or formal conference. The teacher shall keep a record of such communication.
3. For students who did not attend CISD schools all year, every effort should be made to obtain grades from the previous school(s) attended so that the final average will reflect the total year’s performance. These shall be transcribed into the electronic grade book. In addition, attendance records should be obtained when possible to provide for a fully informed analysis of the student’s performance.
4. For students who did not attend any school or for whom their attendance is not sufficient for grading, the grade should be reported as “NG” and it should be noted with the comment code indicating: “Attendance not sufficient for grading”.

TRANSFER GRADES
Some transcripts from outside of Texas reflect an alpha grade and not a numeric grade. When this occurs, the registrar will transcribe the letter grade to a numeric grade as indicated below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>89</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>79</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>C-</td>
<td>70</td>
</tr>
<tr>
<td>D+</td>
<td>67</td>
</tr>
<tr>
<td>D</td>
<td>65</td>
</tr>
<tr>
<td>D-</td>
<td>63</td>
</tr>
<tr>
<td>F</td>
<td>60</td>
</tr>
</tbody>
</table>

An exception to this is if a transcript from an outside district records a 60-69 as passing. In this event, a grade of 70 will be used.

TUTORIALS
All students are eligible for tutorials. Parents of students who meet one of the following criteria shall be notified on the report card of the need for tutorials:

- grade average is passing but whose performance in mathematics or reading/language arts is below expectations for the child’s current grade level;
- grade average is failing.

For documentation purposes, student attendance at tutorials will be recorded.

CONDUCT GRADES
Conduct grades reflect student behavior during a six-week period. The following grade designations will be used.

- E (Excellent)
- S (Satisfactory)
- N (Needs Improvement)
- U (Unsatisfactory)

A “U” must not be given unless the teacher has contacted the parent AND discussed the unsatisfactory conduct grade with a campus administrator.

ASSESSMENT AND GRADING OF STUDENTS: GRADING GUIDELINES – SECONDARY SCHOOLS

This document reflects district and campus expectations. The Principal must approve any revisions or exceptions to these guidelines. Students’ grades shall reflect mastery of District objectives. Teachers shall follow District-approved grading guidelines that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary, or contains an error, or that the teacher did not follow the District’s grading guidelines. Board Policies EI (LEGAL/LOCAL), EIA (LEGAL/LOCAL), and EIE (LEGAL/LOCAL) Elementary Grading Guidelines and Secondary Grading Guidelines.

GRADING SCALE
The grading designations for CISD secondary schools are as follows:

<table>
<thead>
<tr>
<th>Score</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>100 - 90</td>
<td>A Excellent Progress</td>
</tr>
<tr>
<td>89 – 80</td>
<td>B Above Average Progress</td>
</tr>
<tr>
<td>79 – 76</td>
<td>C Average Progress</td>
</tr>
<tr>
<td>75 – 70</td>
<td>C- Needs Improvement</td>
</tr>
<tr>
<td>69 – 0</td>
<td>F Unsatisfactory Progress (Failing)</td>
</tr>
<tr>
<td></td>
<td>I Incomplete (do not use on withdrawal form)</td>
</tr>
</tbody>
</table>
|       | NG No grade (See section – “Assignment of Six Weeks Grades”)

42
Grade points will be awarded according to the chart included in this document. The chart is also defined in CISD School Board Policy (EIC LEGAL/LOCAL).

ACADEMIC DISHONESTY
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, and should consider written materials, observations, and information from students. Students found to have engaged in academic dishonesty shall be subject to disciplinary and/or academic penalties. Such action shall be determined jointly by the teacher and campus administrator.

ASSIGNMENT OF SIX WEEKS GRADES
The assigning of a grade in a particular course should reflect a student’s mastery of the skills and content of the course.
Six weeks grades shall be assigned according to the following criteria:
1. At least sixty percent (60%) of a grade shall be based on summative activities such as major projects and tests. Before a summative (major) grade is assigned, the teacher is to have adequately taught the concept and the student is to have had sufficient opportunity to master the concept being evaluated. This process includes using appropriate checks for understanding, guided practice, and independent practice before summative assessment. Major or long term projects should be closely monitored and assigned two or three formative grades at set intervals prior to the summative grade. If the project merits more than one summative grade (multiple grades), each grade should represent a different component of the project. Example:

   Grade 1 Content       Grade 2 Format       Grade 3 Organization

   Recording the same grade multiple times is not acceptable. This includes one teacher recording the same grade multiple times or more than one core teacher recording the same grade. Each time a grade is recorded, it is to apply to a specific component of a project. Initial assignment and discussion of long term projects must include a written explanation of the criteria that will be used for evaluating the assignment (rubric). Major tests shall be scheduled and communicated to the students at least three class days in advance.

2. Not more than forty percent (40%) of a grade shall be based on formative activities such as homework, class work, daily quizzes, and class participation. These grades should be a balanced representation of the types of work completed during the course of the six weeks grading period.

3. During each six weeks grading period, at least eight (8) grades shall be assigned. Exceptions to this would be if a formative assessment grade(s) was/dropped due to a higher summative grade (see #4). Of the eight (8) grades, at least three (3) separate grades shall be summative in nature.

4. If a student scores higher on a summative assessment than s/he did on the formative assessment(s) (other than homework) designed to prepare for that summative, then the teacher may drop the lowest of the formative assessment grades associated with that summative assessment.

5. Exceptions to the percentage recommendations shall be based on a specific rationale agreed upon by the principal and the teacher.

6. Grades (and all portions of grades) shall not be awarded or reduced for any non-academic activities such as compliance grades (or points) for returning a report card, incomplete paper headings, etc.

7. A grade of 69 shall be recorded as a 70. At their discretion, teachers DO have the ability to raise report card grades from a 79 to 80, 89 to 90 when using established criteria. Remember to utilize the same criteria for all students when deciding to raise a grade.

8. Course assignments and unit evaluation shall be given to determine student grades in a subject. An average of 70 or higher shall be considered a passing grade.

9. No grade (NG) will be issued based on any of the following criteria: (1) non attendance in class, (2) zero assignments turned in, (3) enrolling the last five days of the six weeks without grades from the previous school. If a designation of NG is recorded, the NG must be converted to a grade by the end of the third week after the NG is posted. NGs will not be recorded the last six weeks of the year.

10. Any designation of Incomplete (I) must be converted to a grade by the end of the third week after the Incomplete is posted. Exceptions to this policy may apply in cases regarding UIL eligibility. Refer to UIL rules for additional information. Incompletes (I’s) will not be recorded the last six weeks of the year.

11. In determining six weeks grades, a variety of assessment strategies should be used.

12. If a student is assigned a grade of M (missing), the grade is calculated as a zero.

COMMUNICATION TIMELINES and REVIEW OF MATERIALS
1. All student work shall be assessed and feedback given. Work that is graded shall be returned and recorded in the txGradebook within three (3) school days of the date received by the teacher. (See #2 in this section regarding an exception to this timeline.)

2. Project/research papers shall be graded and returned within the same six week period that they are completed and submitted to the teacher.

43
3. Students shall have the right to review their test scores. All tests given shall be graded, returned and recorded within three (3) school days of the date the test was administered. Adherence to this timeline will allow for timely and meaningful remediation.

4. Upon student/parent request, students may have copies of all graded tests (including test questions) returned for their personal records excluding copies of semester exams, final exams, and district common assessments/district developed curriculum based assessments, which will be turned in to the campus or central office. These tests may be reviewed at the parent’s request by the student and the parents.

HOMEWORK
Homework should be evaluated in a timely manner and used as a method to provide students with specific feedback on their performance of the assigned tasks. Homework should only be assigned for reinforcement of skills and concepts taught in class. Homework grades will be factored into the formative (40%) grade category.

LATE WORK
1. Students will be allowed 5 school days after the initial deadline to submit late work. No late work will be accepted after the extended deadline has passed.
2. When an assignment is submitted after a deadline, a penalty of at least ten (10) points per class meeting will be deducted from the grade with a maximum of 30 points deducted. Failure to turn in assigned work may result in disciplinary action as determined by the teacher and administration.
3. Teachers will use professional discretion in determining when such a deduction is appropriate.

MAKE-UP WORK
All students shall be allowed to make up work when they are absent from class.
1. One day is allowed for each day if excused absence up to five (5) days to complete all missed assignments.
2. Under extenuating circumstances such as long-term illness or family emergencies, teachers may choose to give students more than one day for each day missed to make-up assignments.
3. In situations where the assignments were given before the student was absent, a shorter time frame may be required at the teacher’s discretion.
4. Make-up tests or quizzes should be administered during tutorial time to prevent the student from missing additional class time; however, students who cannot attend tutorials must be given the opportunity to make up this work during the regular school day.

Modifications of this procedure, which are allowed with administrative approval, should be discussed with the appropriate administrator in a timely manner.

PROGRESS REPORTS and PARENT CONFERENCES
1. At every three-week interval, progress reports will be given to every student.
2. The time period after the progress report but before the report card is an important period to monitor a student’s cumulative grade. When a student’s grade drops from passing to failing after the progress report has been issued, parents must be notified immediately by the teacher in writing or by phone. Documentation of contact shall be kept by the teacher for verification purposes.

PROMOTION, RETENTION, AND AWARDING OF CREDIT

Grades 6-8
In grades 6-8, promotion to the next grade level shall be based on the following:
- an overall average of 70 on a scale of 100 based upon course-level, grade level standards (TEKS) for all subject areas, and
- a grade of 70 or above in three of the following required areas: language arts, mathematics, science, and social studies.

A student must pass both semesters or attain an average grade of at least 70 when averaging two semesters to be awarded credit for a high school credit course. Additionally, students not passing STAAR at the appropriate grade level(s) will be retained.

Grades 9 - 12
Mastery of at least 70 percent of the objectives on formative and summative assessments shall be required.
1. Grade level advancement for students in grades 9 - 12 shall be earned by course credits.
   a. If a student earns a grade of 70 or above in a one-semester course, full credit for the course shall be awarded.
   b. If a student earns a grade of 70 or above both semesters of a full year course, full credit for the course shall be awarded.
   c. If a student earns a failing grade during fall or spring semester in a full year course, and the final average is greater than or equal to 70, full credit for the course shall be awarded.
   d. Credit shall be awarded for a failed semester when it is repeated and the student earns a grade of 70 or above. Both
grades will be recorded on the transcript. Both grades received will be factored into the GPA.

2. To be promoted:
   a. From grade 9, a student shall have acquired 6.5 credits.
   b. From grade 10, a student shall have acquired 13.5 credits.
   c. From grade 11, a student must have acquired 20.5 credits.

3. Classification review for all high school students will take place at the end of the school year. Classification review for sophomores, juniors, and seniors may take place at the end of the first semester as time allows. Students wishing to graduate in three and one half years must notify the counselor and receive principal approval before the end of their first semester in their sophomore year. Students wishing to graduate in three and one half years must notify the counselor and receive principal approval.

**Pre-AP & AP Courses**

Should a student taking a Pre-AP or AP course fail a six weeks period, they will be reassigned to the regular course of that subject for the remainder of the school year. Follow up with HS committee

**Dual-Credit Courses**

To be eligible for enrollment in a dual credit course for TSI-eligible programs (associate or baccalaureate degree or level two certificate), high school students must present a passing score on the Texas Success Initiative (TSI) or a Board-approved alternative assessment instrument as deemed relevant by the college for the intended dual credit course in which the student shall enroll. Students should adhere to the policies in the Dual Credit Handbook, as well. If a student receives below a C, they will need to reimburse the district for the cost of the course and textbook.

**Correspondence Courses**

Units of credit may be taken by correspondence, applicable toward graduation, upon approval by the counselor and the campus principal. A student must enroll for such subjects prior to October 1\textsuperscript{st} of the current school year. Only courses from correspondence schools approved by the Texas Education Agency will be accepted for credit. CISD accepts coursework from Texas Tech and the University of Texas. Prior to enrollment in correspondence courses, students will make a written request to the principal for approval to ensure that the course will count toward graduation. **Correspondence work, if it is to be counted toward graduation, must be completed on or before the end of the 5th six weeks grading period.** Successful completion of such work is the responsibility of the student and the institution from which the work is scheduled.

**REASSESSMENT POLICY**

1. A teacher shall re-teach and retest when 30% or more of the class fails a Unit Test. (Reteach and Retest will ONLY be given for Unit Tests and ONLY when 30% or more of the class fails). The teacher sets the date/time for the reteach and retest and the students wishing to retest must attend tutoring to receive the retest opportunity. The reteach and retest will only be given on 1 day, as determined by the teacher. There will be no individual reteaching or retesting. The teacher shall record the higher of the two grades earned for those students being retested, not to exceed a grade of 70.

**SEMESTER EXAMS**

1. Semester exams should be used to certify mastery of objectives by students. All semester exams shall be comprehensive in nature and must measure the mastery of the skills or content of the course.

2. The semester exam process should include each of the following:
   - **Review** - Review activities must be a part of the grading process and must be in a form that can be taken home for study. A variety of review activities may be used including, but not limited to, oral, chalkboard, and written activities.
   - **Exam Suggestions** - Exams should include summative questions as well as short-answer questions. Avoid objective questions over inconsequential details.
   - **Exam Requirements** - Semester examinations are comprehensive.

3. At least twenty (20) percent of the exam grade should be based on essay questions or performance evaluations. An extensive essay test or performance evaluation may be given prior to the final exams for grading purposes. This would entail lengthy paragraphs.

4. Missed semester exams must be made up within a two week period. (In extenuating circumstances, exceptions will be granted. In these situations, principal approval is required.) A grade of zero will be given on semester exams if not made up by the deadline.

5. **High School:** Semester exams shall be administered in core content area classes. The semester exam shall be counted as 10% of the semester grade.

6. **Middle School:** Semester exams shall be administered in all core classes. The semester exam shall be counted as 10% of the semester grade.
TRANSFER GRADES
Some transcripts from outside of Texas reflect an alpha grade and not a numeric grade. When this occurs, the registrar will transcribe the letter grade to a numeric grade as indicated below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>95</td>
</tr>
<tr>
<td>A-</td>
<td>90</td>
</tr>
<tr>
<td>B+</td>
<td>89</td>
</tr>
<tr>
<td>B</td>
<td>85</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
</tr>
<tr>
<td>C+</td>
<td>79</td>
</tr>
<tr>
<td>C</td>
<td>75</td>
</tr>
<tr>
<td>C-</td>
<td>70</td>
</tr>
<tr>
<td>D+</td>
<td>67</td>
</tr>
<tr>
<td>D</td>
<td>65</td>
</tr>
<tr>
<td>D-</td>
<td>63</td>
</tr>
<tr>
<td>F</td>
<td>60</td>
</tr>
</tbody>
</table>

Students moving into the District may receive advanced ranking points for courses transferred into the District if those courses are currently receiving advanced ranking points at the District high schools.

TUTORIALS
Tutorial time is to be reserved for students who are at risk of failing and need extra academic assistance. Attendance for tutorials will be determined by the teachers and administration.

CONDUCT GRADES
Conduct grades reflect student behavior during a six-week period. The following grade designations will be used.

- E (Excellent)
- S (Satisfactory)
- N (Needs Improvement)
- U (Unsatisfactory)

A “U” must not be given unless the teacher has documented contact with the parent AND discussed the unsatisfactory conduct grade with a campus administrator.

GUIDANCE SERVICES
Students should feel free to make an appointment with the guidance counselor whenever they need assistance. Assistance is available for areas that can encompass emotional, personal, and academic concerns.

HARASSMENT
[See Dating Violence, Discrimination, Harassment, and Retaliation]

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.

[For further information, see policies FFI(LEGAL), FNC(LOCAL), FNCC(LEGAL).]

HALL (OUTSIDE THE CLASSROOM) PASSES
During class time, students are not permitted in the hall or outside the classroom without passes. Passes to leave the classroom may be secured from the classroom teacher. Any member of the school staff may stop a student and ask to see this pass.

HEALTH-RELATED MATTERS

Physical Activity for Students in Elementary and Middle School
In accordance with policies at EHAB, EHAC, [and FFA], the district will ensure that students in kindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school shall engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within a two-week period for at least four semesters].

For additional information on the district’s requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.
School Health Advisory Council
During the preceding school year, the district’s School Health Advisory Council held at least 4 meetings. Additional information regarding the district’s School Health Advisory Council is available from the district website at www.cotullaisd.net. [See also policies at BDF and EHAA]

Physical Fitness Assessment
Annually, the district will conduct a physical fitness assessment of students in physical education classes in grades 3–12. At the end of the school year, a parent may submit a written request to the school 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 the child nutrition director. [See policies at CO and FFA.]

Other Health-Related Matters

Tobacco Prohibited
The district and its staff strictly enforce prohibitions against the use of tobacco products including E-cigarettes (vaping) 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’s Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the District office. If you have any questions, please contact Juan Moreno, Maintenance Supervisor.

Pest Management Plan
The district applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child’s school assignment area may contact Leonarda Jasso at 879-3073 ext 2900.

HOMELESS STUDENTS
For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Jack Seals, at 879-3073 ext. 1011.

HOMEWORK
Homework should provide an opportunity to practice, review, or apply only that which has been previously taught. Teachers will make every effort to consider the calendar of school and community events when planning instruction/homework. Special projects will always be assigned well in advance of their due date to give students an opportunity to be successful. All homework assignments will be checked/graded and returned to students in a timely manner. Parents and students shall be informed that not completing homework on time may result in the student being detained before or after school to satisfy the instructional requirement; also, a penalty to grade will be applied to late work.

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 (DHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the DSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at https://corequest.dshs.texas.gov/. 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, rubella (measles), rubella (German measles), mumps, tetanus, pertussis, poliomyelitis (polio), hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be 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 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 Department of State Health Services Web site: http://www.dshs.state.tx.us/immunize/school/default.shtm.]

The Cotulla Independent School District is required by state law to enforce Texas Education Code 209. It is a PARENT’S/GUARDIAN’S RESPONSIBILITY TO SECURE THE REQUIRED IMMUNIZATIONS FOR A STUDENT.

**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 immunization records created or updated after September 1, 1991.

**Minimum State Vaccine Requirements for Texas School Entrance/Attendance** for grades Kindergarten through 12 are as follows:

**Diphtheria, Tetanus Toxoid, and Pertussis Vaccine**- Five Doses of diphtheria-tetanus-pertussis containing vaccine, one of which must have been received on or after the fourth birthday; however, 4 doses meet the requirement if the 4th dose was given on or after the 4th birthday. For students ages 7 years or older, three doses, including one dose on or after fourth birthday. One booster dose of Tdap/Td is required ten years after the last dose of DTP/DTaP/DT.

**Polio**-Four doses of polio vaccine one of which must have been received on or after the fourth birthday; however, 3 doses meet the requirement if the 3rd dose was given on or after 4th birthday.

**Measles, Mumps, Rubella (MMR)**- Two doses of a measles-containing vaccine with the first dose on or after the first birthday; second dose required upon entry into kindergarten.

**Hepatitis B**-Three doses are required for grades.

**Varicella**- One dose on or after 1st birthday.

**Hepatitis A**- Two doses on or after 2nd birthday for grades PreK-3 only.

For Pre K:

Four doses of DTaP/DT/DTP, three doses each of polio and hepatitis B, two doses of hepatitis A, and one dose each of MMR, Hib, and varicella received on or after 1st birthday.

**Provisional Enrollment**

All immunizations should be completed by the first day of attendance. The law requires that students be fully vaccinated against the specific diseases. A student may be enrolled provisionally if the student has an immunization record that indicates that 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. The District Nurse or Health Aide 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.

**Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). For children needing medical exemptions, a written statement by the physician should be submitted to the school. Instructions for the affidavit to be signed by parents/guardians choosing the exemptions for reasons of conscience, including a religious belief can be found at: www.immunizetexas.com.

**INSURANCE**

Students are offered two insurance plans at the beginning of the school year:

- At school protection
- 24 hour coverage

An information packet will be sent home to the parents at the beginning of every school year.

At the discretion of the Board of Trustees, insurance may be purchased for extra-curricular activity participants and/or all students.
(depending on availability of funds) that will cover students during school activities. This insurance will pay secondary to any other insurance that the student or family has.

**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 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 or has contacted the parents. Because the principal does not have the authority to prevent or delay a student’s release to a law enforcement officer, any notification will most likely be after the fact.

**Notification of Law Violations**
The district is required by state law to notify:

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

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

**LIBRARY**
The purpose of the CISD libraries, library program and librarians is to ensure that students, teachers, administrators and staff are effective users of ideas and information. The libraries encourage students to read, view and listen for both understanding and enjoyment. Libraries teach skills and habits of “learning how to learn” so that students become self-reliant, independent adults and responsible, contributing citizens. Adapted from the Texas School Library Standards.

In elementary schools, books may be checked out for one week and may be renewed unless another student has requested that the
book be placed on reserve. There are no fines for overdue books; however, the student will be charged the replacement cost for lost or damaged books. If a lost book is returned during the school year, the payment will be returned minus a $3.00 fee.

In the middle school, books may be checked out for three weeks and may be renewed unless another student has requested that the book be placed on reserve. Fines for lost or damaged books are to be paid to the librarian and a receipt will be given to the student. If a lost book is found during the school year, the payment will be returned minus a $3.00 fee. Students will not be allowed to check out any library materials until their obligation is clear. All library obligations must be cleared prior to withdrawal and graduation. The middle school record is transferred to the high school and must be cleared before the student can check out books at the high school.

In the high school, books may be checked out for three weeks and may be renewed unless another student has requested that the book be placed on reserve. Fines for lost or damaged books must be paid to the librarian and a receipt will be given to the student. If a lost book is found during the school year, the payment will be returned minus a $3.00 fee. Students will not be allowed to check out any library materials until their obligation is clear. All library obligations must be cleared prior to withdrawal and graduation.

**MAKEUP WORK**

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy E1AB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a reduced grade on the assignment up to a maximum of 30 points [See penalty under LATE WORK].

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students up to a maximum of 30 points.

**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 coursework through an alternative method, including computer-based instruction, correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

**In-school Suspension Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL)]

**MEDICATION POLICY**

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 or] principal.

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

Your child may have an illness that requires medication for relief or cure that does not prevent his or her attending school. When possible, such medication should be scheduled to be taken at home. However, according to Texas State Legislature and Cotulla ISD Board of Trustee Policy, a medication may be dispensed to a student by school personnel. The following requirements must be met by the parent or legal guardian requesting this service.

1. **Prescription or non-prescription drugs** that must be taken at school for **15 days or less**:
   a. All **prescription and non-prescription drugs** will only be given if a written request from the parent/guardian providing consent is received. Medication must appear to be in the original container and be properly labeled. Written request from a parent or guardian shall contain:
      - The student’s name;
      - The name of the medication to be given;
      - Date of permission and number of days the medication is to be given;
      - Time and day the medication is to be given; and
      - Signature of parent or legal guardian.
   
   b. All **prescription drugs** must be in their original pharmacy container and labeled by the pharmacist. The label must include:
      - Name and address of the pharmacy;
      - Student’s name;
      - Name of prescribing health care provider;
      - Name of drug;
      - Amount of drug and frequency of administration;
      - Date prescription filled.
   
   c. **Non-prescription, over-the-counter drugs** must be provided by the Parent/Guardian. Cotulla ISD will not purchase and/or provide any over-the-counter medications to students. The medication must appear to be in its original and properly labeled container. Only medication provided by and requested by a parent/guardian will be dispensed.
   
   d. A “**Long Term Request** for Administration of acetaminophen (Tylenol) or ibuprofen (Advil, Motrin)” form may be completed. These forms may be obtained from the campus nurse’s office.

2. **Prescription and non-prescription drugs** that need to be taken at school for more than 15 consecutive days:
   a. All prescription and non-prescription drugs to be administered at school for longer than 15 consecutive days must be accompanied by a **COTULLA ISD HEALTH SERVICES, MEDICATION ORDERS, PARENT AUTHORIZATION AND CONSENT FORM**. You may obtain this form from your campus health aide or District Nurse.
   
   b. A student with asthma is entitled to possess and self-administer prescription asthma medicine while on school property or at a school-related event or activity if the student has a **SCHOOL ASTHMA ACTION PLAN** in place. This form may be obtained from your campus health aide or District Nurse. A copy must be in the school nurse’s office and another with the student. The student must be prepared to produce this form to school

51
personnel at any time.

3. Parental consent will be valid for one year past the date of signature, or until revocation or treatment change occurs. In the event of a treatment change, the school should obtain the information from the provider and parent and follow the same principles as with any new medication.

4. Medications prescribed or requested to be given three times a day or less are not to be given at school unless a specific time during school hours is prescribed by a health care provider, or the health aide or District Nurse determines that a special need exists for an individual student.

5. There will be no more than one medication per properly labeled container.

6. All medications will be stored and dispensed in the school nurse’s office, or from the Principal or Vice-Principal’s office. Exceptions must be approved by proper school authorities in advance.

7. No student may have prescription or non-prescription drugs in his/her possession or school grounds during school hours without proper authorization.

8. No medication will be administered or kept in the school nurse’s office for more than 15 days unless otherwise prescribed by a physician or other health care provider.

9. In accordance with Board of Nurse Examiners Rule, 22 Texas Administrative Code § 217.11, the health aide or District Nurse has the responsibility and authority to refuse to administer medications that, in his or her judgment, are not in the best interest of the student.

Head Lice Protocol

1) Screening Procedure:
Unwarranted mass screenings are disruptive to student and teacher class time. They increase the potential for lice phobia and excessive use of lice medication. They also take away from the nurses’ and/or health aides’ ability to address the needs of the more physically or mentally disabled student.

If any eggs and/or nits are found by the teacher or other school district employee, the student will be sent to the school nurse or health aide for further examination. Once the school nurse or health aide has confirmed an active case of head lice, parents will be notified. Parents will be educated about the needed treatment, how to identify head lice infestations, how to delouse bedding and personal articles, and how to prevent transmission.

2) Parent/Guardian Notification:
Classroom or school-wide notifications may serve to increase public alarm and bring undue attention to children with louse infestations. Such notifications disrupt school productivity and may strain school resources. To prevent this, as well as the injudicious use of pesticides on unaffected classmates, parents of infested children will be the only individuals notified if a louse infestation is confirmed.

3) Notification Protocol:
Upon notification that their child has head lice, parents will be asked to pick up their child from school and begin immediately. Careful consideration will be given to develop alternatives for children whose families lack transportation or who for some reason are unable to pick up their child from school. The school district does not follow a “no-nit” policy.

4) Assessment upon return:
Parents MUST escort their child to the nurse’s office upon return for a recheck. Students returning to school after treating with an FDA-approved, medicated treatment should will be examined before they return to class. If signs of re-infestation are noted, school health personnel will review with the parents or guardians the correct procedures for treatment, nit-removal, and delousing the household environment. Frequent infestations and excessive absences may be a sign of other problems, and the school may need to take other action.

If the inability of a student’s family to purchase lice treatment is an issue, collaboration between the school system and local community service agencies may provide a resource for funds. For those who have Medicaid or health insurance, many lice medications, both over the counter and prescription, are covered. They do require a written prescription from a physician, even over the counter brands. Generic, less expensive store brands are available as well.

Psychotropic Drugs

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

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

The District has established policies and procedures for early mental health intervention and suicide prevention for students which included training for appropriate district staff on early warning signs and the possible need for intervention. The Superintendent has appointed Heather Ramirez, Federal Programs Coordinator, to serve as liaison for the purpose of identifying students who may be in need of mental health intervention or who may be at risk of committing suicide. In accordance with the District’s program, District staff shall report to the liaison a student who displays early warning signs indicating a possible need for early mental health intervention or who may be at risk of committing suicide. When the liaison receives a report that a student is possible in need of early mental health intervention or who may be at risk of committing suicide, the liaison shall notify the student’s parent and provide information about available counseling options. Only a student’s parent may consent to a medical screening. Unless a student’s parent has provided prior consent, no medical screening shall be used as part of the process of identifying whether a student is possibly in need of intervention or at risk of committing suicide. [See Policy FFB LOCAL]

NONTRADITIONAL ACADEMIC PROGRAMS

[See Requirements for a Diploma]

NURSE’S OFFICE/NURSE’S AIDE STATIONS

Each nurse’s office/nurse’s aide station will operate as a first aid station and departure point for all students at the campus who become ill while at school. A student is not allowed to leave campus until a parent or guardian has been consulted by the nurse, nurse’s aide, principal or his/her designee. Each student is required to have on file an emergency health card signed by a parent or guardian. Information on this card will greatly assist personnel in contacting the parent or physician should a student have an accident or become ill.

Students sent home due to illness from the nurse’s office/nurse’s aide station are still required to present a doctor’s note or parent note upon return to school for time absent.

PARENT/STUDENT COMPLAINTS

In an attempt to be fair to all parties concerned, parents or community members who have a concern relating to a particular school employee shall follow the steps outlined below:

1. Make a scheduled visit to discuss the concern directly with the employee in question;
2. If step one fails to satisfy your concern, schedule an appointment with the employee's immediate supervisor (for instance, a teacher's immediate supervisor is the campus principal);
3. After you have told the supervisor of your concern, he/she will schedule a meeting with both you and the employee to arbitrate differences or resolve matters of miscommunication;
4. If at any time during steps 1to 3 it becomes apparent that the issue is one which could best be addressed by a particular campus or district committee (attendance, discipline, eligibility), a referral shall be made;
5. If steps 1to 4 fail to resolve the issue, the concerned party may schedule an appointment with the superintendent of schools; then having exhausted all the in house avenues with school employees/officials, the aggrieved party may submit to the superintendent a written request to be placed on the agenda for the next school board meeting.

Level One Parent/Student Complaint:

A student or parent who has a complaint shall request a conference with the principal within 10 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The principal shall schedule and hold a conference with the student or parent within 7 days of the request.

Level Two Parent/Student Complaint:

If the outcome of the conference with the principal is not to the student’s or parent’s satisfaction, the student or parent may request, within 10 days, a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the solution sought, the student’s or parent’s signature, and the date of the conference with the principal.

Level Three Parent/Student Complaint:

If the outcome of the conference with the Superintendent or designee is not to the student’s or parent’s satisfaction, the student or parent may submit to the Superintendent a written request to place the matter on the agenda of the next regular Board meeting.
The Superintendent shall inform the student or parent of the date, time and place of the meeting. The presiding officer shall establish a reasonable time limit for complaint presentation. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and take whatever action it deems appropriate.

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be public. Please see APPENDIX (D) for a copy of the complaint form. [For more information see policy FNG(LOCAL)]

**PERSONAL PROPERTY**

Personal possessions brought to school will be limited to materials needed for classroom work, such as pencils, pens, paper, rulers, etc.

The District discourages students from bringing personal items of value to school regardless of whether they are prohibited or not (i.e. expensive clothing items or jewelry, musical instruments, cameras, iPods, cell phones, smart watches, and large amounts of money.) Students choosing to bring these items to school must understand that they can be disciplined for prohibited items and that the school cannot be held accountable for any of these type items if they are damaged, lost, or stolen.

Campus administrators may (but are not required to) conduct investigations, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages and/or theft occurring on school property or at a school-sponsored or school-related event, and will assess discipline as appropriate. Prohibited items will be confiscated, a fine may be assessed, and the items may only be returned to the parent/guardian. **Illegal items and items designated as evidence will be turned over to law enforcement authorities.**

The failure of students to follow the District and campus guidelines will result in disciplinary action by the campus administration. [See CODE OF CONDUCT]

**PEST CONTROL PROGRAM**

This school periodically applies pesticides. Information concerning these applications may be obtained from Leonarda Jasso at 879-3073 ext 2900.

**PHYSICAL EXAMINATIONS / HEALTH SCREENINGS**

Annually, the district will conduct a physical fitness assessment of students in physical education classes in grades 3-12. At the end of the school year, a parent may submit a written request to the Director of Health, Physical Education, and Athletics to obtain the results of his or her child’s physical fitness assessment conducted during the school year.

**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 Excluding a Student from Reciting the Pledges to the U.S. and Texas Flags]

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. 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 1-11, promotion is based on mastery of the curriculum. Expectations and standards for promotion shall be established for each grade level, content area, and course and shall be coordinated with compensatory/accelerated services.

Parents of possible retainees shall be notified by the teacher at the beginning of the Fifth Six Weeks and counseled to enroll their
child in summer school or some similar initiative. No student will be retained more than one time in grades K-8 unless a committee of the student’s teacher(s) and two administrators approve and the parent(s) agree because of some special circumstance. In addition, students not passing STAAR at the appropriate grade level(s) may be retained.

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

- 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.
- 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.

Parents of a student in grade 5 or 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. Such students will have two additional opportunities to take the test. 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 or placed, based on standards previously established by the district, the decision of the committee must be unanimous. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See 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.

**In 1st grade,** promotion to the next grade level shall be based on promotion to the next grade level shall be based on master of 70 percent of the grade-level standards (essential knowledge and skills) for all subject areas and shall achieve "meeting standard" or above in ELAR and mathematics.

**In grades 2-5,** promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in language arts and mathematics.

**In grades 6-8,** promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: language arts, mathematics, science, and social studies.

**Grade-level advancement for students in grades 9-12** shall be earned by course credits. [See EII]

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 or principal] and policy EIF(LEGAL).]

**PROTECTION OF STUDENT RIGHTS**

The school will notify parents of the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation as part of federally funded program. Notice will be sent home before such a survey, analysis, or evaluation is administered, and consent (or student consent if 18 or older) will be requested if information regarding any of the following is part of the survey, analysis, or evaluation:

- Political affiliations
- Mental and psychological problems potentially embarrassing to the student or family
- Sex behavior and attitudes
- Illegal, anti-social, self-incriminating, and demeaning behavior
- Critical appraisals of other individuals with whom the student or the student’s family has close family relationship
Legally recognized privileged or analogous relationships, such as lawyers, physicians, and ministers

Income, other than as required by law to determine eligibility for participation in a program or for receiving financial assistance under such program

PUBLIC DISPLAY OF AFFECTION

In order to maintain a mature and respectful atmosphere, students are reminded that public displays of affection are considered unsuitable in an educational setting. These displays include but are not limited to, kissing, embracing, and/or other forms of physical fraternization.

PUBLICATIONS – STUDENT SPEECH

The District's educators shall exercise editorial control over style and content of student speech in school-sponsored expressive activities so long as their actions are reasonably related to legitimate pedagogical concerns. The District may refuse to disseminate or sponsor student speech that:

1. Would substantially interfere with the work of the school.
2. Impinges on the rights of other students.
3. Is vulgar or profane.
4. Might reasonably be perceived to advocate drug or alcohol use, irresponsible sex, or conduct otherwise inconsistent with the shared values of a civilized social order.
5. Is inappropriate for the level of maturity of the readers.
6. Does not meet the standards of the educators who supervise the production of the publication.
7. Associates the school with any position other than neutrality on matters of political controversy.

QUESTIONING OF STUDENTS

There is no legal right on the part of a parent to be notified or to be present when students are in conversation with or being questioned by school officials concerning school-related behaviors or concerns.

The following guidelines shall apply when enforcement officers, Child Protective Services, or other lawful law authorities desire to question or interview a student at school for school-related matters:

- 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 will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. [Policy GRA (LOCAL)]

Administrators will not impede the questioning of a student by a law enforcement officer who has a subpoena, court order, directive to apprehend, warrant, or who intends to take the child into custody and remove the child from campus for investigation regarding a non-school-related matter under Texas Family Code 52.01. In case of removal from the campus, the law enforcement officer will be requested to follow campus procedures for checking the student out of school. Absent one of these provisions, school personnel will request that prior to allowing an interview for non-school-related matters, that parental permission be obtained. However, the District must comply with directives from law enforcement or CPS case workers that the District refrain from contacting the parent. Administrators will also not impede a CPS investigation and will allow CPS case workers or law enforcement officers to question students related to a reported claim of child abuse. [Policy FFG (LEGAL)]

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, conduct, and absences in each class or subject are issued to parents at least once every 6
weeks.

In addition, at the end of the first three weeks of a grading period, parents will be given a written progress report of their child’s performance. If the student receives a grade lower than 75 in any class or subject at the end of a grading period, the parent will schedule a conference with the teacher of that class or subject.

Grade reports will usually be issued on Thursday following the end of each six week's weeks reporting period. Parents or guardians will be required to personally pick up cards on first and fourth six periods.

Parents are encouraged to schedule appointments with the teacher to discuss academic progress of their child at other times throughout the year as well.

<table>
<thead>
<tr>
<th>Six Weeks</th>
<th>Date ending 1st 3 weeks of grading period</th>
<th>Report mailed/sent to parent or guardian</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st</td>
<td>September 6</td>
<td>September 9</td>
</tr>
<tr>
<td>2nd</td>
<td>October 18</td>
<td>October 21</td>
</tr>
<tr>
<td>3rd</td>
<td>November 22</td>
<td>December 2</td>
</tr>
<tr>
<td>4th</td>
<td>January 24</td>
<td>January 27</td>
</tr>
<tr>
<td>5th</td>
<td>March 6</td>
<td>March 9</td>
</tr>
<tr>
<td>6th</td>
<td>May 1</td>
<td>May 4</td>
</tr>
</tbody>
</table>

Report card dates are as follows:

- October 3 (1st 6 weeks) **OPEN HOUSE**
- November 7 (2nd 6 weeks)
- January 9 (3rd 6 weeks)
- February 25 (4th 6 weeks) **OPEN HOUSE**
- April 16 (5th 6 weeks)
- May 28 (6th 6 weeks) Elementary
- June 4 (6th 6 weeks) Secondary

**RETIATION**

[See Dating Violence, Discrimination, Harassment, and Retaliation]

**SAFETY**

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

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

**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.

**Emergency Medical Treatment and Information**
If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school would need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

**Emergency School-Closing Information**

On occasions of possible hazardous road conditions, the transportation department will check the roads. The Superintendent will make a decision as to whether to delay school starting time, cancel school, dismiss classes, or to proceed as usual with school. Local radio and television stations will be notified should school be canceled, delayed, or dismissed. Parents and students are asked to tune in to one of the following for information:

SchoolWay app
District Facebook page

In addition, further information about school closures due to inclement weather can be obtained at [www.cotullaisd.net](http://www.cotullaisd.net) or

Cable TV -- Channel 12 (KSAT News, San Antonio) Cable
TV – Channel 5 (KENS News, San Antonio) Cable TV –
Channel 4 (WOAI News, San Antonio) Cable TV – Channel
8 (KGNS News, Laredo)
KXTN Radio, San Antonio 107.5 on FM dial
KTSA Radio, San Antonio 55 on AM dial

**SCHOLASTIC HONOR RECOGNITION**

Cotulla I.S.D. is proud of its students and their academic achievements. Each six weeks, "A" honor roll and "AB" honor roll students will receive special recognition for their achievements. A student shall be eligible for the "A" honor roll if he/she receives a grade of 90 or above in all subject areas. A student shall be eligible for the "AB" honor roll if he/she receives grades of As (90 and above) and Bs (80-89) in all subject areas. Although the Cotulla Independent School District values and reports to parents their student’s progress in conduct/effort, this does not impact a child's placement on the honor roll.

**SCHOOL FACILITIES**

**Use By Students Before and After School**

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

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

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

**Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior 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.
Library
The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the times in which a teacher permits.

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.

Personal Belongings
Searches of personal property may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

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

Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked and that the combination is not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

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

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.

Drug-Testing
Beginning with the 2010-11 school year, the CISD Board of Trustees has authorized random drug testing of students in grades 7-12 participating in extra-curricular activities or requesting parking privileges at the high school level.

[For further information, see policy FNF(LOCAL)]

SECTION 504
Section 504 of the Rehabilitation Act of 1973 compliance procedures:

No qualified handicapped person shall, on the basis of handicap, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity which receives or benefits from federal financial assistance. 34 Code of Federal Regulations 104.4 (a)

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 school 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://sapn.nonprofitoffice.com](http://sapn.nonprofitoffice.com)

Reports of abuse or neglect 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](http://www.txabusehotline.org)).

**SITE-BASED DECISION MAKING**

District and Campus committees composed of educators, parents and community/business representatives serve in an advisory capacity to recommend school initiatives. Areas of involvement include: (1) goal setting; (2) school organization; (3) staffing; (4) staff development; (5) curriculum/instruction; and, (6) resources. These site-based teams analyze needs and then design and monitor implementation of annual improvement plans. Each campus committee has a liaison to the district committee. Educators may contact their liaison and parent/community members may contact 879-3073 ext. 1001 to secure information or recommend agenda items at the district level. Contact the principal if you want a full campus committee membership roster or if you are interested in serving on one of these committees in the future.

**SKATEBOARDS, SCOOTERS, AND ROLLER BLADES**

Students and others are not permitted to use skateboards, scooters, roller blades, and/or rollers on campus grounds at any time. If a student is using any one of these as a means of transportation to or from school, he or she must walk and carry the skateboard, scooter, roller blades, and/or rollers while on school property. Skateboards, scooters, roller blades, and/or rollers should be kept in a designated place approved by campus administration or staff until the end of the school day.

**SOCIAL ACTIVITIES**

Social activities, such as dances, parties, etc., sponsored by the school, must be held on the school campus unless otherwise approved by the principal. Any use of the building after regular school hours must be scheduled through the administration

**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/guardian with questions about these programs should contact:

- Heather Ramirez – Gifted & Talented Program (879-3073 ext 1030)
- Heather Ramirez - Dyslexia programs; migrant programs (879-3073 ext 1030)
- Jack Seals – Homeless students (879-3073 ext. 1000)
- Heather Ramirez - Bilingual programs; programs for students with limited English proficiency (879-3073 ext 1030)
**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 any UIL competition or school sanctioned event may be subject to random steroid testing.

**STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events: high school football games and pep rallies. Students are eligible to introduce these events if they are in the highest two grade levels of the school at which the student is publicly speaking and who hold one of the following positions of honor based on neutral criteria are eligible to use the limited public forum: student council officers, class officers of the highest grade level in the school, captain of the football team, and National Honor Society members.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and/or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at that event. The selection of students to introduce school events will occur at the beginning of each semester.

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events. [See FNA(LOCAL)]

**SUMMER SCHOOL**

Identified students in first through eighth grade will be placed in summer interventions for additional support. These programs will offer instruction in essential knowledge and skills and will give students opportunities to study and practice these skills.

Participation in summer interventions and subsequent essential knowledge and skills mastery will be a prerequisite for promotion for some students. Middle school and high school students who do not pass required courses during the school year should attend the tuition-based or free summer school program. Assistance will be provided to those that qualify for reduced fees, based on financial need.

In the spring of each year, summer program information will be announced for PK through grade twelve. The information will be available in the principal's office and posted on the district website at www.cotullaisd.net.

**STAAR**

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated tests (such as TELPAS, STAAR and STAAR EOC). – SEE TABLE ON PAGE 65

**TARDINESS**

A student is considered tardy to class if he/she arrives late to class less than 15 minutes. Students who arrive 15 minutes after the tardy bell are counted absent if the reason for the tardiness is unexcused. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the Student Code of Conduct.

**TELECOMMUNICATIONS/Electronic Devices, Including Mobile Telephones**

All electronic devices are prohibited during the administration of local and state assessments. If a student violates this rule, the assessment will not be scored.

Students may have cell phone/electronic devices in their possession at school. Students shall follow policies and procedures pertaining to mobile devices as determined by campus administration.

The school will not be responsible for lost or stolen cell phones, pagers, or other electronic devices. [Policy FNCE (LOCAL)]

Elementary students may not bring (unless for approved educational purposes) electronic devices, such as iPods, MP3 players, tape players, walkman-type radios, CD players, or hand-held games to school. While the secondary school administration may allow use
of some of these items for approved educational purposes, they will restrict the usage of these items. The school will not be responsible for lost or stolen cell phones or other electronic devices.

**School Sponsored Events:**
The District does however recognize that students are involved in many school sponsored events including field trips and other extracurricular activities. Students who are involved in these school events may carry a cell phone with them to call a parent or guardian if approved by the campus administrator prior to the event. Students who fail to comply with this policy may be subject to disciplinary action according to the Student Code of Conduct.

---

**TECHNOLOGY AT SCHOOL**

**Cotulla ISD Acceptable Use of Technology**

Students and staff will have access to Cotulla ISD’s technology resources for instructional purposes. Through this system, students and staff will be able to communicate with other schools, colleges, organizations, and people around the world via the Internet and other electronic information systems/networks.

Please note that the Internet is a network of many types of communication and information systems. It is possible that you may run across some material you find objectionable. While Cotulla ISD uses filtering technology to restrict access to such material, it is not possible to absolutely prevent such access. Cotulla ISD practices best case practice filtering. It is your responsibility to follow the rules for appropriate use.

The final decision regarding whether any given use of the technology resources is acceptable lies with the Superintendent or designee. Violations may result in disciplinary action, including suspension/expulsion for students, and disciplinary action up to and including termination for staff. When applicable, law enforcement agencies may be involved.

All users are allowed to use email, electronic chat rooms, instant messaging, social networking sites and other forms of direct electronic communications for educational purposes only and with proper supervision. All access is controlled via the districts Internet content filter and is subject to monitoring at any time by designated district staff.

Any of the following uses of any CISD owned or Personal Electronic Devices while at school or on school functions is deemed unacceptable and a violation of the Cotulla ISD Acceptable Use Guidelines for Technology:

- Unauthorized use of copyrighted material, including violating software licensing agreements
- Sending, posting, accessing, or displaying electronic messages that are abusive, disruptive, obscene, sexually oriented, threatening, harassing, illegal, or damaging to another person’s reputation
- Use of technology resources in a manner that causes disruption to the educational environment
- Use of technology resources to encourage illegal behavior or threaten school safety
- Personal, political use to advocate for or against a candidate, officeholder, political party, or political position. (Local, State, and Federal) Research or electronic communications regarding political issues or candidates shall not be a violation when the activity is to fulfill an assignment for class credit or for student organization elections.
- Use of any means to disable or bypass the district’s Internet filtering system or other network systems
- Attempting to destroy, disable, or gain access to district computer equipment, district data, the data of other users, or other networks connected to the district’s system
- Encrypting communications or files to avoid security review
- Posting personal information about yourself or others
• Forgery of electronic mail messages or transmission of unsolicited junk e-mail
• Use related to commercial activities or for commercial gain
• Use that violates the student code of conduct, employee standards of conduct, or is unlawful
• Wasting school resources through the improper use of the computer system
• Changing of technology resource settings
• Downloading unauthorized Apps/Software
• Gaining access to other students’ accounts, files, and/or data
• Publishing or sharing photos or video of others without written consent of all the parties involved. This includes, but is not limited to, e-mail, text, and sites such as, Facebook and YouTube.

GUIDELINES

• Cotulla ISD has authority and permission to regulate any personal electronic communication devices when these devices are brought to and/or used while on school property or school-related functions and events. This means the district has the authority to review and inspect any device provided by the school or personally for violations of the Acceptable Use Policy.

• A Cotulla ISD administrator is authorized to power on and off, manipulate, and do all things necessary to search a device (school or personal) and recover or intercept communications (including but not limiting to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, Cotulla ISD policy, or Cotulla ISD regulation. Cotulla ISD reserves the right to notify law enforcement of any unlawful activity regarding electronic devices.

• Any electronic communication device used or possessed in violation of law, the Student Code of Conduct, Cotulla ISD policy, or Cotulla ISD regulation is subject to confiscation, and may cause the loss of the privilege to possess and use such devices on school property and at school-related events.

• Students may use these devices during the school day at the discretion of the teacher and administration. At anytime a student can be told to discontinue use of any device by a CISD employee, if a student fails to follow these instructions, the student can lose permission to use the device on CISD property.

• Data transferred using the school district’s network is filtered to follow the requirements of the Children’s Internet Protection Act (CIPA). However, if a personal device uses another network (AT&T or Verizon, for example), this district is unable to filter or monitor its use.

• Cotulla ISD is not responsible for damage, loss, or theft of any personal device.

With this opportunity comes responsibility. It is important to read this information and ask questions, if you need help in understanding it. It is your responsibility to follow the rules for appropriate use. Inappropriate use could result in the loss of the privilege of using these educational and administrative tools.
<table>
<thead>
<tr>
<th>Date Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dec 9-13</td>
<td>STAAR EOC Retest Window</td>
</tr>
<tr>
<td>Feb 24-April 3</td>
<td>Grades K-12 TELPAS Listening, Speaking, Reading, Writing</td>
</tr>
<tr>
<td>April 7</td>
<td>STAAR Grade 4 &amp; 7, Grade 5 &amp; 8 Math, English I EOC</td>
</tr>
<tr>
<td>April 8</td>
<td>STAAR Grade 5 &amp; 8 Reading,</td>
</tr>
<tr>
<td>April 8</td>
<td>STAAR English II EOC</td>
</tr>
<tr>
<td>April 10</td>
<td>Make-ups for assessments scheduled from April 3 – April 5</td>
</tr>
<tr>
<td>Mar 30 - Apr 21</td>
<td>STAAR ALT 2 Window</td>
</tr>
<tr>
<td>May 4-8</td>
<td>STAAR EOC Window for Algebra 1, Biology, and U.S. History</td>
</tr>
<tr>
<td>May 11</td>
<td>STAAR Grade 3 &amp; 4, 6 &amp; 7 Math Test &amp; STAAR 5 &amp; 8 Math Retest</td>
</tr>
<tr>
<td>May 12</td>
<td>STAAR Grade 3 &amp; 4, 6 &amp; 7 Reading Test &amp; STAAR 5 &amp; 8 Reading Retest</td>
</tr>
<tr>
<td>May 13</td>
<td>STAAR Grade 5 &amp; 8 Science</td>
</tr>
<tr>
<td>May 14</td>
<td>STAAR Grade 8 Social Studies</td>
</tr>
<tr>
<td>May 15</td>
<td>Makeup sessions for STAAR grades 3 - 8 must be completed</td>
</tr>
<tr>
<td>June 22</td>
<td>STAAR EOC English I</td>
</tr>
<tr>
<td>June 23</td>
<td>STAAR Grade 5 &amp; 8 Math Retest</td>
</tr>
<tr>
<td>June 24</td>
<td>STAAR Grade 5&lt;sup&gt;th&lt;/sup&gt; &amp; 8&lt;sup&gt;th&lt;/sup&gt; Reading Retest, and English II EOC</td>
</tr>
<tr>
<td>June 22-26</td>
<td>STAAR EOC Window for Algebra 1, Biology, and U.S. History</td>
</tr>
<tr>
<td>June 26</td>
<td>Make-ups for STAAR assessments scheduled from June 25-28</td>
</tr>
</tbody>
</table>
**TELEPHONES**

School telephones are BUSINESS TELEPHONES and are to be used as such. If it is necessary for a student to use the telephone, please check with the school office; do not assume permission. Students will not be called from classes to the telephone except in the case of an EMERGENCY. If a student receives a telephone call, he/she will be notified of the call by note which will tell him who called, when they called, and what the message is. A student placing calls during school hours must use the telephone in the school office and must have written permission from a teacher, counselor, or administrator. The written permission must be submitted to the school office personnel before a call can be placed.

**TEXTBOOKS**

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

If a book is not returned and payment is not made, the District may withhold the student’s records, but the student has a right to copies of any and all District records that pertain to him/her.

**THREATS TO SAFETY OF OUR STUDENTS**

CISD is committed to the safety of every child. At any time when a school faces natural or man-made danger, the following will occur in a timely manner: (1) proper authorities will be notified immediately; (2) students will be evacuated from the immediate area in an orderly fashion under supervision of staff; (3) school transportation department will arrive to take students and staff to an alternate site. The school district will take all oral/written threats very seriously. We will fully investigate all incidents and bring charges against any person caught making threatening statements.

**Crisis Management:** Cotulla ISD continues to refine their crisis management plan; inspection copies are available at all school offices. Campus teams will make sure students and staff are appropriately prepared to deal with emergencies. Campus are responsible for informing parents of notification and student pick-up procedures and for obtaining information each fall regarding adults to whom children may be released. In the unlikely event of a crisis, it is imperative that parents remain calm and follow specified pick-up procedures so as not to interfere with emergency vehicles/law enforcement. The central office will be the crisis command post and the superintendent or his designee will be the official spokesperson. That number is 879-3073.

**TRANSFERS**

The district accepts transfers of students who do not reside in the district. Applications for transfer are available at the central administration office and must be submitted to the Superintendent’s office. Transfers may be refused or revoked as described in the application.

[See Requesting Transfers for Your Child, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education for other transfer options.]

**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.

**Bus Routes**

The district makes school bus transportation available to all students living two or more miles from school or living on school designated hazardous routes. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school. The Cotulla ISD Transportation Department will be issuing a separate policy and procedures manual to parents/guardians of all students who qualify for transportation services. This separate document will also require that a confirmation page be signed and returned to the Transportation Department within one week of transporting a child. If the agreement is not signed by the parent/guardians, the child will not be allowed to ride on a bus route until the agreement is returned to the Transportation Department.

**Buses and Other School Vehicles**

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 transportation department at 830-879-3073 ext. 2900.
See the Student Code of Conduct for provisions regarding transportation to the Disciplinary Alternative Education Program (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 nearest home.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco products, alcoholic beverages, weapons, and chemicals 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.

When students ride in a district suburban or passenger car, seat belts must be fastened at all times. Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

**TUTORING**

The District may provide tutorial services at District expense. This will include a student who is failing/near failing a course/TAKS/STAAR. A campus committee to be chaired by the principal will review/document remediation efforts and/or tutorial attendance to determine eligibility for extracurricular participation. The Cotulla I.S.D. will offer tutoring during school or before/after as needed. A district is not required to provide transportation for students attending tutorials. Compulsory attendance laws and the 90% attendance rule are in effect for tutoring under this section.

**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.

**VEHICLES ON CAMPUS**

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable suspicions exist to do so. Individuals have full responsibility for the security of their vehicle and will make certain that it is locked. Individuals will be held responsible for any prohibited objects or substances, such as alcohol, drugs, or weapons, that are found in his/her car and will be subject to disciplinary action by the District as well as referral for criminal prosecution for having such objects or substances on school property.

Searches of vehicles may be conducted at any time there is reasonable suspicion to do so, with or without the presence of the student. Students who park on campus must adhere to all regulations outlined in the Student Handbook and Code of Conduct and other campus publications.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the District shall contact the student’s parents. If the parents are unavailable or refuse to permit the vehicle to be searched, the District may contact local law enforcement officials and turn the matter over to them. [Policy FNF (LOCAL)]

**The District is not responsible for damage to vehicles or items in vehicles parked on campus at any time.** Illegally parked cars may be towed at the owner's expense. A campus administrator may terminate a student's driving and/or parking privileges at any time that he/she feels this action is appropriate. Loss of driving and/or parking privileges does not allow another student driver to drive the offender's vehicle while he/she (the offender) rides as a passenger.
**VIDEO CAMERAS**

For the safety and protection of students and drivers, video/audio equipment may be used on any or all buses and in commons areas on campuses at anytime without parental consent for District use. Students will not be told when the equipment is being used.

The principal will review the video/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 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.** All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors under 18 years of age are not allowed on campus.

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.

**It is the principal’s responsibility to minimize interruptions during instructional time. To support the attainment of this goal, the following guidelines will apply to all visitors to the schools:**

1. Upon arrival to a campus, visitors must report to the front office.
2. Visitors needing to go beyond the front office must provide a valid photo identification upon sign-in and receive a visitor pass.
3. Visitor passes must be worn by visitors the entire time they are on the campus.
4. Visitors are expected to follow all campus and District-based rules.
5. Parents wishing to visit their child’s classroom should make arrangements at least one day in advance with the principal, principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances. Every effort will be made to reach a mutually agreed-upon time for classroom visits. However, no visits will be scheduled on test days or on other days deemed inappropriate by school personnel. To maintain an orderly educational environment, parents should not bring their child’s siblings or other children with them and must turn off all cell phones and paging devices while in the instructional setting.
6. Parents in classrooms are there as observers and are asked to sit in the rear of the room in an effort to minimize distractions to students. Parents should not become involved in discussions or classroom activities unless invited to do so by the teacher. If a parent has need for discussion with the teacher, a conference must be scheduled outside instructional time.
7. Classroom visits are limited to one class period or a maximum of 50 minutes per day unless otherwise approved by the principal or designee. Principals or other administrative designees may restrict and/or preclude classroom visits if requests become excessive in terms of frequency, length of visit, and/or number of requests or are disruptive to the educational process.
8. Volunteers, who are also parents of one or more students, should follow the same procedures as other parents when requesting classroom visitations.
9. Parents requesting a conference with the teacher should make prior arrangements one day in advance (preferred) with the principal, principal’s designee, and/or the teacher unless the principal or designee believes there are extenuating circumstances.
10. In the interest of safety, parents/guardians picking up a student during the school day must show photo identification, sign the student out, and wait in a designated waiting area for the student. Students needing to leave during the school day for appointments should remain in their classroom to maximize instructional time until their parent/guardian arrives. School personnel or student aides will inform the student that the parent/guardian has arrived.
11. The school will provide a designated waiting area in the school for parents to pick up children at the end of the school day. Parents must wait until their child is released by the teacher.
12. In an emergency, when it is necessary for a visitor to meet with a student, the principal or an administrative designee will call for or escort the student to the office.
13. Visitors may be asked to leave the classroom and/or campus if their presence disrupts the educational process or school activities in any way.
14. Visitors are expected to sign-out upon leaving the campus.

Only parents/guardians are allowed to visit in their child’s classroom in order to avoid disruptions to the educational setting. Other visitors will not be permitted to visit in classes or the campus, and students will not be permitted to bring friends to school with them. Special exceptions may be considered with prior approval by the principal or principal’s designee.
VISITORS WHO ARE REGISTERED SEX OFFENDERS

Purpose:
The purpose of this policy is to protect the students from contact with visitors who are registered sex offenders. This policy is also in response to the requirement of laws governing School Districts found in the Texas Education Code, Section 38.022 (d).

This policy also provides guidance to Administrators, Counselors, and all staff members on procedural implementation of this law. The administration reserves the authority to determine the most appropriate procedure, as dictated by circumstance, in the implementation of this policy.

Parental Rights:
The School cannot remove parental rights from a convicted sex offender. However, enhanced supervision will help ensure that children are protected. Should a registered sex offender be the parent or guardian of a child at a campus, the following procedures will be implemented:

1. If the parent has legitimate business with the teacher, counselor, or their child, then the teacher, counselor, or child will be brought to the office and the business of the parent attended to under the supervision of a campus administrator.
2. If the business is after school hours, an appointment may be made through the school office for an administrator (or administrative designee) to escort the parent to the appointed place of the conference. If the administrator’s judgment so dictates, the administrator should remain present during the conference and escort the parent back to the office after the conference is concluded. If the administrator or designee does not stay for the conference, the teacher (or other adult the conference is with) shall escort the parent back to the office.

Escort by District Personnel:
An administrator, or designee, will accompany the convicted sex offender when on campus. A convicted sex offender must not be allowed to enter into certain areas alone. These areas include such spaces as classrooms, restrooms, conference rooms, offices, and other areas where children may go to seek adult assistance.

Access to Common Areas of the Campus
Access to common areas of the campus, such as the cafeteria, library, and restrooms should be stringently controlled. Should a registered sex offender need to enter such an area, entry should be limited to hours when children are not present. Otherwise, escort by district personnel is required.

Attendance by a registered sex offender at sporting events, band concerts, etc. can be reviewed on an individual basis by the campus administrator. Generally, registered sex offenders are required by law to stay away from such events. Verification with local law enforcement is within the purview of the administration. Should an offender be identified in attendance on a campus and such attendance is prohibited by law, the authorities will be called to attend to the offender.

Access to Classrooms
Registered sex offenders will not be allowed access to classrooms when children are present. Should the circumstance arise that the campus administrator feels that access to a classroom is required, the person will be escorted by district personnel as described above.

Drop off and Release of Students
Registered sex offenders who are parents or guardians and need to drop students off for school or pick them up may do so, but should remain in their vehicles and duty personnel should watch them carefully.

Eligibility to Serve as Volunteers
Registered sex offenders will not be allowed to volunteer for the school.

Other Relevant Issues
The first priority of the school district is to ensure the safety of its students and staff. Toward this end, the access of registered sex offenders is discouraged, and where possible, prohibited. The administration should regularly (each six weeks) check the registry of sex offenders and notify the staff of their identity. The identity of sex offenders is not confidential, however, students who have registered sex offenders in their family should not be made to feel that they have done something wrong nor should they feel ashamed of themselves.

There may be instances when registered sex offenders are students. This will usually be at the High School. When this happens, the administration must act with prudence and take the necessary precautions to protect the safety of the campus. This may include assignment to DAEP for the duration of their High School career, if deemed necessary.

68
WITHDRAWING FROM SCHOOL

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

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

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

All policies and procedures included in the general information section of this student/parent handbook apply to all students and all campuses in the Cotulla Independent School District. In addition, the following policies and procedures, which are unique to our campus, apply to all elementary school students of this campus. In the event that campus policies are in conflict with the general policies found in the student handbook, CISD board policy will supersede the campus policy.

### Morning Arrival Schedule:
7:30 am – School Doors Open. Breakfast is served in the cafeteria.
7:55 am – First Bell
8:00 am – Tardy Bell
8:15 am – ABSENT FOR 1ST ROTATION

### Afternoon Release Schedule:
3:35 pm – Students Released (Pre-K – 5th grade)

All walkers and bike riders are released after pick-up lines have diminished and are encouraged to use the sidewalks and not the streets in the neighborhood since traffic is usually heavy just before and after school. Please help us keep your children safe.

*NOTE: If a parent/guardian (or whoever is picking up the child) chooses to park and walk to the school to pick up the child at dismissal time, the CHILD WILL BE CONSIDERED A WALKER AND THE CHILD WILL NOT BE RELEASED UNTIL ‘WALKERS’ ARE RELEASED.

In addition, if you are going to park and walk your child into the school, YOU MUST HOLD YOUR CHILD’S HAND at all times! Children are NOT to cross the driveway unattended. Our driveway is a very busy place!

STUDENTS WILL NOT BE RELEASED TO UNDERAGE/ UNLICENSED DRIVERS!

IF SIBLINGS ARE PICKING UP STUDENTS BY WALKING, THOSE SIBLINGS MUST BE LISTED AS INDIVIDUALS WHO CAN PICK UP THE STUDENT (PLEASE SEE MRS. GARCIA – THOSE REQUESTS MUST BE MADE IN WRITING).

### ATTENDANCE

State law and district policy mandates that students must be in attendance at least 90% of the school days in a school year in order for the student to be promoted at the end of the year. Students not meeting this requirement will be required to attend Summer School OR may be required to repeat the current grade level. Attendance will be recorded daily at 10:00 a.m. If a student leaves school before that time, with the exception of a doctor’s appointment, he or she will be counted “absent” for the day. Students who bring a doctor’s excuse for the morning will not be counted “absent”.

Students who were absent should take a parent’s or physician’s note to the campus front office upon returning to school. All
students arriving after 8:15 a.m. or leaving campus before 3:10 p.m. (11:10 a.m. for Pre-K) will be considered as absent for the portion of the school day the student missed and will not be eligible for a perfect attendance award. The parent shall have up to 5 school days after the student returns to submit the required note. After the 5th day without an excuse, the student will be given an unexcused absence for the day or portion of the day the student missed. The parent of students, who receive 3 unexcused absences throughout the school year, will result in the school filing charges with the Justice of the Peace for truancy. Students are only allowed a maximum of 5 parent notes (one for each day the student is absent) per year. If absences exceed the 5 parent notes or a student misses 3 or more consecutive days, a doctor’s note will be required or the absence will be unexcused. It is the parent’s responsibility, not the students, to get the student’s excuse to the front office staff. If a student has been in attendance less than 90 percent of the days the class is offered a student may be denied credit for a class or grade or be retained. (Please refer to the attendance and absences policy in the general section of the district handbook.)

The following are some examples of a when a parent or physician excuse is required:

1. The student is absent all day.
2. The student is absent part of the school day. (arrived late to school or left early from school)
3. The student is sent home from the nurse’s office.
4. The student left campus during the school day and was brought back before school ended.

ATTENDANCE FOR PRE-KINDERGARTEN PROGRAM

State compulsory attendance laws generally require all children who have reached age six on or before September 1, and have not reached age 18, to attend school each day school is in session. A student who is younger than six and has never been enrolled in the first grade is not required to attend school: however, once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school during the time that they are enrolled.

FIELD TRIPS

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom. These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student’s ability to be a successful and productive citizen. Competitive activities shall have the prior approval of the Superintendent or designee.

All field trip chaperones MUST be approved by the campus principal. Family members of a chaperone/sponsor are not allowed to ride district transportation.

All students are required to travel with the school sponsor on all field trips and in school transportation. All students are required to have parents/guardians sign a permission form PRIOR to the trip. Any student needing to leave with parents after the trip MUST SIGN a release form and turn it in to the sponsor.

The permission form MUST HAVE the parent’s/guardian’s signature and the student’s signature before submitting it to the sponsor. Failure to turn in required forms will result in the student being denied the opportunity to travel on the trip or to leave with the parents after the trip. The sponsor must carry with them on the field trip a file that contains the all the students’ permission forms, medical information and medical release form in case of an emergency.

Any parent/guardian that shows up at the field trip location without prior approval will be asked to sign a release form and their child will no longer be a part of the field trip group.

To help defray the cost of out-of-town school fieldtrips, students will have the option to pay for their field trip, sell a minimum of 2 items from fundraisers items, or donate volunteer hours to our school. Once reservations are made, companies will not reimburse campus. So in the event a student is unable to attend fieldtrip, NO reimbursement will be issued.

FIELD TRIP ELIGIBILITY

Eligibility for field trips requires students to meet the teacher’s standards that have been set prior to the departure on the field trip. Because of their behavior and attendance, some students may render themselves ineligible for field trips and other scheduled events.
FUND RAISING

All fundraising by campus groups must be approved and scheduled with the campus principal. Authorization for fund raising on campus by outside groups will be authorized at the Superintendent’s (or designee’s) discretion.

HEALTH EXCUSES FOR P.E.

Physical Education is a state-required course and each student must participate. When a child is in attendance at school but the parent/guardian believes he/she should be excused from P.E. activities, the excuse must be in writing. If it is to be for more than three (3) days within a six weeks period, the note must be from a physician. Continued requests to be excused from P.E. will NOT be honored unless the requests are from a physician. Non participation will affect a student’s grade in P.E. class. For the safety of the student, appropriate shoe wear is necessary on scheduled P.E. days.

HOMEWORK

Teachers plan homework assignments as deemed necessary. Reading and some skills practice may be utilized as homework to reinforce what a student has been taught at school. Parents are encouraged to provide a quiet place for home study. Teachers shall return students’ corrected class and homework within one week.

HONOR ROLL ELIGIBILITY

Cotulla I.S.D. is proud of its students and their academic achievements. Each six weeks, "A" honor roll and "AB" honor roll students will receive special recognition for their achievements. A student shall be eligible for the "A" honor roll if he/she receives a grade of 90 or above in all subject areas. A student shall be eligible for the "AB" honor roll if he/she receives a grade of 80 or above in all subject areas. Although the Cotulla Independent School District values and reports to parents their student’s progress in conduct/effort, this does not impact a child's placement on the honor roll.

IDENTIFICATION BADGES

All students are issued a campus identification badge that is to be used daily in the cafeteria and the library. The first ID badge is given to the students, and any additional IDs are issued to the student at a cost of $2.00.

PARTIES

Invitations to private parties will not be distributed at school unless all students in the child’s classroom are given an invitation. The teacher must be notified one week in advance if a parent is planning to share treats in the classroom for a child’s birthday. Parents must only bring treats that are on the state approved list of students’ snacks. This activity can only take place during time designated by the teacher.

PLAYGROUND

Only currently enrolled Cotulla I.S.D. Elementary students are allowed to use the playground equipment. The playground will be closed between the hours of 3:30 p.m. and 8:00 a.m. and at all times when classes are not in session.

PROMOTION AND RETENTION

See Promotion and Retention in General Section of Student Handbook.

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

Report cards will be sent home to parents at the end of each six weeks reporting period. Parents will need to pick up the first and fourth six weeks report cards during scheduled Open House Nights.
In grades 1-5, students will receive number grades in Math, Language Arts, Reading, English, Social Studies, Science. Students will receive letter grades of E, S, or U in Fine Arts and Physical Education. The Language Arts grade is an average of Reading and Language.

**RESPONSIBILITIES OF STUDENTS**

Teachers are not responsible for students’ toys and personal items. Students may not bring food, gum or any other item deemed inappropriate at the discretion of the principal unless requested by the teacher. Any inappropriate items will be confiscated. Items confiscated will only be returned to the parent/guardian at the school.

**SAFETY AT SCHOOL**

The following rules are for everyone’s safety and protection:

- use the crosswalks when going to and from school;
- do not walk across the driveway; parent/guardian will be held responsible for any accidents if they choose to walk across the driveway with their child(ren)
- obey all traffic signals (police, etc.);
- proceed directly to school in the morning and go straight home after school;
- park your bicycle in the designated area near the front door;
- walk on the sidewalks when possible or off any road;
- walkers can only leave the school when given permission;
- no skateboards, inline skates, tennis shoes with skates are allowed on school grounds
- playground equipment will not be used before or after school; and,
- playground equipment is to be used only with the teacher’s permission and supervision.

**STAAR RE-TESTING FOR 5TH GRADERS (SSI-Student Success Initiative/Summer School)**

SSI/Summer School is mandatory for any 5th grade student that does NOT pass a STAAR Math and/or Reading test by the second administration.

**STUDENT DROP-OFF AND PICK-UP POINTS**

The designated site for drop-off and pick-up is at the Encinal Elementary driveway in front of the school from 7:30 to 8:00 a.m. and 3:35 p.m. – 3:45 p.m. Parents/Guardians are requested to follow rules regarding the drop-off and pick-up of students.

If students eat breakfast at school, drop off is no earlier than 7:30 a.m. and no later than 7:45 a.m.

Students not eating breakfast or walking to school will be dropped off at the front of the school no earlier than 7:30 a.m.

Students are to sit outside their respective classrooms until school starts.

**Parents/Guardians and/or students are not allowed to walk across the driveway with children.** If an individual chooses to disobey this safety regulation, that individual will assume responsibility for any accident.

**NO STUDENTS** are to be dropped off by a vehicle at the back gate/enter through the cafeteria parking area.

Students eating breakfast must finish by 7:55 a.m. (the first bell). They must then proceed to the main building and wait outside their classroom. Student must wait for their teacher before being allowed to enter their classroom.

All changes regarding your regular pick-up must be in writing to the office by noon of the day of the change. If there is an emergency which requires your child’s pick-up to be changed, please call the office before 2:30 pm on that day and inform the school who will pick up the child. Children without notes or phone calls to the office will be asked to follow regular dismissal procedures. For safety reasons, only the people who are listed on the registration card will be allowed to pick up the student.

Parents/Guardians walking into the breezeway to pick up their children after school are reminded that they are allowed a time frame of 5 (five) minutes before the “after-school” bell to do this activity. If the parent/guardian arrives before the appropriate time to pick up a child/children, the parent/guardian must come into the office to sign in.

**If a student is not picked up at the designated time parents/guardians will be requested to come into the office and sign their child’s release form.** If staff is unable to contact the parent/guardian, a Sheriff Department Officer or a City of Encinal police
officer will be asked to assist in the matter.

TARDY

Students arriving past 8:00 a.m. are considered tardy. The parent/adult bringing student to school and student must report to the office to get a tardy excuse to take to his or her classroom. Excessive tardiness may result in the following consequences:

- 3rd tardy in one (1) 6 weeks time period = documented parent conference with attendance clerk
- 4th tardy in one (1) 6 weeks time period = documented parent conference with principal
- 5th tardy in one (1) 6 weeks time period = documented parent conference with attendance committee
- 6th tardy in one (1) 6 weeks time period = parent assignment to parent training classes by attendance committee for 1 hour
- 7th tardy or more in one (1) 6 weeks time period = parent assignment to parent training classes by attendance committee for 2 hours each time child is tardy

PARENT FAILURE TO ATTEND MANDATORY CONFERENCES OR PARENT TRAINING CLASSES WILL RESULT IN REFERRAL TO SCHOOL RESOURCE OFFICER.

TPRI (TEXAS PRIMARY READING INVENTORY) TESTING or Other State Approved Assessment

Students in Kindergarten, First grade and Second grade will be administered the TPRI (Texas Primary Reading Inventory) or other state approved assessment. After the testing has been completed the teachers will conference with parents to discuss results and address areas of concern.

TUTORING

Tutoring will be made available to students who are experiencing academic difficulty in Language Arts, Reading, Mathematics, or Science and to students who did not pass any section of the STAAR test in the previous year.

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’s office to provide identification and receive their visitor’s pass before proceeding onto school premises. Visitors must also comply with all other applicable district policies and procedures. See Visitors to School Section in the General Section of Handbook

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors under 18 years of age are not allowed on campus.

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.
COTULLA INDEPENDENT SCHOOL DISTRICT

RAMIREZ/BURKS ELEMENTARY SCHOOL
RAMIREZ/BURKS ELEMENTARY
SCHOOL

All policies and procedures included in the general information section of this student/parent handbook apply to all students and all campuses in the Cotulla Independent School District. In addition, the following policies and procedures, which are unique to our campus, apply to all elementary school students of this campus. In the event that campus policies are in conflict with the general policies found in the student handbook, CISD board policy will supersede the campus policy.

ARRIVAL and DISMISSAL

Morning Arrival Schedule:

7:30 am – School Doors Open. Breakfast is served in the cafeteria.
7:55 am – First Bell
8:00 am – Tardy Bell
11:45am – Pre-K PM
11:55am – Pre-K PM Tardy Bell

Afternoon Dismissal Schedule:

11:40 pm – Pre-K AM students Dismissed
3:30 pm – Students Dismissed

All walkers and bike riders are encouraged to use the sidewalks and not the streets in the neighborhood since traffic is usually heavy just before and after school. Please help us keep your children safe.

ATTENDANCE

State law and district policy mandate that students must be in attendance at least 90% of the school days in a school year in order for the student to be promoted at the end of the year. Students not meeting this requirement will be required to attend Summer School OR may be required to repeat the current grade level. Attendance will be recorded daily at 10:00 a.m. If a student leaves school before that time, with the exception of a doctor’s appointment, he or she will be counted “absent” for the day. Students who bring a doctor’s excuse for the morning will not be counted “absent”.

Students who were absent should take a parent’s or physician’s note to the campus front office upon returning to school. All students arriving after 8:15 a.m. or leaving campus before 3:10 p.m. will be considered as absent for the portion of the school day the student missed and will not be eligible for a perfect attendance award. The parent shall have up to 5 school days after the student returns to submit the required note. After the 5th day without an excuse, the student will be given an unexcused absence for the day or portion of the day the student missed. The parent of students, who receive 3 unexcused absences within a four week period, will result in the school filing charges with the Justice of the Peace for truancy. Students are only allowed a maximum of 5 parent notes (one for each day the student is absent) per year. If absences exceed the 5 parent notes or a student misses 3 or more consecutive days, a doctor’s note will be required or the absence will be unexcused. It is the parent’s responsibility, not the student’s, to get the student’s excuse to the front office staff. If a student has been in attendance less than 90 percent of the days the class is offered, a student may be denied credit for a class or grade or be retained. (Please refer to the attendance and absences policy in the general section of the district handbook.)

The following are some examples of a when a parent or physician excuse is required:

1. The student is absent all day.
2. The student is absent part of the school day (arrived late to school or left early from school).
3. The student is sent home from the nurse’s office.
4. The student left campus during the school day and was brought back before school ended.

ATTENDANCE FOR PRE-KINDERGARTEN PROGRAM

State compulsory attendance laws generally require all children who have reached age six on or before September 1, and have not reached age 18, to attend school each day school is in session. A student who is younger than six and has never been enrolled in the first grade is not required to attend school; however, once a parent enrolls a child in kindergarten or pre-kindergarten, the child is required to attend school during the time that s/he is enrolled.
FIELD TRIPS – In Keeping with District Policy

All students are required to travel with the school sponsor on all field trips and in school transportation. All students are required to have parents/guardians sign a permission form PRIOR to the trip. Any student needing to leave with parents after the trip MUST SIGN a release form and turn it in to the sponsor. Students may not attend the fieldtrip if they went home sick the day before the fieldtrip, and students have a fever the day of the field trip.

The permission form MUST HAVE the parent’s/guardian’s signature and the student’s signature before submitting it to the sponsor. Failure to turn in required forms will result in the student being denied the opportunity to travel on the trip or to leave with the parents after the trip. The sponsor must carry with them on the field trip a file that contains all the students’ permission forms, medical information and medical release form in case of an emergency.

Any parent/guardian that shows up at the field trip location without prior approval will be asked to sign a release form and his/her child will no longer be a part of the field trip group.

To help defray the cost of out-of-town school fieldtrips, students will have the option to pay for their fieldtrip, or participate in a fundraiser. Once reservations are made, companies will not reimburse campus. So in the event a student is unable to attend the fieldtrip, NO reimbursement will be issued.

PARENT CHAPERONES – Refer to District Policy

FIELD TRIP ELIGIBILITY

Eligibility for field trips requires students to meet the teacher’s standards that have been set prior to the departure on the field trip. Because of their behavior, some students may render themselves ineligible for the field trip and other scheduled events.

FUND RAISING

All fundraising by campus groups must be approved and scheduled with the campus principal. Authorization for fund raising on campus by outside groups will be authorized at the Superintendent’s (or designee’s) discretion.

HEALTH EXCUSES FOR P.E.

Physical Education is a state-required course and each student must participate. When a child is in attendance at school but the parent/guardian believes he/she should be excused from P.E. activities, the excuse must be in writing. If it is to be for more than three (3) days within a six weeks period, the note must be from a physician. Continued requests to be excused from P.E. will NOT be honored unless the requests are from a physician. Non participation will affect a student’s grade in P.E. class. For the safety of the student, appropriate shoe wear is necessary on scheduled P.E. days.

HOMEWORK

Homework will be given, evaluated in a timely manner, and used as a method to provide students with specific feedback on their performance of the assigned tasks. Reading and some skills practice may be utilized as homework to reinforce what a student has been taught at school. Parents are encouraged to provide a quiet place for home study. Teachers shall return students’ corrected class and homework within one week.

HONOR ROLL ELIGIBILITY

Cotulla I.S.D. is proud of its students and their academic achievements. Each six weeks, "A" honor roll and "AB" honor roll students will receive special recognition for their achievements. A student shall be eligible for the "A" honor roll if he/she receives a grade of 90 or above in all subject areas. A student shall be eligible for the "AB" honor roll if he/she receives a grade of 80 or above in all subject areas. Although the Cotulla Independent School District values and reports to parent’s student progress in conduct/effort, this does not impact a child’s placement on the honor roll.

IDENTIFICATION BADGES

All students are issued a campus identification badge that is to be used daily in the cafeteria and the library. The first ID is given to the students, and any additional IDs are issued to the student at a cost of $2.00.

PARTIES

Invitations to private parties will not be distributed at school unless all students in the child’s classroom are given an invitation. The teacher must be notified one week in advance if a parent is planning to share treats in the classroom for a child’s birthday. This activity can only take place during the last 45 minutes of the students’ school day.
PLAYGROUND

Only currently enrolled Cotulla I.S.D. Elementary students are allowed to use the playground equipment. The playground will be closed between the hours of 3:30 p.m. and 8:00 a.m. and at all times when classes are not in session.

PROMOTION AND RETENTION

See Promotion and Retention in General Section of Student Handbook.

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

Report cards will be sent home to parents at the end of each six weeks reporting period. Parents will be required to personally to pick up the first and fourth six weeks report cards during scheduled parent conference nights.

In grades 1-5, students will receive number grades in Math, Reading, English Language Arts, Social Studies, Science. Students will receive letter grades of E, S, or U in Music, Technology Applications and Physical Education. The Language Arts grade is an average of Reading and Language.

RESPONSIBILITIES OF STUDENTS

Teachers are not responsible for students’ toys or electronics. Students should refrain from bringing these items to school, as well as any other item deemed inappropriate at the discretion of the principal. Items deemed inappropriate and brought to school will be picked up and confiscated. Parents/guardian must pick up confiscated items.

SAFETY AT SCHOOL

The following rules are for everyone’s safety and protection:

- use the crosswalks when going to and from school;
- obey all traffic signals (police, crossing guards, school personnel, etc.)
- proceed directly to school in the morning and go straight home after school;
- walk on the sidewalks when possible;
- no skateboards, inline skates, tennis shoes with skates are allowed on school grounds;
- leave school from designated areas ONLY;
- drop off students at designated areas ONLY.

STUDENT DROP-OFF AND PICK-UP POINTS

MORNING (Drop-Off) 7:30 to 8:00 a.m.

1. If your child eats breakfast at school, please drop him/her off in front of the school NO earlier than 7:30 a.m. and no later than 7:50 a.m. The cafeteria stops serving breakfast at 7:55 a.m.
2. Baylor Street is closed to regular traffic from 7:00 – 8:00 a.m. for bus students drop-off ONLY. This will be strictly enforced and can result in being ticketed by the sheriff’s department.

3. If your child does not eat breakfast at school, s/he needs to be dropped off at one of the 4 main entrances. Pre-K – 1st grade @ Ramirez circular drive on Frio Street or 2nd grade- 5th grade on Tilden Street no earlier than 7:30 a.m. Walkers not eating breakfast should enter through the main entrance on Tilden Street. Students will report directly to their grade level.
hallway and sit quietly outside their rooms.

3. Parents/Guardians and students are not allowed to walk across the circular drive on Frio Street.

4. After breakfast, students will then proceed to their designated hallway.

5. Students arriving after 8:00 a.m. are tardy. Please refer to the Tardy Section of the Ramirez/Burks section of the handbook.

AFTERNOON (Pick-Up) 3:30 p.m.

1. Bus students will load the buses from the RBE gym entrance on Baylor Street. No private vehicles should be in this area during dismissal from 3:10 to 3:50. This will be strictly enforced and can result in being cited by the sheriff’s department.

2. Pre-K, Kindergarten, and First grade students who are being picked up will be picked up at the circular drive on Frio Street. Parents are not permitted to park and walk across the circular drive to pick-up their child.

3. Any 2nd, 3rd, 4th, or 5th grade student being picked up will be picked up at the last entrance where Tilden Street intersects with Leonard Street. If any of these students have Pre-K thru 1st grade siblings, they will also be picked up in this area.

4. Walkers in the afternoon will be released with proper supervision to cross Leonard and Baylor. Students in Pre-K through 2nd grade will not be allowed to walk home unless they have an older family member that accompanies the student.

Due to safety concerns and traffic congestion, walkers will not be released to walk to vehicles waiting for them on Baylor, Leonard or Tilden Street.

1. All changes regarding your child’s regular dismissal procedure must be in writing to the office by noon of the day of the change. If there is an emergency which requires your child’s pick-up to be changed, please call the office before 2:30 p.m. on that day. Inform the school who will pick up the child. Children without notes or guardian phone calls to the office will follow their regular dismissal procedures.

2. Parent/Guardian coming to pick up their children early will be required to park in a visitor parking area in front of the school and sign-in. Do not park in the designated pick-up and drop-off areas.

TARDIES

Students arriving later than 8:00 a.m. are considered tardy. Parent or guardian must sign student in at the front office. The student will get a tardy excuse to take to his or her classroom. Excessive tardiness will result in disciplinary action.

TPRI (TEXAS PRIMARY READING INVENTORY) TESTING or Other State Approved Assessment

Students in Kindergarten, First grade and Second grade will be administered the TPRI (Texas Primary Reading Inventory). After the testing has been completed the teachers will conference with parents to discuss results and address areas of concern.

TUTORING

Tutoring will be made available to students who are experiencing academic difficulty in Language Arts, Mathematics, or Science.

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. These procedures require all visitors to submit a picture ID for scanning in the LobbyGuard system in order to receive a picture ID pass to enter the campus. All visitors are expected to demonstrate the highest standards of courtesy and conduct. Disruptive behavior will not be permitted. Visitors under 18 years of age are not allowed on campus.

Visits to individual classrooms during instructional time are permitted. Prior arrangements must be made with teacher in writing and are subject to administrative approval. Failure to comply with policy will result in the denial of the classroom visitation.

Teachers are not permitted to leave their classrooms during instructional time, unless there is an emergency situation.
NEWMAN MIDDLE SCHOOL
NEWMAN MIDDLE SCHOOL

ACADEMIC POLICY AND PROCEDURES

All policies and procedures included in the general information section of this student/parent handbook apply to all students and all campuses in the Cotulla Independent School District. In addition, the following policies and procedures, which are unique to our campus, apply to all elementary school students of this campus. In the event that campus policies are in conflict with the general policies found in the student handbook, CISD board policy will supersede the campus policy.

<table>
<thead>
<tr>
<th>Morning Arrival Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am – School Doors Open. Breakfast is served in the cafeteria.</td>
</tr>
<tr>
<td>8:00 am – First Bell</td>
</tr>
<tr>
<td>8:04 am – Tardy Bell</td>
</tr>
<tr>
<td><strong>Afternoon Release Schedule:</strong></td>
</tr>
<tr>
<td>3:45 pm – Students Released.</td>
</tr>
<tr>
<td>All walkers and bike riders are encouraged to use the sidewalks and not the streets in the neighborhood since traffic is usually heavy just before and after school. Please help us keep your children safe.</td>
</tr>
</tbody>
</table>

INTRODUCTION

TO STUDENTS:

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Cotulla Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

TO PARENTS:

The home is the greatest influence upon the youth during the formative years; from these influences the youth develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your son or daughter. Please make every effort to encourage your son or daughter to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities. The purpose of this handbook is to supply you and your son or daughter with information about Newman Middle School. Please feel free to confer with the teachers, counselors, and the administration when you deem it necessary. The cooperation of all stakeholders, based on knowledge of the functions of the school, will result in a more efficient and successful school program.

TO PARENTS AND STUDENTS:

Questions regarding interpretations of rules and regulations in this handbook should be directed to the campus administration.

PEOPLE WHO CAN HELP YOU

YOUR PRINCIPAL

The Principal is responsible to the Superintendent of Schools for proper administration of Newman Middle School. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/She will be glad to help you with any of your school related problems.

YOUR ASSISTANT PRINCIPAL

The Assistant Principal works directly with the Principal in the administration and organization of the school. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/she assumes the responsibility of the principal in his/her absence.
YOUR TEACHERS
Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

YOUR COUNSELOR
The Counselor is responsible for the guidance of Newman Middle School students.

1. He/She helps to plan and develop the guidance program and the curriculum in relation to the needs of pupils.
2. Through the counseling relationship, he/she helps students to understand themselves and others and to develop personal decision-making competencies.
3. He/She serves as coordinator and consultant to students, parents, and teaching staff in interpreting information about pupils, helping to identify pupils with special needs and problems and assessing student strengths and weaknesses.
4. He/She helps students set realistic goals by collecting and disseminating to them information concerning school offerings, opportunities for further education, and career training.
5. He/She coordinates the use of community agencies for meeting special pupil needs.
6. He/She coordinates the grouping and scheduling of students and orientation and placement of students from one school to another.

GENERAL INFORMATION

ABSENCE POLICY

I. State Absence Policy

By state law (Texas Education Code 21.041), students must be in attendance at least 90% of the days the class meets. A waiver (for extenuating circumstances) may be granted by a campus attendance committee.

II. Verification of Absences

When a student is unable to attend school, the parent is requested to call the attendance office to report the cause of absence. (879-2224)

If a student knows in advance that he/she will be absent more than 3 consecutive days, the absence must be pre-approved by the principal or his/her designee.

III. Re-admission Procedures Following Full Day/Half Day Absences

1. On the day following a full day absence, the student must present an excuse note to the attendance office before school with the following information:
   - Students’ full name printed
   - ID number
   - Date of the absence
   - Reason for the absence
   - Parent/guardian signature with a day phone number where they can be contacted for verification.
2. If a student fails to bring the note on the first day back, they must bring the note the next day. Failure to do so will result in the absence being denoted as unexcused.
3. The student will be issued an admittance slip which will then be carried to each of his/her classes and signed by each teacher. These slips will be turned into the last period teacher.
4. If a student is absent only part of the day, he/she will follow the same procedure as listed above to cover the time he/she was absent (this policy pertains to students who check out early, as well).

IV. Absences and Grades

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up will result in a grade of “0” for that assignment or test. Unexcused absences and truancies may be made up although the highest grade possible is a 70. All grades will be based on the student’s relative mastery of the assignment or test. If the absence is long term, parents are encouraged to request assignments through the attendance office.
V. Assignments/Make-Up Work

When a student is absent, the student shall be permitted to complete assignments and/or make-up work for credit toward the class grade. Upon their return, students shall give teachers sufficient time to gather make-up work missed by students.

Extended Absences – For all extended absences, the student shall be expected to complete as much of the work as possible prior to or during the term of the absence.

Planned Absences – When an absence is planned in advance, the student or parent shall be expected to obtain information about assignments and makeup work prior to the absences whenever possible. Parents may contact the school office for assistance.

Unplanned Absences – On the day the student returns to class, it is the student’s responsibility to obtain from each teacher a list of the assignments or make-up work which has not previously been provided.

Due Date – Each teacher will specify a reasonable due date for assignments and makeup work dependent upon the nature of the assignment and the length and nature of the absence. If a student is unable to complete the make-up work in the designated time, he/she should contact the teacher as soon as he/she becomes aware that the deadline cannot be met.

Truancy – A student who has been truant shall be expected to make up missed work and may earn a maximum grade of 70.

ACADEMIC INTEGRITY

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present as his/her own work such work not honestly performed will be regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

I. Cheating

Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are instances of cheating.

II. Plagiarism

Offering the work of another as one’s own work without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

ACCELERATED READER

Accelerated Reader will be implemented in all ELAR classrooms.

ARRIVAL AT SCHOOL

All students must enter the campus and wait for the first class bell in designated area. Students are not allowed to enter classrooms before 8:00 a.m. unless granted permission from the classroom teacher. Students should not be at school before 7:30 a.m.

BAND

All students wishing to receive fine arts credit for Band must play a musical instrument. Every member shall have course elements taught and mastery assessed.

BUSES

Buses will leave from Newman campus 5 minutes after the dismissal bell. All bus riders will report to the bus drop off area on the east side of the student waiting area. No one is to walk in front of or in between buses. The late bus to Encinal is provided for athletes and other groups who are officially listed in the office. The Encinal bus will drive directly to Encinal upon departure. All other students will depart the campus upon dismissal.
CELL PHONES/ELECTRONIC DEVICES

All electronic devices are prohibited during the administration of local and state assessments. If a student violates this rule, the assessment will not be scored.

Students may have cell phone/electronic devices turned off and in their backpacks at school. Students shall follow policies and procedures pertaining to mobile devices as determined by the campus policy.

The school will not be responsible for lost or stolen cell phones, pagers, or other electronic devices. [Policy FNCE (LOCAL)]

Devices may be used for educational purposes as determined by the teachers.

Students’ whose phone/device goes off on campus or is not turned off and/or put away in their backpacks will receive the following consequences:

1st offense-phone/device will be taken up, turned in to the office and returned to the student at the end of the day
2nd offense-phone/device will be taken up, turned in to the office, and picked up by a parent/guardian at their convenience
3rd offense-phone/device will be taken up, turned in to the office, student will pay a $10 fee and parent/guardian will pick up at their convenience.

Students using their phone/device without permission will receive the disciplinary consequences listed above as well as additional disciplinary consequences.

Recurring violations of this policy will result in more severe consequences according to the student code of conduct.

School Sponsored Events:
The District does however recognize that students are involved in many school-sponsored events including field trips and other extracurricular activities. Students who are involved in these school events may carry a cell phone with them to call a parent or guardian if approved by the campus administrator prior to the event. Students who fail to comply with this policy may be subject to disciplinary action according to the Student Code of Conduct.

CLASS DISMISSAL

The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss students from class when he or she is standing in the doorway.

CLASS INTERRUPTIONS

School announcements to students will be made only once during the day except in emergencies. School officials will not interrupt classes to deliver a message to a student or to call a student out of class except when necessary.

CLUBS AND ORGANIZATIONS

Newman Middle School has several academic, service, and social organizations which round out the school program and develop school spirit. All information concerning school activities and organizations may be obtained from the sponsor of the organization.

CONFERENCE PERIOD

Each teacher is assigned a conference period as part of his or her teaching assignment. This period is set aside to give the teacher the opportunity for carrying out plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents. Parents may make appointments to visit with teachers by contacting the school office, sending an email from the teacher’s webpage, or sending in a note with their child on a progress report.

CREDIT BY EXAMINATION

A student who has had sufficient prior formal instruction as determined by the district on the basis of a review of the student’s educational records and who has failed a course with a grade of no less than 60 may gain credit for the course by passing with a grade of 70 or above on an examination on the TEKS of the course. However, a student may not use credit by examination to regain eligibility to participate in extracurricular activities. The attendance committee may allow a student with excessive absences to receive credit for a course by passing an examination.
**GPA CONVERSION SCALE**

<table>
<thead>
<tr>
<th>Numerical Grade</th>
<th>Grade Point Advanced</th>
<th>Grade Point Regular</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>7.5</td>
<td>6.5</td>
</tr>
<tr>
<td>99</td>
<td>7.4</td>
<td>6.4</td>
</tr>
<tr>
<td>98</td>
<td>7.3</td>
<td>6.3</td>
</tr>
<tr>
<td>97</td>
<td>7.2</td>
<td>6.2</td>
</tr>
<tr>
<td>96</td>
<td>7.1</td>
<td>6.1</td>
</tr>
<tr>
<td>95</td>
<td>7.0</td>
<td>6.0</td>
</tr>
<tr>
<td>94</td>
<td>6.9</td>
<td>5.9</td>
</tr>
<tr>
<td>93</td>
<td>6.8</td>
<td>5.8</td>
</tr>
<tr>
<td>92</td>
<td>6.7</td>
<td>5.7</td>
</tr>
<tr>
<td>91</td>
<td>6.6</td>
<td>5.6</td>
</tr>
<tr>
<td>90</td>
<td>6.5</td>
<td>5.5</td>
</tr>
<tr>
<td>89</td>
<td>6.4</td>
<td>5.4</td>
</tr>
<tr>
<td>88</td>
<td>6.3</td>
<td>5.3</td>
</tr>
<tr>
<td>87</td>
<td>6.2</td>
<td>5.2</td>
</tr>
<tr>
<td>86</td>
<td>6.1</td>
<td>5.1</td>
</tr>
<tr>
<td>85</td>
<td>6.0</td>
<td>5.0</td>
</tr>
<tr>
<td>84</td>
<td>5.9</td>
<td>4.9</td>
</tr>
<tr>
<td>83</td>
<td>5.8</td>
<td>4.8</td>
</tr>
<tr>
<td>82</td>
<td>5.7</td>
<td>4.7</td>
</tr>
<tr>
<td>81</td>
<td>5.6</td>
<td>4.6</td>
</tr>
<tr>
<td>80</td>
<td>5.5</td>
<td>4.5</td>
</tr>
<tr>
<td>79</td>
<td>5.4</td>
<td>4.4</td>
</tr>
<tr>
<td>78</td>
<td>5.3</td>
<td>4.3</td>
</tr>
<tr>
<td>77</td>
<td>5.2</td>
<td>4.2</td>
</tr>
<tr>
<td>76</td>
<td>5.1</td>
<td>4.1</td>
</tr>
<tr>
<td>75</td>
<td>5.0</td>
<td>4.0</td>
</tr>
<tr>
<td>74</td>
<td>4.9</td>
<td>3.9</td>
</tr>
<tr>
<td>73</td>
<td>4.8</td>
<td>3.8</td>
</tr>
<tr>
<td>72</td>
<td>4.7</td>
<td>3.7</td>
</tr>
<tr>
<td>71</td>
<td>4.6</td>
<td>3.6</td>
</tr>
<tr>
<td>70</td>
<td>4.5</td>
<td>3.5</td>
</tr>
<tr>
<td>Low</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Courses eligible for weighted grades include: all Pre-AP and GT courses including Algebra I.
Conversion scale for transfer students with letter grades:

- **A+ = 100**  **B+ = 89**  **C+ = 79**
- **A  = 95**  **B  = 85**  **C  = 75**  **F  = 69 or below**
- **A- = 90**  **B- = 80**  **C- = 70**

An exception to this is if a transcript from an outside district records a 65 as passing. In this event a grade of 70 will be used.

**DETENTION**

A supervised detention hall will be scheduled as needed throughout the year. If a student is absent on a day they are assigned to detention, he/she must present his absentee note to the Assistant Principal’s Office IMMEDIATELY upon his return. All other missed detention halls will result in additional consequences.
FIELD TRIPS

The primary purpose of a field trip is to give students an appropriate educational experience that is not otherwise possible in the classroom setting. Field trips shall have a direct relationship to the instructional activities in the classroom. These trips may serve as an introduction to concepts to be studied or as a culminating activity to finalize instruction regarding specific objectives. The activities involved during the trip should make a connection to the real world, foster relevance to subject matter, broaden cultural experience, and reinforce the engagement of the student. Field trips should be used for experiences that cannot be duplicated in the school but are nonetheless an integral part of school instruction. Field trips for the purpose of competition include academic competitions, musical competitions, and athletic competitions. These trips should foster both individual and collaborative efforts that will strengthen a student’s ability to be a successful and productive citizen. Competitive activities shall have the prior approval of the Superintendent or designee.

A parent may attend a field trip as a chaperone, if the parent is designated as a school volunteer and has been approved by the campus principal or designee. Dependents of a chaperone are not allowed to ride district transportation. All students are required to travel with the school sponsor on all field trips. All students are required to have parents/guardians sign a permission form PRIOR to the trip. Any student needing to leave with parents after the trip MUST SIGN a permission form and turn it in to the sponsor PRIOR to the trip. The permission form MUST HAVE the parent’s/guardian’s signature and the student’s signature before submitting it to the sponsor. Failure to turn in required forms will result in the student being denied the opportunity to travel on the trip or to leave with the parents after the trip. All sponsors will have a student file during the trip that contains all of the students’ permission and medical release forms.

FIRE EVACUATION BELL SYSTEM

Signals: An “ALL CALL” announcement will be given by an Administrator for directions to evacuate.

Procedures: Students file out of rooms. Stay together as a class.
No noise, no talking.
Proceed to designated places.
Remain in line when safe distance is achieved.
The emphasis is on swiftness of action and quietness.
Leave windows as they are, last person from the room closes the door.

Be familiar with your route, exits, and safety area.

Individuals will be called back to the building via an “ALL CALL”.

GUIDELINES FOR CLASSROOM SUCCESS

Students are expected to be in class on time and ready to begin class when the tardy bell rings. Students are expected to follow CHAMPS guidelines and individual class rules as determined by the teacher. Students should bring all materials and equipment required for each class. All assigned notebooks and study materials should be brought to each class. Items that are distracting including electronic games, stuffed animals, etc., are to be left at home. Eating candy, chewing gum, and consuming foods or drinks will not be allowed in the classroom. Students should participate to the best of their ability. Assignments should be completed and turned in on time.

Students who do not follow these guidelines for classroom success will go through the disciplinary step form for minor infractions and receive:

1. a verbal warning and discussion with the student of how to be successful in the classroom, which is documented
2. a verbal warning and discussion with the student of how to be successful in the classroom, which is documented, as well as
   a telephone call to the parent/guardian
3. a verbal warning and discussion with the student of how to be successful in the classroom, which is documented, as well as
   a telephone call to the parent/guardian and informed that the next incident will result in an office referral.

HALL PASS

Students out of any class will need a hall pass in their possession.

HEALTH EXCUSES FOR P.E.

Physical Education is a state required course and each student must participate. When a child is in attendance at school but
the parent believes he/she should be excused from P.E. activities, the excuse must be in writing. A note must be from a physician. Continued requests to be excused from P.E. will not be honored. Nonparticipation will affect a student’s grade in P.E. class.

HIGHEST RANKING 8TH GRADE STUDENTS
1. Using the GPA conversion table, the highest ranking students will be selected from the top 10 highest averages.
2. All subject grades from the student’s 6th, 7th and 8th grade school years will be averaged to determine the highest ranking students.
3. Subject area grades from other school districts will be transferred to compute the highest average. The conversion chart will be used beginning in the year 2000.

HOMEWORK
Homework will be evaluated in a timely manner and used as a method to provide students with specific feedback on their performance of the assigned tasks. Homework may be assigned for reinforcement of skills and concepts taught in class as well as introduction of new concepts. Homework grades will be factored into the formative (40%) grade category.

HONOR ROLL ELIGIBILITY
Six weeks honor rolls will be determined on the following criteria:
“A” Honor Roll – No grade below a 90
“A/B” Honor Roll – No grade below an 80.
The six weeks honor roll is a recognition based on scholarship achievement only. It has no relationship to National Honor Society requirements which include factors in addition to scholarship.

ID BADGES
Students will be required to carry ID badges at all times as part of the student dress code requirements. The first ID badge will be issued to the student at no charge. There will be a $2.00 fee charged for replacing a lost or damaged ID. Replacement badges must be requested before the first period bell, only.

IN SCHOOL SUSPENSION (ISS)
The ISS classroom is a form of disciplinary action. While assigned to ISS, students are responsible for the assignments in the regular classroom. The ISS supervisor will assist students with assignments and see that an atmosphere conducive to learning is maintained. Each student assigned will be provided with assignments from their classroom teachers. The supervisor in charge of ISS may assign other work that will have educational and character build values.

All school rules and regulations are to be followed in ISS as in the regular classes. Specific rules are:
1. No one is allowed to leave ISS without permission of the instructor.
2. Students will eat lunch in ISS.
3. Students must follow the rules and instructions given by the ISS teacher.
4. There will be no break in the routine other than at lunch.
5. Students are not counted absent from school or classes while attending ISS.
6. Teachers WILL send assignments and are responsible for grading the work completed by students assigned to ISS.
7. If a student leaves the class without permission, fails to report to ISS on an assigned day, or misbehaves in ISS, he/she will receive further disciplinary action which could include assignment of additional days in ISS.
8. Students assigned to ISS are required to attend class as they would attend regular class.
9. The NMS policy regarding in school suspension (ISS) requires that any students placed in ISS will be ineligible to participate or attend any school sponsored function including but not limited to UIL sanctioned events, field trips, presentations, concerts, etc. Students assigned to ISS will be able to return to or attend extra-curricular activities or school-sponsored events the morning of the following day after ISS.
ITEMS FORGOTTEN AT HOME

If a student forgets books, money, research papers, PE shorts, etc., the administration will not interrupt the instructional process in order to deliver such items to the students. Items may be left in the front office; it is the student's responsibility to obtain the item between classes.

LEAVING SCHOOL

A student leaving school for any reason; must be signed out by the parent or legal guardian. If the student returns to classes the same day as a doctor’s appointment with an official excuse from the physician, then the student is considered in attendance. Any student leaving school without permission from the office any time during the day, or leaving school during lunch, will be considered truant and face disciplinary action.

LIBRARY

Information literacy skills for life-long learning are taught, practiced, and applied. Students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them. Librarians and teachers select materials for each campus library following comprehensive district guidelines which have been established to ensure that up-to-date, accurate information is provided for students’ curricular needs and that materials appropriate to the interests, age, maturity, and reading skills level of all students at that campus are available. Because of this need for a broad range of materials, a student may have access to materials that address issues which may be beyond the maturity level of that student. Parents of all students are urged to be aware of their child’s choices and to take the opportunity to discuss such materials with them. If a concern arises about the selection that a student has made from the library, that concern should be discussed with the campus administration.

MARRIED AND/OR PREGNANT STUDENTS

1. Any student who shall be married at the time such student seeks enrollment in any school of the District shall report the fact of the marriage, the name of his or her spouse, and place where the spouse resides.
2. Any student who marries after enrollment in any school of this District shall promptly report that fact to the principal of the school attended by the student and shall also report the name of his or her spouse and the place where the spouse resides.
3. There shall be no discrimination against any married or pregnant student because of marriage or pregnancy. Such student shall be allowed to attend the school where assigned; however, the student shall be expected to attend classes regularly and keep up with his/her school work.
4. No married student and/or pregnant student shall be denied the right to be eligible participate in any extracurricular or other activities of the school because of marriage or pregnancy.
5. In the event that any student shall be or become pregnant during any term while enrolled in a school in this District, then, for the benefit of her health and welfare and that of her expected child, and for the purpose of informing school personnel so that counsel, protection and advice may be given, she shall be required to inform the principal of the school as soon as such condition is known to her. Upon being so informed, the principal shall attempt to obtain from the pregnant student the name of her attending physician and consult with the physician for the purpose of determining when, and if, it is in the best interest for the health and welfare of the student and her expected child, that other appropriate educational arrangements should be made.
6. After the birth of a child of any pregnant student, the mother shall be permitted to re-enter school upon written advice of her physician.
7. Teen Parenting classes and special services are available to assist such students to continue their education.
8. Counselors should be consulted for additional information.

MAKE-UP WORK

1. Students who miss a class for a previously scheduled event, such as a basketball game, band trip, doctor’s appointment or approved family trip, may be required to take a test the day before the event or submit make up work. The deadline would be the day after the event. The reasoning is that students are aware well in advance of when they will be out of class and should do the work ahead of time so they will not be behind because of the absence.
2. Students who miss a class due to illness or any other excused absence will be given the opportunity to complete make up work (one day for each day absent, up to five days). Unexcused absences may result in a “0” for the grade for that day.
3. It is the responsibility of the student to contact the teacher regarding make up work and to appear at the time scheduled to complete the make-up work.

4. Different tests may be administered to students who miss the regularly scheduled tests. Written assignments may be requested over and above what was done in class.

5. Any students who leave early from campus need to pick up assignments that will be missed that day.

NATIONAL JUNIOR HONOR SOCIETY

Frank Newman Middle school has a chapter of the National Junior Honor Society (NJHS). In order to be eligible, a student must be in 7th grade, meet criteria established by the NJHS Faculty Council and have achieved the minimum cumulative average of 92 or the weighted average of 5.7 as set by the Frank Newman Middle School NJHS Faculty Council. Students who are eligible are rated by faculty members on service, leadership and character. Election of eligible members is decided by the faculty council. Induction ceremonies are held once a year during the 4th six weeks. Students who are inducted as members are expected to maintain the standards of the National Junior Honor Society. Failure to do so may result in probation and/or dismissal from the organization.

A National Junior Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor to the new school advisor shall be accepted automatically as a member in the new school’s chapter. Transfer members must meet the new chapter’s standards within one semester in order to retain membership. All National Junior Honor Society chapters are governed by the national constitution. Local needs and condition are addressed through the chapter bylaws and the faculty council.

OFFICERS OF ORGANIZATIONS

Students who are officers of any school organization or class will be reminded that it is an honor which carries responsibilities. Those students are campus leaders and should display honorable character and satisfactory conduct at all times. Organization sponsors and campus administration shall address any unacceptable conduct as needed.

PERSONAL PROPERTY

Personal possessions brought to school will be limited to materials needed for classroom work, such as pencils, pens, paper, rulers, etc.

The District discourages students from bringing items of value to school regardless of whether they are prohibited or not (i.e. expensive clothing items or jewelry, musical instruments, cameras, iPods, cell phones, or other electronic devices, and large amounts of money.) Students choosing to bring these items to school must understand that they can be disciplined for prohibited items and that the school cannot be held accountable for any of these type items if they are damaged, lost, or stolen.

Campus administrators may (but are not required to) conduct investigations, in an effort to recover lost/stolen items or to determine the person(s) responsible for damages and/or theft occurring on school property or at a school-sponsored or school-related event, and will assess discipline as appropriate. Prohibited items will be confiscated, a fine may be assessed, and the items may only be returned to the parent/guardian. **Illegal items and items designated as evidence will be turned over to law enforcement authorities.**

The failure of students to follow the District and campus guidelines will result in disciplinary action by the campus administration. [See CODE OF CONDUCT]

PRE AP COURSE QUALIFICATIONS

**Pre-AP Course criteria for students who have not been enrolled in a Pre-AP course**

Students wanting to enter a Pre-AP course must meet the following criteria:

1. Demonstrate a 90 overall average in the regular subject course taken the previous school year.
2. Earn a percentage score of 70% or greater on the state assessment in the subject area. If the subject area is not tested with a state assessment, the student must earn a percentage score of 70% or greater on the state assessment in math and/or reading.
3. Receive a recommendation from his or her teacher in the regular subject course taken the previous school year.
4. Once enrolled in the Pre-AP course, the student must maintain the passing standard for the course each six weeks.

**Pre-AP course criteria for students who have been previously enrolled in a Pre-AP course:**
Students who want to continue enrollment in a Pre-AP course must meet the following criteria:
1. Demonstrate an 80 overall average in the Pre-AP course taken the previous school year.
2. Earn a percentage score of 70% or greater on the state assessment in the subject area. If the subject area is not tested with a state assessment, the student must earn a percentage score of 70% or greater on the state assessment in math and/or reading.
3. Receive a recommendation from his or her teacher in the Pre-AP subject course taken the previous school year.
4. Once enrolled in the Pre-AP course, the student must maintain the passing standard for the course each six weeks.

**PROGRESS REPORTS**
The purpose of progress reports is to inform parents of current progress. Progress reports will be mailed to parents every three weeks of a six-week grading period. However, at the teacher’s discretion, he/she may also issue a progress report at any time a student’s progress becomes unsatisfactory. Even though a progress report has not been issued, a student may still receive a failing grade during a grading period. Usually failing notices do precede a failing grade, but occasionally a poor exam grade or incomplete work at the end of a grading period can produce a failing grade.

**PROMOTION POLICY**
Newman Middle School: To be promoted from one grade level to the next, a student shall attain an overall average of 70 or above for the year in all courses taken. In addition, students shall attain an average of 70 or above in three of the following subjects: language arts (including required reading intervention classes), mathematics, social studies and science. Districts are encouraged not to require a student to repeat any course in which an average of 70 or above is maintained for the year; the summer component of the optional extended year program may address the need for credit recovery. Eighth grade students who are placed in 9th grade will not be allowed to participate in the end of year ceremony.

**PUBLIC DISPLAYS OF AFFECTION**
Displays of any type of affection including but not limited to hugging, touching, kissing, petting, etc. are not permitted. There is a time and place for everything, and this type of conduct is not condoned in the school environment. Lack of cooperation regarding this policy may result in disciplinary action.

**REPORT CARDS**
Report cards will be distributed to the parent/guardian at the end of the first and fourth six weeks during scheduled report card pick up nights. Report cards for other reporting periods will be mailed.

**SCHEDULES FOR STUDENTS**
All schedule changes will be made during the first 10 days of school. There may be instances where a change is necessary and those will be reviewed on an individual basis.

**SCHOOL PARTIES AND DANCES**
School parties and dances may be held by a school organization of Newman Middle School. The sponsoring organization must abide by the following regulations:
1. Activity must be approved by the principal.
2. Decorate the area before the activity.
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.
4. If a contract for the band, other entertainer, or other service is entered into, the contract must be approved by the principal.
5. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.
6. Adequate security and supervision must be arranged and paid for by the sponsoring organization.

STUDENT DROP-OFF AND PICK-UP POINTS

Parents and guardians are requested to pick up and drop off Newman students at the main entrance of the school at all times unless directed by administration. **No pick up is allowed on any side streets.**

TARDIES

Students not in classroom when the tardy bell rings will be marked tardy. Excessive tardies will result in disciplinary action:

On the first and second tardy each six weeks, the student will receive a warning. On the third tardy each six weeks, the student will receive one day of lunch detention. On the fourth tardy each six weeks, the student will receive three days of lunch detention. On the fifth tardy each six weeks, further disciplinary action will be required.

Any student having 2 or more tardies in a day will be referred to the campus administration for possible disciplinary action.

TUTORIALS

Tutorials will be made available to students who are experiencing academic difficulty in core subjects and/or STAAR performance.

VISITORS

All visitors MUST check-in at the office upon arrival. No student visitors are allowed in the classrooms.
COTULLA HIGH SCHOOL
2018-2019
School Year
COTULLA HIGH SCHOOL

02.3-ACADEMIC POLICY AND PROCEDURES

All policies and procedures included in the general information section of this student/parent handbook apply to all students and all campuses in the Cotulla Independent School District. In addition, the following policies and procedures, which are unique to our campus, apply to all high school students of this campus. In the event that campus policies are in conflict with the general policies found in the student handbook, CISD board policy will supersede the campus policy.

<table>
<thead>
<tr>
<th>Morning Arrival Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am – Breakfast is served in the cafeteria.</td>
</tr>
<tr>
<td>7:55 am – First Bell</td>
</tr>
<tr>
<td>7:58 am – Warning Bell</td>
</tr>
<tr>
<td>8:00 am – Tardy Bell</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Afternoon Release Schedule:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:45 pm – Students Released.</td>
</tr>
<tr>
<td>4:00 pm – Students should be off campus unless they are tutoring or involved in extra-curricular activities</td>
</tr>
</tbody>
</table>

All walkers and bike riders are encouraged to use the sidewalks and not the streets in the neighborhood since traffic is usually heavy just before and after school. Please help us keep your children safe.

Introduction to Students:

This handbook outlines the policies and procedures pertaining to student activities and responsibilities as set forth by the Board of Trustees of the Cotulla Independent School District. It is the responsibility of each student to read, understand, and abide by the rules and regulations stated in this handbook.

TO PARENTS:

The home is the greatest influence upon the youth during the formative years; from these influences the youth develops his first habits and obtains most of his ideals and attitudes. The influence of a good home environment cannot be duplicated within the classroom; therefore, it is imperative that the home and school work cooperatively for the maximum development of your son or daughter. Please make every effort to encourage your son or daughter to attend school regularly and punctually. Failures are often attributed to irregular attendance, while tardiness tends to develop the wrong habits and attitudes toward life and its responsibilities. The purpose of this handbook is to supply you and your son or daughter with information about Cotulla High School. Please feel free to confer with the teachers, counselors, and the administration when you deem it necessary. The cooperation of school patrons, based on knowledge of the functions of the school, will result in a more efficient and successful school program.

TO PARENTS AND STUDENTS:

Questions regarding interpretations of rules and regulations in this handbook should be directed to the campus administration.
ALMA MATER

Cotulla, Cotulla
We honor thy name
Fair may it be evermore
To cherish thy memories
Is our highest aim
Fair may they be evermore
Though we be parted
To lands near and far
We’ll stay united
Beneath thy brightest star.
Cotulla, Cotulla,
We’ll sing of thy fame
And honor thee evermore
FIGHT YOU COWBOYS! FIGHT
YOU COWBOYS! FIGHT!
FIGHT! FIGHT!

FIGHT SONG

Here’s to the colors of Cotulla High
And the ideals for which they stand
Here’s to the Cowboys of Cotulla High
For they’re the best in all the land.
Here’s to the honors of Cotulla High
You know that they will still be true.
For when all the walls have tumbled
And upon the ground lie crumbled
We’ll be true Cotulla High to You!
C—C—COW B—B—BOY

COWBOYS!
COWBOYS!
COWBOYS!

SCHOOL COLORS

Maroon and Gold

MASCOT

Cowboys and Cowgirls
CODE FOR THE GOOD CITIZEN OF THE AMERICAN HIGH SCHOOL

I realize that, as a student in an American high school, I owe an obligation to parents or relatives, whose sacrifices have given me the foundation upon which I am building, to the school which offers me an opportunity to develop my natural powers, and to the community which makes my educational advantages possible, to my country which gives me liberty under law, to my own future as an individual and as a citizen. As a token of my determination honorably to discharge this obligation I promise: That I will broaden my sympathies and practice the arts of sociability, true friendliness and helpfulness in my home, in the school and in all my associations, avoiding snobbishness in my own conduct and condemning it in others. That I will develop habits of reading and conversing which will broaden my culture and enable me to better understand the problems of community, state and union. That I will carry on discussion in and out of classroom, not to overcome opponents and gratify my pride, but that I may grow in knowledge and wisdom. That I will avoid every form of cheating or dishonesty and will undertake to discourage all dishonorable practices. That I will obey every rule or law of school, city, state, and nation, reserving the right to criticize rules and laws constructively, by respecting them so long as they prevail. That I will use my powers and influence for the common good. That I will pursue happiness myself and strive to establish conditions under which happiness and opportunity may be hopefully pursued by everyone in my home, my school, my community, and my country and the world.

Adopted by the National Association of Student Councils

PEOPLE WHO CAN HELP YOU

PRINCIPAL

The Principal is responsible to the Superintendent of Schools for proper administration of Cotulla High School. It is his/her duty to organize, supervise, and administer all of the affairs of the school as they affect students, teachers, and patrons. He/she will be glad to help you with any of your problems.

ASSISTANT PRINCIPAL

The Assistant Principal works directly with the Principal in the administration and organization of the school. It is his/her duty to assist with the organization, supervision, and administration of all of the affairs of the school as they affect students, teachers, and patrons. He/she assumes the responsibility of the principal in his/her absence.

TEACHERS

Your teachers are specialists in the field in which they teach and are eager to help you get the most out of your classes. The teachers are charged with the responsibility of carrying out the rules and regulations of the Board of Education and any additional policies set up by the administration. Your teachers are the classroom leaders and are charged with the responsibility of supervising and directing all students in the pursuit of their education.

COUNSELOR

The Counselor is responsible for the guidance of Cotulla High School students. Your Counselor will:

1. Help to plan and develop the guidance program and the curriculum in relation to the needs of pupils.
2. Help students to understand themselves and others and to develop personal decision-making competencies.
3. Serve as coordinators and consultants to students, parents, and teaching staff in interpreting information about pupils, helping to identify pupils with special needs and problems and assessing student strengths and weaknesses.
4. Help students set realistic goals by collecting and disseminating to them information concerning school offerings, opportunities for further education, and career training.
5. Coordinate the use of community agencies for meeting special pupil needs.
6. Coordinate the grouping and scheduling of students and orientation and placement of students from one school to another.

Students should see their counselors about any of the following areas:

- Interpersonal relationships: peer, teacher, parent
• Career planning
• Scholarships
• Financial aid for college
• College choices
• Cumulative permanent records
• Standardized tests, including college admissions tests
• Grading
• Course choices
• Pre-registration
• Scheduling

GENERAL INFORMATION

ABSENCES

I. State Absence Policy

By state law (Texas Education Code 21.041) a student may not be given credit for a class unless the student is in attendance at least 90% of the days the class meets. A waiver (for extenuating circumstances) may be granted by the principal or the campus attendance committee.

II. Verification of Absences

When a student is unable to attend school, the parent is requested to call the attendance office to report the cause of absence. (879-2374)

If a student knows in advance that he/she will be absent more than 3 consecutive days, the absence must be pre-approved by the principal or his/her designee.

III. Readmission Procedures Following Full Day/Half Day Absences

1. On the day following a full day absence, the student must present an excuse note to the attendance office before school with the following information:
   • Students’ full name printed
   • ID number
   • Date of the absence
   • Reason for the absence
   • Parent/guardian signature with a day phone number where they can be contacted for verification.

2. If a student fails to bring the note on the first day back, they must bring the note the next day. Failure to do so will result in the absence being denoted as unexcused.

3. The student will be issued an admittance slip which will then be carried to each of his/her classes and signed by each teacher. These slips will be turned into the last period teacher.

4. If a student is absent only part of the day, he/she will follow the same procedure as listed above to cover the time he/she was absent (this policy pertains to students who check out early, as well).

IV. Absences and Grades

Students are encouraged to make up work from all absences, regardless of reason. Tests or work not made up will result in a failing grade for that assignment or test. A student who does not make up assigned work within the time allotted by the teacher will receive a reduced grade on the assignment of five points per class day up to a maximum of 30 points. An unexcused absence or tardy is considered one day late for each occurrence. All grades will be based on the student’s relative mastery of the assignment or test. If the absence is long term, parents are encouraged to request assignments through the attendance office.

99
V. Assignments/Appearance Work
When a student is absent, the student shall be permitted to complete assignments and/or make-up work for credit toward the class grade. Upon their return, students shall give teachers sufficient time to gather make-up work missed by students.

- Extended Absences – For all extended absences, the student shall be expected to complete as much of the work as possible prior to or during the term of the absence.
- Planned Absences – When an absence is planned in advance, the student or parent shall be expected to obtain information about assignments and makeup work prior to the absences whenever possible. Parents may contact the school office for assistance.
- Unplanned Absences – On the day the student returns to class, it is the student’s responsibility to obtain from each teacher a list of the assignments or make-up work which has not previously been provided.
- A student will have a number of days to complete their make-up work equal to the number of days the student was absent, not to exceed 5 days. If a student is unable to complete the make-up work in the designated time, he/she should contact the teacher as soon as he/she becomes aware that the deadline cannot be met.
- Truancy – A student who has been truant shall be expected to make up missed work and an unexcused absence or tardy is considered one day late for each occurrence.

ACADEMIC INFORMATION
Cotulla High School is a comprehensive high school designed to serve the needs of all students, regardless of their background and goals. The curriculum is as varied as the student body, with course offerings designed to prepare students for their “next step,” whether that step be a job, technical school, college, marriage, or a combination of these.

I. Course Selection
1. Students will receive a sample four-year plan to aid in preparing them to choose the graduation plan they will follow throughout high school.
2. Students will receive sufficient help from their counselor in preparing the type of program they desire. Parents and students are encouraged to make individual appointments with counselors as the need arises.
3. Seniors are seen early in the fall of their senior year for help in finalizing post-graduation plans.
4. When senior appointments are concluded, counselors schedule small group junior conferences to discuss career and educational plans.
5. Freshmen and sophomores are seen in small groups for planning and decision-making.
6. Students are encouraged to utilize the Counseling Center to obtain information regarding careers, colleges, job placement, etc.
7. Students are not to leave a class to go to the counselor without an appointment. Teachers should call the Counselor when a student needs to be seen.

II. Policies
1. All 9-11th graders must be enrolled in eight courses of instruction each day. 12th grade students can have an exception if they are in a work program. Please visit the Counselor to pick up a work program application. 12th graders must have passed all of their STAAR assessments and have at least 21.0 credits to participate in the work program.
2. Students wishing to take courses in summer school, alternative school, or by correspondence must obtain written permission from their counselor/administrator before enrolling.
3. In 2 semester courses 1 credit is awarded if the average of the two semesters is 70 or higher. If one semester is passing, but the average is less than 70, then .5 credits will be awarded for the semester that is passed.

ACADEMIC INTEGRITY
All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in all classes. The attempt of any student to present as his/her own work such work not honestly
performed will be regarded as a serious offense which may subject the offender to a grading penalty and/or disciplinary action. School staff will contact the parents or guardians of any student who is found to be in violation of this policy.

I. Cheating
Dishonesty of any kind on a test or examination, written assignment, or project, illegal possession of test or examination questions, the use of unauthorized notes during a test or examination, obtaining or giving information about a test or examination from or to another student, assisting others to cheat or altering grade records are instances of cheating.

II. Plagiarism
Offering the work of another as one’s own work without proper acknowledgment is plagiarism; therefore, any student who fails to give credit for quotations or essentially identical material taken from books, encyclopedias, magazines, and other reference works or from the themes, reports or other writings of a fellow student is guilty of plagiarism.

**ATHLETICS**

Only one unit of high school physical education credit is included on the list of state graduation requirements and students may earn no more than two units of P.E. credit toward these state requirements.

The Athletic Director has the final say on students entering Athletic classes and the Athletic program each semester. Athletes who encounter disciplinary problems are subject to removal from athletic participation and/or athletic program at the discretion of the Athletic Director.

Student who are removed from athletic participation will remain in the Athletic class through the end of the semester and will be graded according to their classroom period activities.

**Curriculum & Assessment:** All Physical Education classes in this district should have the appropriate Texas Essential Knowledge and Skills (TEKS) taught and mastery assessed. Grade shall be computed accordingly and shall not be arbitrarily assigned solely on the basis of athletic participation. Students who refuse to participate in physical education class activities will receive a zero (0) for that activity or day. Repeated refusals will result in a discipline referral.

**AWARDS POLICY**

Academic excellence should be recognized and rewarded. Students are encouraged to accomplish more than just the minimum course requirements. Teachers and principals will make opportunities available to the students to receive extra credit for advanced work done beyond general requirements. Students are encouraged to take courses to enrich their high school experience. Award assemblies may be held annually to recognize achievement. Recognizing and rewarding their effort can motivate students to accomplish tasks that will broaden and deepen their understanding. In addition to academic awards, extracurricular awards may be earned.

I. Requirements for earning an athletic award:

- play a sufficient amount of time and contribute to the success of the season;
- be in good standing as a team member at the conclusion of the season;
- be scholastically eligible at the conclusion of the season and at the time awards are ordered and received;
- be recommended by the coaching staff and approved by the Athletic Director; and,
- a student may receive a letter as manager if he/she is recommended by his/her coach.

Athletic letter awards will be given by Cotulla High School for the following Interscholastic League Sports:

**Boys**-Football, basketball, baseball, track, cross-country, and power-lifting.

**Girls**-Volleyball, basketball, softball, track, cross-country, and power-lifting.

These awards will be given in compliance with the University Interscholastic League rules and regulations. The head coach in each sport is responsible for explaining in advance to the team members the requirements for earning a letter. At the conclusion of each sport, the head coach will submit to the Athletic Director the names of the athletes recommended for an award.
II. Requirements for earning band awards:
   1. Instrument players may earn a letter award after completing two years.
   2. Auxiliary members may earn a letter award after completing three years.
   3. Student must be scholastically eligible at the conclusion of the season and at the time awards are ordered and received.

III. Requirements for earning a cheerleader award:
A varsity cheerleader will be awarded a letter award by:
   1. successfully remaining as an official cheerleader throughout the year and
   2. being scholastically eligible at the conclusion of the season and at the time awards are ordered and received.

IV. Requirements for earning U.I.L. awards:
   1. Student must be a district competitor for two years or have advanced to regionals.
   2. Student must be scholastically eligible at the conclusion of the season and at the time the awards are ordered and received.

BAND
All students wishing to receive fine arts credit for Band must play a musical instrument. Every member shall have course elements taught and mastery assessed. Other students who perform in a non-musical capacity with the marching band (e.g., color guard) shall not be scheduled into Band during the school day unless a professional staff member is assigned to work with them during the fall semester. Students must not at any time be allowed to become passive spectators; they must be active participants in the lesson cycle. Therefore, if color guard members’ duties with the band cease at the end of the first semester, they should be transferred to an acceptable half-unit course for the spring term. Color guard members shall receive one-half unit of elective credit which may serve as a substitute for Physical Education.

BUSES
Buses will leave from the secondary campus at 3:50 p.m. All students will walk behind the last bus; no one is to walk in front or in between buses. The late bus to Encinal is provided for athletes and tutorial students only. All riders must have a tutorial pass or their coach’s permission to ride the bus. On occasion, the Principal or designee will approve other students to ride the late bus. Cotulla I.S.D. is not obligated to provide this service. Therefore, it is a privilege not to be abused or taken for granted.

CAREER AND TECHNOLOGY
The Career and Technology program offers specialized courses that introduce students to careers and teach the necessary skills for either entry level employment or post-secondary education. The courses cover such areas as agriculture, business, trades and industry, technology, health occupations, and marketing. Students may take a sequence of courses taught in a variety of settings.

PUBLIC NOTIFICATION OF NONDISCRIMINATION
IN CAREER AND TECHNOLOGY
EDUCATION PROGRAMS

The Cotulla Independent School District offers career and technical education programs (Ag Mechanics; Ag. Science; and Food Tech) and Office Systems Technology. Admission to these programs is based on four year career paths which are determined by the students with assistance from administration.

It is the policy of the Cotulla Independent School District 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 1073, as amended.
The Cotulla Independent School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

For information about your rights or grievance procedures, contact the Title IX Coordinator, (Jack Seals) at 310 North Main St., Cotulla, Texas 78014 at 830-879-3073 ext. 1001 and/or the 504 Coordinator, (Heather Ramirez) at 310 North Main St., Cotulla, Texas 78014 at 830-879-3073 ext. 1030.

**CELL PHONES/ELECTRONIC DEVICES**
See Telecommunications/Electronics of the General Information Section of Student Handbook

**CLASS DISMISSAL**
The dismissal bell in the classroom is not a signal for students to move. It is a signal for the teacher to conclude that particular class. The teacher, not a bell, will dismiss students from class.

**CLASS INTERRUPTIONS**
School announcements to students will be made only once during the day except in emergencies. School officials will not interrupt classes to deliver a message to a student or to call a student out of class except when necessary.

**CLUBS AND ORGANIZATIONS**
Cotulla High School has a large number of academic, service, and social organizations which round out the school program, develop school spirit, and, in general, offer a diversity of opportunity for self-expression and development. All information concerning school activities and organizations may be obtained from the sponsor of the organization.

**COLLEGE PREPARATORY**
*Cotulla ISD is building a college-going culture. The entrance requirements of colleges vary. The individual student should check the catalogue of the college he/she plans to attend and follow the particular recommendations of that college. The counseling center maintains a library of college catalogues for students’ use. Students may write the college of their choice for additional catalogues. The counselors will assist the individual student in selecting a college that best meets his/her particular requirements. College bound students should plan their high school curriculum in order to be well prepared for college entrance. A typical college preparatory program would include: English 1-4, Algebra 1-2, geometry and one of the following (pre-calculus or calculus), international language 1-2, three of the following science courses (biology, chemistry, physics), world history or geography, U.S. History, U.S. government, economics and one unit of fine arts. Additional coursework should be at an equal or greater level of difficulty and tailored both to the student’s interest and selection of college.*

**I. COLLEGE ENTRANCE EXAMINATIONS**
Most colleges require an entrance examination - either the ACT (American College Test) or the SAT I (Scholastic Assessment Test). These examinations are given at various test centers throughout the area during the year. Cotulla High School is a test center for the ACT/SAT exam. Students are advised to begin taking their college entrance exams in the Fall and Spring of their junior year. Registration materials are available in the Counseling Center. Deadline for registration is approximately one month in advance of the test. A photo is required. Students who receive free and reduced lunch are eligible to receive up to two fee waivers for each test. 
*The Cotulla High School Code is 441-575.* For additional information, please check with your counselor.
I. COLLEGE FAIR

The annual TACRAO (Texas Association of Collegiate Registrars and Admissions Officers) College Fair will be held on Wednesday, October 30, 2019 from 3:00 – 3:50 pm in the CHS Cafetorium. All students are allowed to attend. Numerous colleges provide valuable information for students during the College Fair.

II. NCAA ATHLETIC ELIGIBILITY

Students who plan on attending NCAA Division I colleges as eligible athletes must meet the following requirements:

A. Achieve a cumulative minimum grade point average of 2.30 (based on a maximum of 4.00) in a core curriculum of at least 16 academic courses including:

- 4 years English
- 3 years Math (Algebra 1 or higher)
- 2 years Social Science

II. NCAA ATHLETIC ELIGIBILITY

Students who plan on attending NCAA Division I colleges as eligible athletes must meet the following requirements:

A. Achieve a cumulative minimum grade point average of 2.00 (based on a maximum of 4.00) in a core curriculum of at least 16 academic courses including:

- 4 years English
- 3 years Math
- 2 years Social Science
- 2 years Natural or Physical Science (including one year of lab science)
- 4 years of additional core academic units
- 1 years of additional core academic units
Only courses that are defined as “academic” will be counted. Remedial, special education, vocational, developmental, and basic courses will not qualify. Courses must be at the regular or higher level of instruction.

B. Earn a combined SAT or ACT sum score that matches your core-course grade-point average on the sliding scale (e.g., a 2,400 core-course grade-point average requires a minimum 860 combined SAT score) or 71 sum-score. It is the student’s responsibility to see that appropriate verification of course and grade point average forms are requested. Please visit the NCAA eligibility website for the scale at www.eligibilitycenter.org. The NCAA frequently revises standards and effective dates, so the student should contact your prospective college for current information.

CONCURRENT COLLEGE COURSE WORK

College course work will not count toward a student’s high school diploma or the student’s high school ranking unless the course work is an approved dual credit course offered at Cotulla High School. If the course is not offered at Cotulla High School, credit may be obtained by attending a dual credit course held elsewhere if approved before enrollment by the principal.

CONFERENCE PERIOD

Each teacher is assigned a conference period as part of his or her teaching assignment. This period is set aside to give the teacher opportunity for carrying out plans for both classroom work and individual guidance to students. Another purpose of this period is to provide a teacher with a scheduled time to conference with parents. Parents may make appointments to visit with teachers by contacting the Principal’s Secretary.

CORRESPONDENCE COURSES

The District permits high school students to take high school correspondence courses, from Texas Tech or the University of Texas at Austin, by mail or via the Internet – for credit toward high school graduation. Prior to enrollment in correspondence courses, students will make a written request to the principal for approval to enroll in the course. If approval is not granted prior to enrollment, the student shall not be awarded credit toward graduation. Students may earn a maximum of six (6) state required credits through correspondence courses and may be enrolled in only two correspondence course at a time. All high school correspondence courses count as regular classes on the GPA conversion scale - local.

[For further information, see policy EEJC(LEGAL/LOCAL).]

CREDIT BY EXAM—With Prior Instruction

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

The principal or designee 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. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities.

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 test on a date other than the published dates, the parent must pay for the purchase of the test from either the University of Texas at Austin or Texas Tech University at Lubbock.

[For further information, see the counselor and policy EEJA(LEGAL/LOCAL).] The dates on which exams are scheduled during the 2018-19 school year are:

December 11-13, 2018 / May 21-23, 2019

CREDIT BY EXAM—Without Prior Instruction

A student will be permitted to take an exam to earn credit for an academic course for which the student has had
no prior instruction. A student will earn credit with a passing score of at least 90 on the exam.
If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. If the district agrees to test on a date other than the published dates, the parent must pay for the purchase of the test from either the University of Texas at Austin or Texas Tech University at Lubbock.

[For further information, see the counselor and policy EEJA(LEGAL/LOCAL)] The dates on which exams are scheduled during the 2019-2020 school year are:
December 11-13, 2019 / May 20-22, 2020

**CREDIT BY EXAM—Without Prior Instruction**

A student will be permitted to take an exam to earn credit for an academic course for which the student has had no prior instruction. A student will earn credit with a passing score of at least 90 on the exam.
If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. If the district agrees to test on a date other than the published dates, the parent must pay for the purchase of the test from either the University of Texas at Austin or Texas Tech University at Lubbock.

[For further information, see EEJB(LOCAL/LEGAL) regarding procedures for accelerating students in grades 1-5 and 6-12.]
The dates on which exams are scheduled during the 2019-2020 school year are: December 11-13, 2018 / May 21-23, 2019

**CURRICULUM DIAGNOSTIC BENCHMARKS**

Students take district Curriculum Diagnostic Benchmarks (CDBs) after significant units of instruction. The results of the CDBs are used to guide new instruction and re-teaching, determine students’ strengths and weaknesses in the TEKS (Texas Essential Knowledge and Skills), and determine whether instructional interventions are needed. At the secondary level, Curriculum Diagnostic Benchmarks are administered in the areas of English/Language Arts, Math, Science and Social Studies from grades ninth through eleven.

**DELIVERIES TO STUDENTS ON CAMPUS**

Deliveries to students during the school day (7:45 a.m. – 3:45 p.m.) on days of celebration (for example: birthdays, Valentine’s Day, Homecoming, Easter, Christmas, etc.) will NOT be allowed.

**DETENTION**

A supervised detention hall will be scheduled as needed throughout the year. If a student is absent on a day they are assigned to detention, he/she must present his absentee note to the Assistant Principal’s Office IMMEDIATELY upon his return. All other missed detention halls will result in additional consequences.

**DISCIPLINE ALTERNATIVE EDUCATION PROGRAM**

The district does not permit a student in a DAEP to participate in any school-sponsored or school-related extra-curricular or co-curricular activity, including seeking or holding honorary positions and/or membership in school-sponsored clubs and organizations. This means that when the students return to campus they are no longer members in those activities, positions, clubs, or organizations. However, the district believes in allowing students an opportunity to reappry and/or return at the next time of eligibility after their return to the campus. The organizations shall require a probation period of six months starting on the date of their return to the campus. The district does not allow any school-sponsored or school-related extra-curricular or co-curricular activity, including school-sponsored clubs and organizations, to prohibit membership based solely on previous DAEP placement. Organizations may use multiple criteria where DAEP is one of the factors used in determining membership.
DUAL CREDIT COURSE ELIGIBILITY

Southwest Texas Junior College Dual-Credit Program

Students have an opportunity to take dual-credit courses in which they receive high school and college credit at the same time. The courses are online which allows students the advantage to work and submit assignments not only in class but at home and on the weekends. Students must apply to SWTJC, take the TSI, and meet the college course requirements.

9th Graders can take the following college courses: Sociology 1301, Psychology 2301

10th Graders can take the following college courses: Sociology 1301, Psychology 2301, Nursing 1301, Medical Terminology, Welding 1323

11th Graders can take the following college courses: Sociology 1301, Psychology 2301, English 1301, English 1302, US History 1301, US History 1302, Nursing 1301, Medical Terminology, Welding 1421

12th Graders can take the following college courses: Sociology 1301, Psychology 2301, English 2327, English 2328, Government 2305, Economics 2301, Nursing 1301, Medical Terminology, Welding 1421

Dual-Credit Course Requirements

1. Apply to Southwest Texas Junior College via www.applytexas.org

2. Receive an Identification Number from SWTJC (takes 5-7 business days)

3. Take the Texas Success Initiative Pre-Assessment at https://www.tsipreview.com/welcome/Southwest-Texas-Junior-College

4. Receive a Pre-assessment confirmation email. Do not delete the email. It is required for the TSI test.

5. Register online at www.swtjc.edu Testing Center. The Testing Center is open Monday-Thursday at 8 am for testing. The Pre-Assessment Certificate and a picture ID (student ID, Driver’s License, etc.) are required in order to test.

Students must have paperwork turned into the Counseling Center 2 weeks prior to the beginning of the Fall Semester.
- Dual-Credit Admission Form
- Concurrent/Dual Enrollment Guidelines
- SWTJC Permission and Consent Form

Students must attend the mandatory New Dual Credit Student Orientation at SWTJC is TBD. Students who are interested in taking dual-credit courses must meet ONE of the following criteria:

<table>
<thead>
<tr>
<th>Exam</th>
<th>Reading</th>
<th>Writing</th>
<th>Math</th>
</tr>
</thead>
<tbody>
<tr>
<td>TSI Assessment</td>
<td>351</td>
<td>340/4 Score of 5 on essay is passing</td>
<td>350</td>
</tr>
<tr>
<td>SAT</td>
<td>1070 COMBINATION</td>
<td>500 Critical Reading And/or 500</td>
<td></td>
</tr>
<tr>
<td>ACT</td>
<td>23 COMPOSITION</td>
<td>19 ENGL</td>
<td>19</td>
</tr>
<tr>
<td>PSAT</td>
<td>107 COMBINATION</td>
<td>50 CR And/or 50</td>
<td></td>
</tr>
<tr>
<td>PLAN</td>
<td>23 COMPOSITION</td>
<td>19 ENGL</td>
<td>19</td>
</tr>
</tbody>
</table>

Cotulla High School pays for the tuition and books/fees for the students. Any student who makes below a C on the college course, will have to reimburse CHS for the tuition and books/fees. Parents and students are required to sign an acknowledgement form. The student will not receive his/her diploma or final transcript unless all fees are reimbursed.
FIELD TRIPS

All students are required to travel with the school sponsor on all field trips. All students are required to have parents/guardians sign a permission form PRIOR to the trip. Any student needing to leave with parents after the trip MUST SIGN a permission form and turn it in to the sponsor PRIOR to the trip. Students are to meet the following requirements for the previous and current six weeks before they are allowed to go on a field trip: passing all classes, good attendance, and no discipline referrals. The permission form MUST HAVE the parent’s/guardian’s signature and the student’s signature before submitting it to the sponsor. Failure to turn in required forms will result in the student being denied the opportunity to travel on the trip or to leave with the parents after the trip. All sponsors will have a student file during the trip that contains all of the students’ permission and medical release forms. The principal will approve or deny the field trips two weeks ahead of time and will reserve the right to deny participation of any student that does not meet any of the above requirements.

FINANCIAL OBLIGATIONS

In order for a senior to participate in senior related activities including but not limited to prom, invitation distribution, cap and gown distribution, graduation rehearsal, etc., the student must be in financially good standing with the campus and the school district. Seniors must clear all debts and obligations prior to these events. Debts and obligations could occur from club, class, or organization dues; spirit, fine arts, and athletic organization supplies and activities; uniforms; textbooks; fundraising events; and any other financial debt or obligation from school owned items checked out to the student.

GRADING

(See Grading Guidelines for Secondary Schools on page 42)

GRADUATION

The graduation ceremony is a school function, and being such is part of the school year. The school year for a senior ends with the completion of the graduation ceremony. Therefore, a graduating senior who violates the Code of Student Conduct, and as a result is assigned to an alternative placement for a period of time that extends to within two weeks of the date of graduation, will not be permitted to participate in the graduation ceremony. Graduation is a solemn and dignified ceremony. Students should dress as if they are preparing to interview for an important job. Students are expected to observe proper etiquette during the entire graduation ceremony. While they are on the stage and receiving diplomas, students must keep their hands at their sides at all times. The only time hands may be lifted is when students are receiving diplomas from school board members and shaking hands with the superintendent. Students who raise their hands above their waists for any reasons other than receiving the diplomas or shaking hands may be removed from the graduation ceremony. Students demonstrating any other behaviors that serve to lessen the dignity of the event may be removed from the graduation ceremony. All students are expected to demonstrate a high degree of maturity and behave appropriately. Don’t cause embarrassment to yourselves, your parents, and your fellow classmates by being removed from this very special event.

Requirements for a Diploma

To receive a high school diploma from the district, a student entering Grade 9 in the 2014-2015 school year and thereafter must successfully complete the required number of credits with a graduation program (Foundation, Endorsement(s), or Endorsements with Distinction) and pass all five STAAR statewide assessments. English I, English II, Algebra I, Biology, and US History.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 in the 2014-15 academic year are required to enroll in courses necessary to complete the curriculum requirements for the in the Foundation High School Program and the curriculum requirements for at least one endorsement (STEM, Business and Industry, Public Services, Arts & Humanities, or Multidisciplinary. In order to graduate under the Foundation High School Program without earning an endorsement, may decide after his or her sophomore year. The student and the student’s parent or person standing in parental relation to the student are advised by a school counselor of the specific benefits of graduating from high school with one or more endorsements and the student’s parent or person standing in parental relation to the student files with a school counselor written permission, on a form adopted by the Texas Education Agency (TEA), allowing the student to graduate under
the Foundation High School Program without earning an endorsement. [See policy EIF (LEGAL).]

A student may earn a Distinguished Level of Achievement by successfully completing the curriculum requirements for the Foundation High School Program and the curriculum requirements for at least one endorsement required by the Texas Education Code (TEC), 28.025 (b-15), including four credits in science and four credits in mathematics to include Algebra II.

### Graduation Requirements for Class of 2018 and thereafter

<table>
<thead>
<tr>
<th>Foundation High School Plan Program is 22 credits and STAAR Graduation Requirements</th>
<th>Foundation High School Plan Program with Endorsements is 26 credits and STAAR Graduation Requirements</th>
</tr>
</thead>
</table>
| **Four Credits of English**  
English I/Pre-AP English I  
English II/Pre-AP English II  
English III/English 1301 & 1302  
and one advanced English course (English IV, Creative Writing, Literary Genres, or English 2327 & 2328) | **Four Credits of English**  
English I/Pre-AP English I  
English II/Pre-AP English II  
English III/English 1301 & 1302  
and one advanced English course (English IV, Creative Writing, Literary Genres, or English 2327 & 2328) |
| **Three Credits of Math**  
Algebra 1/Pre-AP Algebra I  
Geometry/Pre-AP Geometry  
and one advanced math to include but not limited to:  
Mathematical Models  
Algebra 2/Pre-AP Algebra 2  
Pre-Calculus  
AP Calculus | **Four Credits of Math**  
Algebra 1/Pre-AP Algebra I  
Geometry/Pre-AP Geometry  
Algebra 2/Pre-AP Algebra 2  
and one advanced math to include but not limited to:  
Mathematical Models  
Pre-Calculus  
AP Calculus  
AP Calculus |
| **Three Credits of Science**  
Biology/Pre-AP Biology  
IPC or an advanced science course  
Advanced science course to include but not limited to:  
Chemistry/Pre-AP Chemistry  
Physics  
Environmental Science  
Anatomy and Physiology  
Chemistry 1311/Chemistry 1312  
Forensic Science | **Four Credits of Science**  
Biology/Pre-AP Biology  
IPC or an advanced science course  
Chemistry/Pre-AP Chemistry  
and two Advanced science courses to include but not limited to:  
Physics  
Environmental Science  
Anatomy and Physiology  
Chemistry 1311/Chemistry 1312  
Forensic Science |
| **Three Credits of Social Studies**  
World Geography/Pre-AP World Geography OR  
World History/Pre-AP World History  
US History/U.S. History 1301 & 1302  
Government/Government 2305  
Economics/Economics 2301 | **Three Credits of Social Studies**  
World Geography/Pre-AP World Geography OR  
World History/Pre-AP World History  
US History/U.S. History 1301 & 1302  
Government/Government 2305  
Economics/Economics 2301 |
| **One Credit of Physical Education**  
P.E., Athletics, Marching Band, Foundations of Personal Fitness | **One Credit of Physical Education**  
P.E., Athletics, Marching Band, Foundations of Personal Fitness |
| **Two Credits of Languages Other Than English**  
Spanish I  
Spanish II | **Two Credits of Languages Other Than English**  
Spanish I  
Spanish II |
| **One-half Credit of Speech**  
Communication Applications | **One-half Credit of Speech**  
Communication Applications |
| **One Credit of Fine Arts**  
ART or Music – Concert Band, Mariachi, Jazz Band | **One Credit of Fine Arts**  
ART or Music – Concert Band, Mariachi, Jazz Band |
| **Elective Courses**  
Four credits | **Elective Courses**  
Six credits |
| **One-half credit of Health (CISD School Board Requirement)**  
Health | **One-half credit of Health (CISD School Board Requirement)**  
Health |

**STAAR Recommended Graduation Requirements**
*Meet Level II Satisfactory Performance in All 5 EOC assessments:
English I, English II, Algebra I, Biology, and U.S. History*
**Endorsements:** A student may earn an endorsement by successfully completing
- Curriculum requirements for the endorsement
- A total of four credits in mathematics
- A total of four credits in science
- Two additional elective credits

Endorsements: All students must indicate, in writing, during their 9th grade year, an endorsement they wish to pursue.

<table>
<thead>
<tr>
<th>STEM</th>
<th>Business and Industry</th>
<th>Public Services</th>
<th>Arts and Humanities</th>
<th>Multidisciplinary Studies</th>
</tr>
</thead>
</table>

**Distinguished Level of Achievement:** *Eligible for Top 10% Automatic Admission to an IHE*

A student must earn four credits in math, including in Algebra II
A total of four credits in science
Completion of curriculum requirements for at least one endorsement

**Performance Acknowledgements:** *For Outstanding Performance*
- At least 12 hours of academic courses, including those taken for dual credit, and advanced technical credit courses, with a grade of 3.0 or higher on a scale of 4.0
- In bilingualism and biliteracy for completing all English Language arts requirements and maintaining a minimum Grade point average (GPA) of an equivalent of 80 on a scale of 100 and completion of at least three credits in a language other than English with a minimum of 80 on a scale of a 100
- A score of 3 or above on a College Board Advanced Placement examination
- PSAT National Merit Scholarship Qualifying Test Score, SAT 410 on reading and 520 on the mathematics, or a composite of a 28 on the ACT (excluding the writing subscore)
- For earning a national or internationally recognized business or industry certification or license

**Students with Disabilities**

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

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 FMH(LEGAL)]

**Graduation Activities**

Graduation activities will include:
- Commencement exercises
- Baccalaureate
- Graduation reception
- Senior Class Trip
- Senior Class Awards Banquet
- Senior Fun Day
**Graduation Expenses**

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

**Graduation Speakers**

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are class officers of the graduating class or the top ten academically ranked graduates will be eligible to give the opening and closing remarks; however, if the student was assigned to DAEP or to ISS for more than five days during the spring semester, he or she will not be eligible to speak at graduation. Students eligible to give the opening and closing remarks will be notified by the principal or counselor and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered shall be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks.

In addition to the opening and closing remarks, the Valedictorian and Salutatorian of the graduating class may also have speaking roles at the graduation ceremony. Selection of the guest speaker for the graduation ceremony must follow the policy on the selection process as established by the campus and district administrators. Final approval for graduation speakers may be made by the Superintendent or designee. [For student speakers at other school events, see STUDENT SPEAKERS] See FNA(LOCAL)]

**State Scholarships and Grants**

- Under the Texas Early High School Graduation Scholarship Program, students who complete the Recommended or Advanced/Distinguished Achievement High School Program may earn financial credits in varying amounts to apply toward college tuition. The amounts depend on the number of consecutive months in which the student completed graduation requirements and the number of early college credits earned and may be used at public or private higher education institutions within the state. The counselor can provide additional information about meeting the program’s eligibility requirements.

- Students who have a financial need according to federal criteria and who complete the Recommended High School Program or 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. [For further information, see the principal or counselor and policy EJ(LEGAL)]

**GRADE POINT AVERAGE CONVERSION SCALE**

The state of Texas requires that not more than one credit from each area/strand is to be used to satisfy the graduation requirement. The school posts grades on a semester basis, as the courses are taken, satisfying the state requirements. Therefore, grades are averaged in the order the courses are taken. Any extra credits just add to the students’ credit number and enhance his/her learning. Courses eligible for advanced weighted grades include: all Pre-AP, AP, and Dual Credit.

Dual Credit and AP courses will be weighted on a higher conversion scale based on the rigor and challenging demands of those courses. Class rankings are based on the weighted GPA averages for each student and not the numerical average because classes falling under advanced and dual credit are weighted higher than regular classes.

**GPA CONVERSION SCALE - Beginning with the Class of 2014 and beyond**

<table>
<thead>
<tr>
<th>NUMERICAL GRADE</th>
<th>GRADE POINT</th>
<th>GRADE POINT</th>
<th>GRADE POINT</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Advanced Placement or DUAL-CREDIT</td>
<td>Pre-AP</td>
<td>REGULAR</td>
</tr>
<tr>
<td>100</td>
<td>8.5</td>
<td>7.5</td>
<td>6.5</td>
</tr>
<tr>
<td>99</td>
<td>8.4</td>
<td>7.4</td>
<td>6.4</td>
</tr>
<tr>
<td>98</td>
<td>8.3</td>
<td>7.3</td>
<td>6.3</td>
</tr>
<tr>
<td>97</td>
<td>8.2</td>
<td>7.2</td>
<td>6.2</td>
</tr>
<tr>
<td>96</td>
<td>8.1</td>
<td>7.1</td>
<td>6.1</td>
</tr>
<tr>
<td>95</td>
<td>8.0</td>
<td>7.0</td>
<td>6.0</td>
</tr>
<tr>
<td>94</td>
<td>7.9</td>
<td>6.9</td>
<td>5.9</td>
</tr>
</tbody>
</table>

111
<table>
<thead>
<tr>
<th>68</th>
<th>69</th>
<th>70</th>
<th>71</th>
<th>72</th>
<th>73</th>
<th>74</th>
<th>75</th>
<th>76</th>
<th>77</th>
<th>78</th>
<th>79</th>
<th>80</th>
<th>81</th>
<th>82</th>
<th>83</th>
</tr>
</thead>
<tbody>
<tr>
<td>93</td>
<td>7.8</td>
<td>6.8</td>
<td>5.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>92</td>
<td>7.7</td>
<td>6.7</td>
<td>5.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>91</td>
<td>7.6</td>
<td>6.6</td>
<td>5.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>90</td>
<td>7.5</td>
<td>6.5</td>
<td>5.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>89</td>
<td>7.4</td>
<td>6.4</td>
<td>5.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>88</td>
<td>7.3</td>
<td>6.3</td>
<td>5.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>87</td>
<td>7.2</td>
<td>6.2</td>
<td>5.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>86</td>
<td>7.1</td>
<td>6.1</td>
<td>5.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>85</td>
<td>7.0</td>
<td>6.0</td>
<td>5.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>84</td>
<td>6.9</td>
<td>5.9</td>
<td>4.9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>83</td>
<td>6.8</td>
<td>5.8</td>
<td>4.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>82</td>
<td>6.7</td>
<td>5.7</td>
<td>4.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>81</td>
<td>6.6</td>
<td>5.6</td>
<td>4.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>80</td>
<td>6.5</td>
<td>5.5</td>
<td>4.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>79</td>
<td>6.4</td>
<td>5.4</td>
<td>4.4</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>78</td>
<td>6.3</td>
<td>5.3</td>
<td>4.3</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>77</td>
<td>6.2</td>
<td>5.2</td>
<td>4.2</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>76</td>
<td>6.1</td>
<td>5.1</td>
<td>4.1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>75</td>
<td>6.0</td>
<td>5.0</td>
<td>4.0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>74</td>
<td>5.9</td>
<td>4.9</td>
<td>3.9</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>73</td>
<td>5.8</td>
<td>4.8</td>
<td>3.8</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>72</td>
<td>5.7</td>
<td>4.7</td>
<td>3.7</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>71</td>
<td>5.6</td>
<td>4.6</td>
<td>3.6</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>70</td>
<td>5.5</td>
<td>4.5</td>
<td>3.5</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>69 and below</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Class Ranking and Grade Averaging**

1. Semester grades are used to calculate GPA.
2. Grades of 69 or below do not receive credit or “points” under the conversion table. Additionally, grades of 69 or below will be averaged into the GPA along with the recovered grades for required classes.
3. The courses that are included in the GPA ranking are as follows:
   - **Language Arts**: English I, II, III, IV
   - **Math**: Algebra I, Geometry, Algebra II, and Pre-Calculus or Math Models if student did not take Pre-Calculus
   - **Science**: Biology, Chemistry, and Physics and a fourth science
   - **Social Studies**: World Geography, US History, World History, Government and Economics
     - AP or Dual Credit classes substituting for any of the four years of Math, Science, English, or Social Studies will be counted in the GPA calculations. Additional offerings will not be included in GPA.
   - **Foreign Language**: Spanish I and Spanish II (Taking Spanish III is used for Distinguished Program Honors ONLY – it is included in calculating GPA)
   - **P.E.**: Actual PE classes (2 semesters = 1 credit), Athletics (2 semesters = 1 credit), OR Band (2 Semesters of Marching Band = 1 credit) Anything after that is elective and does not count in GPA
   - **Fine Arts**: Band (1 full year – Marching/Concert), Art I, **If a student is using band for P.E. credit, then two semesters of Concert band can fulfill the Fine Arts Credit**
   - **Speech**: Speech
4. Pre-AP classes fall under the Pre-AP section. Dual Credit and AP courses will receive the same weighted grade under the Advanced section.

**GRADUATION COMMENCEMENT EXERCISES**

Only those students who have completed all requirements for graduation or meet the State’s exemption for special education will be permitted to participate in graduation ceremonies.

**GRADUATION TEST REQUIREMENTS**

STAAR tests must be passed prior to receiving a diploma. Once a student passes a particular test, he/she will not be required to retake test again. Tests that are not passed may be repeated during re-testing periods in the fall, spring and summer of each school year (schedules are available in the Counseling Office). Students who fail to pass the STAAR tests are provided with remedial assistance to master the necessary objectives of the test. Seniors who have not passed all tests may be required to attend remediation classes, mandatory after-school/Saturday tutorials held on campus.
GUIDANCE AND COUNSELING

Cotulla High School provides a comprehensive guidance program to meet our students’ needs. It is staffed by a professional school counselor and is an integral part of the total educational program. The counselor assists students in their educational, career, personal, and social development, with the goal being success in school. The guidance program is designed to provide developmentally appropriate services to all students. The counselor responds individually or in small groups to as many students as possible who have problems which interfere with their success in school.

CHS designs its comprehensive guidance program to meet the needs of the community it serves. The guidance program systematically provides guidance lessons to students addressing such topics as developing and maintaining their self-esteem and their motivation to achieve, making decisions and solving problems, behaving responsibly, and relating effectively with individuals and groups, including those of cultures different from their own. An individual planning system provides guidance to all students as they plan, monitor and manage their own educational and career development. Parents are encouraged to be active participants in the school-based guidance program. As with other curriculum areas, they are informed of and invited to reinforce at home the skills learned in guidance lessons. Because they have primary responsibility for guiding their children’s educational and career decision-making, planning and goal-setting, parents are provided information and consultation services in a timely manner as school activities are conducted. When their children have problems, it is essential that parents be involved in the efforts to find solutions to these problems.

Parent notification of and consent for small group counseling services, for individual and specialized testing, and for referral to other services is required. Materials used in the guidance program are available for preview upon request during school hours. Conferences with the counselor are encouraged for students, their parents, and teachers when assistance or guidance is needed. As with other school activities, a parent has the right to remove his/her child temporarily from any guidance class or activity by providing a written request to the child’s counselor.

GUIDELINES FOR CLASSROOM SUCCESS

Students are expected to be in class on time and ready to begin class when the tardy bell rings. Students are expected to follow individual class rules as determined by the teacher. Students should bring all materials and equipment required for each class. All assigned notebooks, books, and study materials should be brought to each class. Items that are distracting such as radios, tape recorders, electronic games, stuffed animals, cameras, etc., are to be left at home.

Eating candy and other foods or consuming drinks will not be allowed in the classroom.

Students will benefit from the class if they participate to the best of their ability. Preparation for the next day’s classes should be planned and completed prior to the student’s return to school the next day.

Students who do not follow these guidelines for classroom success may receive:

1. a verbal warning
2. detention
3. a written notification to the parent or guardian or a telephone call to the parent or guardian
4. a referral to a school administrator

HALL OF HONOR

In order to qualify for membership in the Cotulla High School Hall of Honor, a person must meet the following criteria:

1. The person will be a graduate of Cotulla High School.
2. The person will have been selected to First Team All District or a higher honor for a team sport of Cotulla High School. Selection for a higher honor may be made through a U.I.L. activity or a daily newspaper sports department.
3. In individual athletic events, the person must have won First Place in district competition or must have qualified for the state meet.
4. The accomplishment must be confirmed by a Cotulla High School Administrator.
5. Confirmation may be made with one of the following:
   a. A letter of confirmation from the Cotulla High School coach of the sport in question.
   b. A confirmation from the District Committee having selected the All District team.
   c. Verification by the Cotulla High School Annual.
   d. A newspaper article or statement verified by an appropriate newspaper staff person.
   e. Any athletic honor must have been achieved as a member of the Cotulla High School athletic program.

Hall of Honor inductees will be recognized with individual or group pictures placed in the foyer of the Cotulla High School gymnasium. A single picture of the honoree will recognize all individual achievements. A group picture of the honorees will recognize any group achievement.

**HALL PASS**

Students out of any class will be charged with the responsibility of having in their possession a hall pass signed and dated by a member of the faculty or staff. Time leaving the class and returning to class will be noted on the pass.

**HEALTH SERVICES**

The school nurse gives first aid only. She does not diagnose illnesses, but takes note of symptoms and notifies the parents of her observations and confers with the District’s nurse on more serious matters while keeping campus administration informed.

**HOMEWORK**

Students will receive homework assignments. Please help your student by providing the time, place, cooperation, and encouragement needed to complete assignments. All students are responsible for taking their books, their work and their supplies to school each day.

**HONOR ROLL ELIGIBILITY**

Six weeks honor rolls will be figured on the following criteria:

- “A” Honor Roll – No grade below a 90
- “B” Honor Roll – No grade below an 80

The six weeks honor roll is a recognition based on academic achievement only. It has no relationship to National Honor Society requirements which include factors in addition to academics.

**HONORS WAIVER – NO PASS, NO PLAY**

The following guidelines will be used for high school students, who do not make a 70 average in an advanced or honors course, from the no pass–no play provision.

1. A student seeking a no pass–no play waiver for honors, Pre-AP, AP, or dual credit classes must fill out the necessary forms. (Students in a regular class are not eligible to apply for a no-pass, no play waiver.)
2. A student may only apply for an advanced or honors course waiver, if his/her failing grade in an advanced or honors course was 50 or above.
3. A student should have the expectation that he/she may receive a maximum of four waivers during the school year (two per semester).

**ID BADGES**

Students will be required to wear ID badges at all times as part of the student dress code requirements. The first ID badge will be issued to the student at no charge. There will be a $2.00 fee charged for replacing a lost or damaged ID badge. A temporary badge will be provided until the replacement badge is issued to the student.
IN SCHOOL SUSPENSION (ISS)

The Cotulla Independent School District In School Suspension (ISS) Program is by consensus designed to be punitive in nature. When compared to the regular class, the class should be punitive in terms of its procedures and privileges. Its punitive nature should be such that ISS students should desire to return to their regular classroom rather than remain in the ISS class. Since optimum conditions for learning should consistently be maintained in the ISS classroom, it is felt that a regimented atmosphere would most likely establish these optimum conditions. While it is not the intent of the ISS Program to duplicate the regular classroom, a quiet academic atmosphere would do much to develop a highly structured climate in the ISS room. It is this climate which is deemed necessary for students to work at an optimum level on their assignments and complete them as best they can. It is further understood that the ISS program provides a minimal academic situation, and that while the student does receive assignments, these assignments may differ from those of the regular classroom. The ISS CLASS is designed to serve students in grades K-12 who would normally be suspended from school for disciplinary reasons. Instead of being sent home, students serve an in-house suspension. **While assigned to ISS, students are responsible for the assignments in the regular classroom.** Students in ISS are responsible for making an effort to get their work before school or after school from their teachers. The supervisor will assist students with assignments and see that an atmosphere conducive to learning is maintained. Each student assigned will be provided with assignments from their class(es) at the discretion of the classroom teacher. If a student does not follow the plan, the supervisor in charge may assign other work that will be of educational value.

All school rules and regulations are to be followed in ISS as in the regular classes. Specific rules are:

1. No one is allowed to leave ISS without permission of the instructor.
2. Students will eat lunch in isolation.
3. Students must follow the rules and instructions given by the ISS teacher.
4. There will be no break in the routine other than at lunch.
5. Students will be given credit for assignments completed while assigned to ISS (if any are sent by the teacher).
6. Students are not counted absent from school or classes while attending ISS.
7. Teachers may send assignments and are responsible for grading the work completed by students assigned to ISS.
8. If a student leaves the class without permission, fails to report to ISS on an assigned day, or misbehaves in ISS, he/she will receive further disciplinary action which might include assignment of additional days in ISS.
9. Students assigned to ISS are required to attend class as they would attend regular class.
10. While assigned to ISS, students are prohibited from attending or participating in any school sponsored events or extra-curricular activities. Students assigned to ISS will be able to return to or attend extra-curricular activities or school-sponsored events the morning of the following day after ISS.
11. At the discretion of the campus administration, students will complete behavioral curriculum while assigned to ISS.
12. Upon return to the regular classroom, the ISS students are responsible for asking for and completing any assignments missed while in ISS.

INDEPENDENT STUDY COURSES

All courses must be approved in writing by the campus principal, the teacher of the independent course and the parent before the student can proceed with any course of independent study.

ITEMS FORGOTTEN AT HOME

If a student forgets books, money, research papers, PE shorts, etc., the administration will not interrupt the instructional process in order to deliver such items to the students. Items may be left in the front office; it is the student's responsibility to obtain the item between classes.

LEAVING SCHOOL

A student who must leave school during the day must bring a note from his/her parent/guardian that morning or the school must receive a personal phone call from the parent or legal guardian PRIOR to the student leaving. A student leaving school FOR ANY REASON after coming on the school grounds MUST have permission from the campus administration before signing out. In addition, parent will be contacted for verification. Any student
leaving school WITHOUT PERMISSION from the office any time during the day will be treated as an unauthorized absentee and truant. Anyone leaving school during lunch without permission from the administration will be considered truant. Parents/Guardians are discouraged from picking up students for lunch. Unforeseen circumstances must be cleared by the principal or designee.

LIBRARIES

Each campus library supports the curriculum and provides a wide variety of materials suitable to the interest and abilities of students in their pursuit of knowledge and love of reading. Information literacy skills for life-long learning are taught, practiced, and applied. Students learn responsibility in caring for library materials. If library materials are lost or damaged the student is expected to pay for them. Librarians and teachers select materials for each campus library following comprehensive district guidelines which have been established to ensure that up-to-date, accurate information is provided for students’ curricular needs and that materials appropriate to the interests, age, maturity, and reading skills level of all students at that campus are available. Because of this need for a broad range of materials, a student may have access to materials that address issues which may be beyond the maturity level of that student. Parents of all students are urged to be aware of their child’s choices and to take the opportunity to discuss such materials with them. These issues can lead to good family discussions and learning experiences. If a concern arises about the selection that a student has made from the library, that concern should be discussed with the campus librarian or administration.

In order for each school to maintain a high quality collection, students learn responsibility in caring for library materials. If library materials are lost or damaged, the student is expected to pay for them.

1. The library will be open each school day beginning at 8:00 a.m.
2. Upon entering the library, the student will sign the Daily Library Sheet. Students coming from classes must present a pass signed by the subject teacher. No more than one person may be sent on a pass. Passes are not needed before and after school or during lunch.
3. Books are checked out for a two week period and may be renewed.
4. When checking out books the student will present his/her ID card at the desk.
5. The student is responsible for all books checked out in his/her name.
6. Students must pay for books lost or damaged. If a book which has been lost and paid for is found in good condition, the money paid will be refunded.
7. All accounts must be settled at the end of each grade reporting period.
8. Overdue notices will be sent every week. Students receiving notices are expected to come to the library to settle accounts as soon as possible. Failure to receive notices does not, however, exempt students from their obligations.
9. Magazines and reference materials are to be used only in the library during school hours.

LOST AND FOUND

Any student who has not turned in, lost, misplaced, or had stolen any school materials checked out to them from the previous school year will be required to reimburse the school for the lost material. Until the student has returned or reimbursed the school for the full amount of the lost material they will not be allowed to check out any material the following school year. The student will also not be allowed to participate, attend, or practice in all school related activities or extra-curricular activities beginning after the last day of the previous school year. This includes all Cotulla High School activities before, during and after school. This rule is in effect 24 hours a day seven days a week.

LUNCH

Students may not leave the cafeteria during their lunch period.

MAKE-UP WORK

All students shall be allowed to make up work when they are absent from class.

1. One day is allowed for each day of excused absence up to five (5) days.
2. Under extenuating circumstances such as long-term illness or family emergencies, teachers may choose to
3. In situations where the assignments were given before the student was absent, a shorter time frame may be required at the teacher’s discretion.
4. Make-up tests or quizzes should be administered during tutorial time to prevent the student from missing additional class time; however, students who cannot attend tutorials must be given the opportunity to make up this work during the regular school day. Modifications of this procedure, which may require administrative approval, should be discussed with the appropriate administrator in a timely manner.

MARRIED AND/OR PREGNANT STUDENTS
1. Any student who shall be married at the time such student seeks enrollment in any school of the District shall report the fact of the marriage, the name of his or her spouse, and place where the spouse resides.
2. Any student who marries after enrollment in any school of this District shall promptly report that fact to the principal of the school attended by the student and shall also report the name of his or her spouse and the place where the spouse resides.
3. There shall be no discrimination against any married or pregnant student because of marriage or pregnancy. Such student shall be allowed to attend the school where assigned; however, the student shall be expected to attend classes regularly and keep up with his/her school work.
4. No married student and/or pregnant student shall be denied the right to be eligible to participate in any extracurricular or other activities of the school because of marriage or pregnancy.
5. In the event that any student shall be or become pregnant during any term while enrolled in a school in this District, then, for the benefit of her health and welfare and that of her expected child, and for the purpose of informing school personnel so that counsel, protection and advice may be given, she shall be required to inform the principal of the school as soon as such condition is known to her.
   Upon being so informed, the principal shall attempt to obtain from the pregnant student the name of her attending physician and consult with the physician for the purpose of determining when, and if, it is in the best interest for the health and welfare of the student and her expected child, that other appropriate educational arrangements should be made.
6. After the birth of a child of any pregnant student, the mother shall be permitted to re-enter school upon written advice of her physician and approval of the principal.
7. Teen Parenting classes and special services are available to assist such students to continue their Education. Counselors should be consulted for further information.

MEDICAL EMERGENCIES
Students must report to the Nurse’s Office immediately if they become ill or are hurt in any way during the school day. If the nurse is not in, they must report to the front office. Students who are ill are not to leave school with or without parents unless they have signed out through the nurse’s office or, in the case of the nurse being absent, the front office. It is the responsibility of the student and parent to provide the school with an emergency phone number so that parents may be notified immediately should such a need arise.

NATIONAL HONOR SOCIETY
Cotulla High School has a chapter of the National Honor Society, Los Jefes. In order to be eligible, a student must be in 10th, 11th, or 12th grade, met criteria established by the NHS Faculty Committee, and have achieved the minimum cumulative average of 92.00 or the weighted average of 5.70 as set by the district’s NHS Faculty Committee. Students who are eligible are rated by faculty members on service, leadership and character. Election of eligible members is decided by the faculty council each Spring semester. Eligible members are provided forms to submit to the NHS Sponsors. The NHS Induction ceremonies will be held once a year in January. The ceremonies consist of a banquet and a guest speaker. Girls are expected to wear a dress (Sunday attire) and boys are expected to wear a suit. Tickets are $10.00 and can be purchased from the NHS Sponsor. Installation of officers will be held at the end of the year in May. Students who are inducted as members are expected to maintain the standards of the National Honor Society. Failure to do so may result in probation and/or dismissal from the organization. A National Honor Society member who transfers to another school and brings a letter from the former principal or chapter adviser to the new school advisor shall be accepted automatically as a member in the new school’s chapter.
Transfer members must meet the new chapter’s standards within one semester in order to retain membership. All National Honor Society chapters are governed by the national constitution. Local needs and conditions are addressed through the chapter bylaws and the faculty council.

**NUMBER OF CLASSES**
All students must be enrolled in eight (8) classes per day. Unless a work permit has been granted and approved by the campus administration.

**OUT OF SCHOOL SUSPENSION**
While suspended, students are responsible for the assignments in the regular classroom. During suspension, students are prohibited from attending or participating in any school sponsored events or extra-curricular activities. Students who are suspended will be able to return to or attend extra-curricular activities or school-sponsored events the morning of the following day after suspension.

**PARENT-TEACHER CONFERENCES AND VISITORS**
Parents who desire private conferences with teachers or the principal should contact the school in advance to arrange conferences during the school day. At no time should a visitor call a teacher from the class for a conference at the door of the room. Parents are always welcome and are encouraged to visit. A 24-hour advance notice is required to observe a class. All visitors are required to sign in at the Front Office. No student is to visit another school campus while that school is in session unless prior arrangements have been made by the principal of both schools involved. Any student who makes an unauthorized visit to another school is subject to disciplinary action.

**PARKING CARS ON CAMPUS**
Students who hold a valid Texas drivers license, comply with the drug testing policy, and have proof of insurance on their vehicle may be permitted to bring cars to school, if they agree to maintain these and to follow all school safety and parking regulations. All vehicles must be registered through the Assistant Principal. Upon registration, a parking permit will be issued, so that it may be displayed on the vehicle at all times. The speed limit on school property is 10 m.p.h. Upon arrival at school, cars are to be locked and students are to come IMMEDIATELY onto the campus. Vehicles must be parked in the designated area ONLY. The parking lot is off limits during the school day. Students in the parking lot without permission from a teacher and/or administrator will be subject to disciplinary action. Students violating parking regulations will also be subject to a fine.

**CARS PARKED ALONG THE RED FIRE LANES WILL BE TICKETED BY THE LA SALLE COUNTY SHERIFFS DEPARTMENT.**

**I. Parking and Traffic Regulations**

**A. RESPONSIBILITIES**
1. All students, faculty and staff members who park their vehicles on the campus must secure and display a parking permit.
2. Strict adherence to rules pertaining to speed and parking will be required to protect pedestrians and vehicles and to provide access to firefighting equipment and ambulance.
3. Texas laws governing motor vehicle operation are effective on all campus locations.
4. All persons should report accidents which occur to the Assistant Principal.

**B. PARKING REGULATIONS**
1. Cars must be parked within the stripes on paved surfaces.
2. Drivers will refrain from parking in places that may obstruct traffic. IT IS A VIOLATION OF THESE REGULATIONS TO PARK IN THE FOLLOWING MANNER MAY RESULT IN THE VEHICLE BEING TOWED AWAY:
C.

- on any curb, sidewalk or island
- by a red curb
- in front of a fire hydrant
- in any place designated as a loading zone or marked “no parking”
- in front of a movable barrier
- in any driveway, entrance, or exit
- double parking
- parking without a permit fixed to the windshield
- parking in two spaces
- parking on lawn areas
- CARS PARKED ILLEGALLY OR WITHOUT PERMITS MAY BE TOWED.

C. REGISTRATION

1. Parking permits are valid for both day and evening for the academic year.
2. ONE AND ONLY ONE PERMIT will be issued per student.
3. Registration information includes operator’s name and address, a valid driver’s license, school identification card, vehicle license number and description. Also, name of vehicle insurance company and policy number are required. (Vehicle must be insured before a permit will be issued.)
4. Car permits must be affixed to the rearview mirror.
5. If a car is driven for a short period of time, you must register your car in the Assistant Principal’s Office as well.

PEP RALLIES

All pep rallies or meetings for the purpose of promoting school or team spirit must be approved and scheduled by the principal. All students are held accountable for school attendance during a pep rally.

PERMISSION TO LEAVE CAMPUS

If it is necessary for students to leave campus during the school day, they must present a parental note to the Attendance Office BEFORE SCHOOL. The Attendance Secretary will write a dismissal slip for the student to leave class at the appropriate time. THE STUDENT IS REQUIRED TO COME TO THE ATTENDANCE OFFICE AND OFFICIALLY SIGN OUT BEFORE HE/SHE LEAVES CAMPUS. Parents may wait for students in the Front Office. If parents need to take their child out of school during the school day, they should PERSONALLY come to the Front Office to check the student out of school or designate someone on the registration form.

PHYSICAL EDUCATION

A student may have a temporary or permanent physical condition which prevents his/her full participation in physical education. There are two alternatives to such full participation: restricted physical education and adapted physical education. Requests for restricted physical education should be made to the student’s physical education teacher or counselor. Requests for adapted physical education will follow the procedures indicated for RPE as well.

I. Restricted Physical Education

A student will be assigned to a restricted physical education program when it is possible to accommodate the student’s physical limitations by modifying activities of a regular physical education program. A restricted physical education program is taught by a “regular” physical education teacher, usually as part of a regular physical education class. Examples of physical conditions which can be accommodated through a restricted physical education program include asthma, arthritis, and temporary orthopedic conditions.

II. Adapted Physical Education

A student will be assigned to an adapted physical education program if the student has a significant limitation in the psychomotor domain which requires an individualized program and intensive interaction with an adapted physical education specialist. Examples of physical conditions which are appropriately
accommodated in an adapted physical education program include muscular dystrophy, cerebral palsy, and severe orthopedic and visual impairments.

PLACEMENT

Placement of a student in remediation or advanced placement classes is determined by standardized test scores, teacher recommendation, past performance of the student and entry placement tests. When new students are enrolled, they are placed in classes based on the information and records supplied at that time by the student and parents. If official records do not agree with verbal or unofficial information, student placement will be adjusted in accordance with the official records.

POSTERS AND SIGNS

Any individual or organization wishing to set up a poster or sign must have the permission of an Administrator, who will designate the place where the material may be displayed.

PROGRESS REPORTS

The purpose of progress reports is to inform parents of current progress. Progress reports will be mailed to parents every three weeks of a six-week grading period. However, at the teacher’s discretion, he/she may also issue a progress report at any time a student’s progress becomes unsatisfactory. Even though a progress report has not been issued, a student may still receive a failing grade during a grading period. Usually failing notices do precede a failing grade, but occasionally a poor exam grade or incomplete work at the end of a grading period can produce a failing grade.

RANK IN CLASS

Class rank is determined by a student’s Grade Point Average (GPA) after numerical grades have been converted to the Grade Point Conversion Scale (see chart). Official class rank and GPA are recorded on the Student’s Academic Achievement Record (AAR) at the end of the first semester of their senior year and then again at the end of the last semester of the school year in which they graduate which holds as the final GPA and class rank for graduation. A student’s AAR is an official school record of all courses and grades, and once recorded, they cannot be removed. Courses, designated as Pre-Advanced Placement, Advanced Placement or Dual Credit, are weighted for the purpose of class ranking for students who entered high school as freshmen.

Dual Credit and AP courses will receive equal weight as Advanced courses. Pre-AP courses will be weighted as Pre-AP and all other courses will be classified as regular. When a student changes course levels resulting in a level change of weighted points, points will be awarded on a semester basis or yearly basis, whichever applies. Students transferring to Cotulla High School from other school districts will receive the above weighted points as delineated no matter what weighted points they received from their previous school district. No student will be considered for the top two class rank positions unless that student has been continuously enrolled at Cotulla High School for the seven consecutive semester’s immediately preceding graduation.

Traditionally, the positions of valedictorian and salutatorian are awarded to the two top ranking students.

Honor students graduating Summa Cum Laude, Magna Cum Laude and Cum Laude will receive special recognition during the graduation ceremony.

Summa Cum Laude: GPA 100 – 96.7
Magna Cum Laude: GPA 96.6 – 93.3
Cum Laude: GPA 93.2 – 90

REASSESSMENT POLICY

1. A teacher shall re-teach and retest any student that has failed a summative assessment after the student completes tutorials/remediation before or after school. The retest opportunity must occur within 5 school days after the student is notified of the failing summative grade. The teacher shall record the higher of the two grades earned for those students being retested.

REGULAR CLASS PERIODS

120
Students are expected to attend all regularly scheduled classes assigned to them. Students are also expected to bring all of the necessary material to class each day and are expected to participate in all class activities and complete all assigned school work. Students will be expected to conduct themselves in a proper manner and follow all classroom regulations.

REQUIREMENTS FOR STUDENTS HOLDING OFFICES AND POSITIONS OF HONOR

In order to obtain the best possible student leadership, and to prevent interference with scholastic achievement, all students must have the approval of the faculty members before consideration by the students for election or appointment to a student office. The areas suggested to the teachers for consideration and approval are:

- SCHOLARSHIP — Each student must be passing in all subjects.
- CITIZENSHIP — Each candidate must be an above average student citizen. After gaining an office, a student failing to maintain these requirements will be placed on probation for a period of three weeks. A second negative report will cause removal from office.
- DEPENDABILITY
- COOPERATION

RECOVERING CREDIT THROUGH REPETITION OF COURSES

Students who fail both semesters of a full year course must repeat both semesters and obtain an average grade of 70 or better for the two semesters combined to receive credit or enter the credit recovery program. However, if the student passes one semester of a yearlong course he/she will receive credit for the semester passed. Students who fail a semester of a yearlong course and do not receive credit for that semester may repeat the failed semester through an approved regular school, summer school, credit recovery, or correspondence program. The following shall apply:

1. Students desiring to repeat a failed semester of a course that they have completed must obtain permission from their counselor.
2. Seniors desiring to repeat a failed first semester of a full year course prior to completion of the second semester of that course must obtain permission from their counselor. Seniors who have passed the first semester of a full-year course and who are failing the second semester may enroll in the second semester of the course via the credit recovery program, independent study, retake the second semester the following year, and/or credit by exam.
3. Upon completion of the repeated semester, only passing grades (70 or higher) from the regular school, credit recovery program, summer school, or credit by exam will be accepted for credit for a previously earned failing grade.
4. When a student repeats a failed course, both the failing grade and the passing grade earned by the repeating semester will be counted when the overall grade point average for determining rank in class is calculated unless the teacher of the failed class accepts the recovery program work and adjusts their grade.
5. Students must also meet criteria set forth by CHS administration in order to be eligible for credit recovery of any kind.

SCHEDULE CHANGES

Cotulla High School builds their master schedules according to students’ selections of courses. The course selection process is designed to encourage careful decision making by students and their parents based on information regarding graduation, college entrance and career requirements. Once students have indicated their preferences, teachers are employed and assigned to meet those needs. In order to ensure the integrity of each student’s decisions and of the master schedule thus developed, individual schedule change requests will only be considered according to the following guidelines and in the given time frames.

1. Parent signatures are required for all course or level change requests.
2. Changes needed because of clerical errors will be made upon recognition of the error.
3. Decisions concerning schedule changes will be made based on careful consideration of their impact on the student’s academic standing in their class.
4. Students may request changes for valid reasons with permission of a counselor and both teachers during the first week of the semester. Beyond the first week, classes may only be changed under extreme circumstances, at a teacher’s request, due to ARD request, and with the principal’s permission.

<table>
<thead>
<tr>
<th>Elective Changes</th>
<th>Time Frame</th>
</tr>
</thead>
<tbody>
<tr>
<td>For valid reasons</td>
<td>From pre-registration until the start of school</td>
</tr>
<tr>
<td>For urgent / substantiated reasons: i.e. low probability of success, physical problems, failure to meet prerequisites of course</td>
<td>Through the end of the first week of school</td>
</tr>
</tbody>
</table>

If a parent/guardian feels a request for a schedule change has not been satisfactorily resolved at the teacher/counselor level, the parent/guardian has the right to appeal the decision to the Principal.

**SCHOOL FACILITIES**

I. Use By Students Before and After School

   A. 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. Students will not be formally supervised prior to 7:30 a.m. or after 4:00 p.m.  
   B. 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.  
   C. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

II. Conduct Before and After School

   A. Teachers and administrators have full authority over student conduct at before- or after-school activities on District premises and at school-sponsored events off District premises, such as play rehearsal, club meetings, athletic practice, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter code of conduct for extracurricular participants established by the sponsor in accordance with Board policy.

**SCHOOL PARTIES AND DANCES**

School parties and dances may be held by a school organization of Cotulla High School. The sponsoring organization must abide by the following regulations:

1. Decorate the area after school on the day of the activity.  
2. Pay for custodial fee and any damages incurred during the activity.  
3. Be responsible for all conduct and decorum of everyone who attends the party or dance.  
4. If a contract for the band, other entertainer, or other service is entered into, the contract must be approved by the Principal.  
5. Any student organization that enters into a contract must show how they expect to pay for the services for which they intend to contract.  
6. Adequate security must be arranged and paid for by the sponsoring organization.

*Rules to be observed during the activity will include:*

1. Once a student has arrived at the activity he or she is NOT to leave the activity until ready to depart for the remainder of the evening.
2. Planned activities are to be for the use and enjoyment of Cotulla High School students ONLY, unless requested and subsequently authorized to include guests by an Administrator.
3. Guests, where permitted, will be invited by special invitation, and required to abide by all school rules and regulations.
4. The student asking to bring a guest will be responsible for the dress, conduct, and behavior of such guest.
5. Applications for guest permits will be issued and approved by an administrator.
6. Each organization which chooses to sponsor a party will obtain its own chaperones and one additional faculty sponsor for each anticipated 75 students in attendance.
7. If admission to the activity is charged, the prices must be an approved part of the activity.
8. If refreshments are to be served, this will also need prior approval from the campus administration.
9. If a band or floor show is to be presented or engaged, the format or program must be approved by the sponsor and appropriate administrator.
10. Smoking is NOT permitted at school or any school function.

SCHOOL SPONSORED ACTIVITIES
Cotulla High School students, while on the school campus or attending a school sponsored activity, will abide by the laws of the Federal Government and the State of Texas as well as the policies and regulations of Cotulla High School and the Cotulla Independent School District. Anyone leaving before the official end of the event will not be readmitted.

SENIOR EXEMPTION FROM FINAL EXAMINATIONS
For the semester ending in May of a student’s senior year, a student’s final examination for a specific course will be waived if all of the following conditions are met:

1. The student has three or fewer day’s absence during the second semester excluding school business absences.
2. The student is passing the entire school year of a full year, one credit course.
3. The student’s average for that semester is an eighty or better.
4. The student may not have any disciplinary referrals during either semester.

Seniors who are exempt from final exams are not exempt from being counted absent from school. A student who is eligible for exemption may take the exam if he/she desires. Students assigned to DAEP or more than five (5) days ISS during the current semester are ineligible for exemptions.

SOCIAL BEHAVIOR
Displays of any type of affection including but not limited to touching, kissing, petting, etc. are not permitted. There is a time and place for everything, and this type of conduct is not condoned in the school environment. Physical contact should be limited to simply holding hands. Lack of cooperation regarding this policy may result in disciplinary action.

STUDENTS SELECTED FOR POPULARITY COURTS
Students are elected to courts in conjunction with various events held on the high school campus. Examples include but are not limited to homecoming court, dance and ball courts, and prom court. It is the position of the district that these selections are based on popularity.

However, if these court representatives are involved in activities that are extracurricular, or if the activity is held in conjunction with another activity that is considered extracurricular (i.e. Homecoming Court), then the students must meet all eligibility rules relating to extracurricular activities.

Student participation in courts that are not considered extracurricular (i.e. dances, ball courts, prom court) must follow the guidelines as specified by the activity sponsor and as approved by the campus principal. Student’s
participation on any popularity court will ultimately be at the discretion of the campus principal.

TARDIES
A student is considered tardy if he/she is not in his/her assigned seat when the tardy bell rings. Teachers are to take attendance as soon as possible after the bell rings. For students who are late but arrive before attendance is taken, teachers will have an in-class tardy policy that includes contacting parents after the first time the student is absent. Any student who is tardy more than 15 minutes is considered truant and will be counted absent.

TEACHING/OFFICE ASSISTANTS
Students seeking a position as an office and/or teaching assistant must meet the following criteria for placement:
Students seeking a position as an office and/or teaching assistant must be in an appropriate Business class, sign a confidentiality agreement, and be selected by a principal appointed interview committee.
If selected, they will be placed in a particular office or with a particular teacher by recommendation of the teacher and the counselor with the approval of the principal.

TECH PREP

What is Tech Prep?
Tech Prep is a program for high school students that will pursue a college education after high school. The goal of this program is to strengthen and target specific skills for highly competitive jobs. By enrolling in designated Tech Prep high school courses, you can benefit college credit hours towards a 2 year Associate in Applied Science degree (AAS).

How does a student enroll in Tech Prep?
Students must enroll in the Tech Prep program while enrolled in high school. For enrollment procedures students may contact their high school counselors or the Tech Prep office at SWTJC (830) 591-7262. Students may also enroll online by logging on to www.swtjc.net, at Programs link to Tech Prep, then Apply Online.

How does a student become eligible for free college credit?
Beginning their freshman year of high school, students may sign up for high school locally articulated Tech Prep courses.
A student must follow a specific Tech Prep six-year plan to become eligible for advanced placement. College credit will be held in escrow at SWTJC for no more than 24 months after the date of the student’s high school graduation. This credit will be posted once the student has completed 6 semester hours at SWTJC, taken the ACCUPLACER, and provided the Tech Prep office with a highs school transcript. Tech Prep courses listed on the high school transcript with grades of 80 or above will be eligible for college credit.

Will Tech Prep courses transfer to other colleges?
Tech Prep college course credits are guaranteed at SWTJC and may be eligible at other community colleges participating in a Tech Prep program. Tech Prep locally articulated courses ARE NOT intended for transfer to four year universities.

2 Year Tech Prep AAS Degree Programs at SWTJC

* Automotive Technology
* Administrative Information Technology
* Law Enforcement
* Management
* Computer Information Systems
* Agribusiness Management

124
TESTING PROGRAM (HIGH SCHOOL)

All eligible students will participate in all required state assessments. Beginning with the class of 2015, all students will be required to pass STAAR EOC’s in English I & II, Algebra I, Biology and U.S. History.

**Students will need to pass the 5 STAAR EOC tests as a requirement to graduate.** Parents are urged to have all students present during all testing programs and to encourage their students to do the best on every test. The results provide valuable information to the students, their parents, teachers, counselors and CISD policy-makers through evaluation of individual, classroom, campus and District performance.

*Special Provisions Regarding Testing:*

1. 8th grade students failing any portion of the STAAR may be assigned to a STAAR remediation advisory or class during their 9th grade year.
2. 8th grade students who fail 2 or 3 portions of the STAAR may also be required to take remedial reading and writing during 9th grade.
3. 9th graders who were enrolled in 8th grade remedial reading, but who did not achieve acceptable reading proficiency, may also have remedial reading in 9th grade.
4. Students who were absent during STAAR will be administered comparable tests upon return to school with possible assignment to an appropriate remedial advisory or class based on the results of these tests.
5. 9th and 10th graders who fail any portion of STAAR may be assigned to remedial classes in 10th or 11th grade in preparation for the 11th grade STAAR EOC’s along with any 11th grader who fails these mandatory exams. The remedial classes are as follows: 9th Graders will take STAAR English, STAAR Math, and/or STAAR Biology 10th Graders will take STAAR English, Math Models, and/or STAAR Biology 11th and 12th Graders will take Creative Writing and/or Math Models. After school tutorials for Biology and US History will be mandated.
6. Seniors who have not successfully completed all five STAAR assessments for graduation may be denied senior privileges until all portions of the STAAR assessments are successfully passed.

**STAAR/EOC Testing**

Students starting high school as freshmen in the 2011-12 school year and beyond will take end of course (EOC) exams in targeted core classes.

Testing Calendar is available at [www.tea.state.tx.us](http://www.tea.state.tx.us).

**College Preparatory Testing Programs**

Cotulla High School allows all Sophomores and Juniors to take the Preliminary Scholastic Aptitude Test/National Merit Qualifying Test (PSAT/NMSQT) which serves as a proven predictor of Scholastic Aptitude Test (SAT) scores. The scores from the PSAT are used to qualify high-scoring Juniors for scholarships in the National Merit Program. Sophomores are allowed to take the PSAT as a practice for the official 11th grade PSAT/NMSQT. The PSAT will be given in October. The cost of the PSAT is sponsored by Cotulla High School. Students who plan to attend college are encouraged to take the SAT and/or ACT at some time during their 11th, and/or 12th grade year. Scores are valid for up to 5 years and remain in the students’ files with the testing company for that time period. Free SAT and ACT Study Guides are available for students in the Counseling Center.

**THREE-YEAR GRADUATES**

In order for a student to graduate in less than four years from the District, the following criteria must be met:

1. The student will have earned the total number of units of credit as prescribed by the Texas Education Agency.
2. The parents and the student, or the student if 18 or over, will submit a written request to the principal of the high school the student is attending, indicating that the student intends to graduate early. This request shall be submitted during the first two weeks of the semester in which graduation requirements will be met. The high school principal and the student’s counselor will review the request and, if the criteria are met, the student will be graduated at the end of the appropriate semester. The student will be allowed to participate in that year’s graduation exercises subject to compliance with the administrative directions of the principal of the high school.
TRANSFER STUDENTS
A transfer student wishing to register at Cotulla High School must fill out the Transfer Student Questionnaire which surveys the student’s current academic standing from his/her previous school.

TRANSCRIPTS
Transcripts of a student’s scholastic achievement record and test scores may be obtained on request. Students who want copies of transcripts sent to colleges, employers, or other agencies should make their requests early. They may complete the proper forms in the registrar’s office before school, at the beginning of the lunch hour or after school. Currently enrolled students receive up to ten (10) transcripts free of charge. Additional transcripts will cost $2.00. Official transcripts will be sent to schools or agencies designated by the requesting student. Transcripts will be given to active students and/or their parents in a sealed envelope. All graduates or inactive students must request a copy in person or provide documentation requesting their transcript.

TUTORING
Tutoring is provided by a certified teacher in English, mathematics, social studies, and science before and/or after school or during any other designated times. As service to the school some honor societies offer peer tutoring to students throughout the school year. Students should contact their counselor for further information about tutoring.

USE OF HALLWAYS DURING CLASS TIME
Loitering or standing in the halls between classes 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.

VALEDICTORIAN/SALUTATORIAN
In order to be selected Valedictorian or Salutatorian, a student must be on the Recommended or Distinguished Achievement Program and have the first or second highest academic average among eligible students in his/her class. Students from a given grade level are ranked according to the State’s Graduation Requirements. In addition, the Cotulla ISD GPA Conversion Scale will be used to determine the Valedictorian and Salutatorian position and will be applied to the top ten percent of every Senior class. This GPA Conversion Scale ensures that the top two students will be academically proficient in the four content areas. The Valedictorian and Salutatorian must have attended their entire freshman through senior year and completed their course work at Cotulla High School or with approved higher education partners. Both Honorees must meet the Texas Education Agency requirements for being a full time student. The Valedictorian and Salutatorian must take the courses listed in the Revised Graduation Requirements, set forth by HB 3 in July 2009. Elective courses are NOT calculated in the GPA for ranking purposes.

For two school years following his or her graduation, a district student who graduates in the top ten 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.

Students and parents should contact the counselor for further information about the application process and deadlines. [For further information, see policy EIC(LEGAL/LOCAL)]

TIE BREAKER FOR VALEDICTORIAN AND SALUTATORIAN:
In case of a tie in GPA for the highest ranking graduate, the following tie breaker policy will be applied: Compute the weighted Grade Point Average to four (4) decimal places (student with highest GPA becomes Valedictorian; the student with the next highest GPA becomes Salutatorian). If a tie remains, compare the students’ ACT Composite Scores (student with highest score becomes Valedictorian, student with next highest scores becomes Salutatorian). If a tie still remains after comparison of the ACT Composite Scores, then Co-Valedictorian honors will be awarded. Recognition of honor students will be conducted in the following manner
at commencement: The Valedictorian and Salutatorian will graduate “with highest honors” to be designated by wearing a gold cord. Additionally, they will deliver speeches which have been reviewed by the principal or his/her representative. Cords will be worn by the “top 10” graduating seniors. Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission into Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply and the deadline for application.

WITHDRAWAL FROM COURSES

All high school students are expected to maintain a full course load leading to graduation at the end of their fourth year. A student must obtain counseling, administrative and parental permission to withdraw from a course. Permission to withdraw from a course may be granted, but delayed because of grade reporting or UIL eligibility complications. In the case of a full year course, a student may drop the class within the first 5 school days of the second semester. After the last day for dropping courses, a course change request will not be considered until consultation with parents (guardians), teachers, department coordinators, counselors and administration has occurred and final approval is granted by the appropriate administrator. Students dropping courses will have to take another class and may not receive credit for either class due to the attendance requirements. Dropping or changing courses after the first week is seriously discouraged and will require principal permission and written justification in most cases.

WITHDRAWING FROM SCHOOL

When it becomes necessary for a student to withdraw from school, he/she should report to the counselor’s office with his/her parents stating the reason and date to be withdrawn. The student will then be issued a withdrawal form to be filled in by each of the student’s teachers. After this form has been completed, the signatures of a counselor and attendance clerk will be obtained. The student and/or parent will then have to meet with the principal or designee for an exit interview before receiving their signature. It is imperative that every student who withdraws from school follows all of the necessary procedures and obtains all of the necessary signatures pertinent to withdrawal. Failure to do so will delay the student’s transcript being sent to other schools, jobs or military service.

WORK PERIODS/PERMITS

The work program allows students to work for established businesses in the area to earn experience and money for their future, if their academic needs are satisfied. The priority will always be on the academic, and students are encouraged to maintain full schedules.

Seniors who have at least 21 credits to graduate AND have passed all their required STAAR Assessments, may request a work release from the Principal if he/she has a job requiring early dismissal from school.

Work releases cannot be granted after the student receives his/her schedule in the fall. If a student, during the course of the semester, becomes unemployed, that student will be expected to resume a full-class load and remain on campus for the required minimum number of class periods for the remainder of the school year.

Students with scheduled work periods are to be off campus during this time. Failure to leave the campus promptly can result in disciplinary action. Any student enrolled in a work program who receives ISS will forfeit the right to work during the time of the disciplinary assignment.

Program Requirements
Students must have enough credits to be classified a senior
Students must have passed all of the STAAR Assessments
Students must have all graduation credits completed or be on their shortened schedule

Program Rules
Students must remain employed for the days and times listed
Students must attend a minimum of first and second periods Students cannot return to the campus during
the school day Students must agree to the terms of
the shortened day contract
Students are not allowed to work for family members
in their homes

**Consequences**
If a student’s work times change, they must redo their schedule to match
If a student violates one of the rules, they return to a full schedule.

The Truant Officer will make regular checks on students at their place of work. Students must have a schedule that takes place during the time they would normally be in school.
COTULLA INDEPENDENT SCHOOL DISTRICT

2019-2020
Student Random Drug Testing Program

DISTRICT POLICY

INFORMATION & FORMS
Frank Newman Middle School
&
Cotulla High School
Board Approved
1. STATEMENT OF NEED AND PURPOSE

Cotulla ISD has a vital interest in maintaining a positive learning environment that is safe and healthy for all students. To fulfill that purpose and as a proactive measure to keep our schools drug free, the District is adopting a random drug testing policy for students participating in school-sponsored extracurricular activities and all students seeking campus driving or parking privileges. The program is academically non-punitive. It is designed to create a safe, drug free environment for students and assist them in getting help when needed. Employees of Cotulla ISD will also be encouraged to participate in the program on a voluntary basis.

By adopting a random drug testing policy, the District desires to: (1) provide for the health and safety of all students, (2) undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs, (3) deter students from using drugs, (4) prevent injury or harm to students that may arise as a result of drug use during extracurricular activities and/or driving, and (5) encourage students who use drugs to participate in a drug treatment program.

2. STUDENTS SUBJECT TO TESTING

Since drug use can increase the risk of injury to students participating in school sponsored extracurricular activities and since these students are often role models for other students, the District shall require all students in grades 7 through 12 who participate in school sponsored extracurricular activities and/or request campus driving or parking privileges to undergo random drug testing. School sponsored extracurricular activities are identified in (but not limited to) Attachment A:

Participation includes practice, competition, and involvement in events of the extracurricular activities. Participation does not include attendance at school events such as athletic contests, drama productions, or social functions.

3. INFORMED CONSENT FOR TESTING

Written parental consent to random student drug testing must be completed before a student is granted campus parking or driving privileges or allowed to participate in a practice or competition of a school sponsored extracurricular activity. No student may join or participate in a practice or competition or be granted campus parking or driving privileges until the consent form is executed and on file with the designated school official.
If the student is of legal age (age 18 or older), he or she must sign the permission form. Consent forms are valid for the current school year only.

Because participation in extracurricular activities and campus driving or parking is a privilege and not a right, refusal to consent to random drug testing will result in the denial of parking privileges and/or participation in the identified extracurricular activities.

4. **DISSEMINATION OF INFORMATION**

Prior to the commencement of drug testing each school year, an orientation session will be held with all students and parents to explain the drug testing policy. The students and parents will be informed of the sample collection process, privacy arrangements, drug testing procedures and other areas which may help to reassure the student and help avoid embarrassment or uncomfortable feelings about the drug testing process. The students and parents will also be provided an educational presentation about the harmful consequences of drug use.

This random drug testing policy shall be distributed to all students in grades 7 through 12 at the beginning of each school year. Newly enrolled students will receive a copy of the policy as they register at their campus.

5. **TESTING PROCEDURES**

A. **Frequency**

Initially, all students requesting campus parking or driving privileges or participating in school sponsored extracurricular activities will be tested. Thereafter, once each month, at least (30) students in grades 7 through 12 will be randomly tested. If a student is absent for the scheduled initial test, the parent will be responsible for taking the student to the nearest testing site acceptable by the district before the student is granted campus driving or parking privileges or allowed to participate in any extracurricular activities. Each school year the administration will determine the number of students to be tested.

The testing entity will select the dates for conducting the monthly random drug test; the selection of dates will not follow any recognizable pattern.

B. **Random selection of students**

Students will be chosen for the testing by computer generated random selection conducted by the district. The random selection process is intended to eliminate subjective factors from playing a role in the selection of the students to be tested.

C. **Testing standards**

Testing will be conducted through accepted scientific means using approved practices and procedures established by the testing entity selected by the District. The testing parameters shall be set at industry standards as defined by the Texas Department of Health & Health Services. The testing entity will be certified by the Substance Abuse and Mental Health
Services Administration (SAMHSA) following the guidelines of the Texas Department of Health Services. The testing entity will have greater than five (5) years of experience in toxicology testing and chain of custody procedures.

The drug test is performed by urinalysis. Drug Test shall meet all requirements as required by the Texas Department of Health Services.

D. Collection of the sample

Student confidentiality will be of the utmost importance. All testing will be performed at the school site except when special circumstances require testing at South Texas Rural Health Services (this would include a student who has to be drug tested monthly and the student is absent on the day of ‘on site’ testing). The district will develop a methodology for keeping the identity of students confidential in case a positive test result occurs.

Upon the testing entity’s arrival at school, the randomly selected student names will be given to the designated school official, who will arrange for these students to report to the collection area. Any student randomly selected for testing who is not in school on the day of testing will be tested at the next available testing time (unless the student must be tested monthly due to a previous positive test); arrangements may be made for special collections with prior approval of the designated school official.

Students will be tested in a private location under the supervision of a testing entity official of the same sex. Students will provide a urine sample in a restroom or other private facility behind a closed stall. The supervising school official will assist the testing entity representative in testing the warmth of the specimen and ensuring an accurate chain of custody. A testing entity representative will directly observe the students providing their urine sample. Facilities are secure with only one student testing at a time to assure security and confidentiality of each individual.

The urine sample will be collected in a sealed specimen collection container provided by the testing entity. The students will provide the collected sample to the testing entity representative and the supervising school official will confirm that the student’s identification information on the sample is correct. The testing entity representative will safeguard the specimens.

E. Refusal

Refusal to provide a sample or noncompliance with the testing procedures by any student engaged in school sponsored extracurricular activities and/or approved campus driving or parking privileges will be considered a positive test result and will be reported to the appropriate school representatives to face the consequences pursuant to this policy.

F. Substances

The District reserves the right to test for alcohol, performance enhancing substances (steroids) and any other test the Cotulla I.S.D. deems necessary. The school district will comply with U.I.L. mandates dealing with anabolic steroid testing.
6. TEST RESULTS

A. Confidentiality of results

Student privacy will be protected in accordance with all applicable laws. Records of test results will be kept confidential and provided only at the discretion of the Superintendent. Test results are kept separate from other school records and school personnel are only allowed to view the information if they have a legitimate educational interest in the results. Results will not be shared with law enforcement except as required by law. Upon written request of a parent/guardian or a student of legal age, test results may be released to treatment facilities.

All test results will be destroyed when the student graduates from Cotulla ISD. The test results will not be transferred to another school district.

B. Positive Test Review Officer (PTRO)

The testing entity will provide a PTRO for interpreting and verifying test results.

C. Notification

Whenever a student’s test result indicates the presence of a prohibited substance, the parent or guardian will be contacted by the school Superintendent or designee within one school day of receiving a confirmed positive test result. The district will inform the parents that a positive result occurred and refer them to the testing entity for further instruction.

The PTRO will confer with a parent or guardian and determine if there is a medical explanation for the positive test result. If the parent or guardian provides a medical excuse with accompanying documentation within two (2) days, the PTRO will report the test result as negative. However, without medical documentation, the PTRO will report a confirmed positive test result to the designated school official within one school day of conferring with the student’s parent or guardian.

The PTRO may use quantitative results to determine if positive results on repeat testing indicate recent use of illegal drugs or the natural decline of levels of the illegal drug from the body. If the PTRO feels the quantitative levels do not reflect current use, then a negative result may be reported.

D. Retest

Students that test positive may request a second test. A request for a retest must be made to the designated school official in writing within forty-eight (48) hours from the time the parents were first notified of a positive test result by the PTRO. Students bear the expense for any retest. However, where there is a valid medical excuse for a positive test, there is no need for retesting.
7. CONSEQUENCES

Whenever a student tests positive for a drug in a test conducted under the provisions of this policy or the urine specimen has been determined to be adulterated, the student will face the following consequences:

A. **Initial positive test result (first offense).**

The student/parent must provide documentation to the Superintendent or designee that he or she has actively enrolled in a certified substance abuse counseling program as determined by the Department of Health Services within ten (10) school days of the initial conference of a positive test result.

The student will be allowed to continue with participation in extra-curricular activities and will not lose parking/driving privileges for the first offense as soon as they submit to a retest and a negative result is received by the District.

The student will automatically be tested during each subsequent random drug testing event for one calendar year if the student wishes to return to any extracurricular activities.

Failure to meet these requirements within the specified timelines will result in the student being suspended from participation in all identified extracurricular activities and lose privilege for driving and parking privileges until documentation of completion of the counseling requirements is received by the Superintendent or designee and a negative (clean) drug test result is on file.

B. **Second confirmed positive test result (second offense) within one calendar year.**

A conference must be held between the campus principal or assistant principal, personnel responsible for administering the campus driving or parking privileges and/or the extracurricular activities the student participates in, the student, and the parent or guardian;

The student will be suspended from participation in all identified extracurricular activities or campus driving/parking privileges for forty-five (45) calendar days from the date that the parent and student are informed of the positive test result. However, if participation in the extracurricular activities is required for the class or affects the student’s grade, the student may be required to satisfy participation requirements in alternative ways.

The student must provide documentation that he or she is actively attending or successfully completed an additional requirement of counseling from an entity certified by the Department of Health Services.

The student must submit to a new drug test and have a negative (clean) test result within forty-five (45) calendar days as of the date of the conference with the parent.

The student will automatically be tested during each subsequent random drug testing event for one calendar year.
Failure to meet these requirements within the specified timelines will result in the student being suspended from participation in all identified activities until documentation of completion of the counseling requirements is received by the Superintendent or designee and a negative (clean) drug test result is on file.

C. Third confirmed positive test result (third offense) within one calendar year

A conference must be held between the campus principal or assistant principal, personnel responsible for administering the campus driving or parking privileges and/or the extracurricular activities the student participates in, the student, and the parent or guardian;

The student will be suspended from participation in any identified extracurricular activity or campus driving/parking privileges for ninety (90) calendar days from the date that the parent and student are informed of the positive test result. However, if participation in the extracurricular activities is required for the class or affects the student’s grade, the student may be required to satisfy participation requirements in alternative ways.

The student must provide documentation that he or she attended and successfully completed additional requirements of counseling from an entity certified by Department of Health Services.

The student must submit to a new drug test and have a negative (clean) test result at the expiration of the suspension period.

The student will automatically be tested during each subsequent random drug testing event for one calendar year.

Failure to meet these requirements within the specified timelines will result in the student being suspended from participation in all identified activities until documentation of completion of the counseling requirements is received by the Superintendent or designee and a negative (clean) drug test result is on file.

D. Fourth confirmed positive test result (fourth offense) within one calendar year

A conference must be held between the campus principal or assistant principal, personnel responsible for administering the campus driving or parking privileges and/or the extracurricular activities the student participates in, the student, and the parent or guardian;

The student will be suspended from participation in any identified extracurricular activity or campus driving/parking privileges for one calendar year (365) days. However, if participation in the extracurricular activities is required for the class or affects the student’s grade, the student may be required to satisfy participation requirements in alternative ways.

The student must provide documentation that he or she attended and successfully completed additional requirements of counseling from an entity certified by Department of Health Services.
The student must submit to a new drug test and have a negative (clean) test result at the expiration of the suspension period.

The student will automatically be tested during each subsequent random drug testing event for one calendar year.

If the student participates in a ‘class’ associated with the extra-curricular activity (such as but not limited to Athletics or Band), the student will be re-assigned to another class until the suspension is lifted.

Failure to meet these requirements within the specified timelines will result in the student being suspended from participation in all identified activities until documentation of completion of the counseling requirements is received by the Superintendent or designee and a negative (clean) drug test result is on file.

E. Substance abuse counseling.

All costs for counseling will be the responsibility of the parent. The District will accept substance abuse counseling provided by a licensed chemical dependency counselor or at any agency certified by the Texas Department of Health Services.

F. Refusal

Refusal to participate in a drug test after signing the consent form will result in the same consequences as if the student had received a positive test.

G. Academically no punitive action

A positive drug test will not affect the student’s grade in any curricular class associated with the extracurricular activities. However, if participation in the extracurricular activities is required for the class or affects the student’s grade, the student may be required to satisfy participation requirements in alternative ways. The result of the drug tests will not be documented in the student’s academic records.

8. RELATIONSHIP TO THE STUDENT CODE OF CONDUCT

This random drug testing policy does not in any way modify the disciplinary provisions of the Cotulla ISD Student Code of Conduct or Chapter 37 of the Texas Education Code. If a student sells, gives, delivers, possesses, uses, or is under the influence of marijuana, a controlled substance, a dangerous drug, or alcohol the student will be subject to the disciplinary provisions of the Student Code of Conduct. A positive drug test is not in and of itself proof that a student has violated the Student Code of Conduct. For more information on District disciplinary rules regarding drugs and alcohol, please refer to the Cotulla ISD Student Code of Conduct and Student Handbook.
9. **APPEAL PROCESS**

A parent or student may appeal a positive result in accordance with District Policy FNG (Local) governing student and parent complaints. Consequences established in this drug testing policy will not be deferred pending the completion of the appeal process. If the conclusion of the appeal is not in the student’s favor, the number of days the student was prohibited from participation during the appeal process will be deducted from the total days of suspension the student must serve as a consequence for the positive drug test. If the conclusion of the appeal is in the student’s favor, the student will be allowed to return to normal participation in all activities.

**2019 – 20**

**COTULLA ISD**

**STUDENT DRUG TESTING CONSENT FORM FOR MINOR STUDENT**

(LESS THAN 18 YEARS OLD)

**CAMPUS:** (CHECK ONE)  
_____ Frank Newman Middle School  
_____ Cotulla High School

I, _______________________________, as parent or guardian of  
(Print Name of Parent/Guardian)

______________________________  
(Print Name of Student)

a minor student enrolled in Cotulla ISD and participating in school sponsored extracurricular activities and/or requesting campus parking/driving privileges (includes, but not limited to, all athletic sports, Band/Mariachi, Choir, Color guard, Drill Team, Drum Major, Twirler, One Act Play, Cheerleading, Mascot, FCCLA, FFA, FCA, NHS, Skills USA, Student Council, Spanish Club, Art Club, VICA, TAFE, and UIL activities), have read and understand Cotulla ISD’s policy regarding random student drug testing.

I understand that my child will be asked to provide a urine sample for drug analysis, and I consent to such testing conducted as part of the District’s drug testing policy.

I also understand that while my child cannot be compelled to produce a specimen, the giving of a specimen when requested by the District is a condition of my child’s continued participation in the identified extracurricular activities/privileges. I understand that if a test of my child’s specimen reveals an unexplained presence of a drug, the District may take action against my child up to and including termination of participation in extracurricular activities or removal of campus parking/driving privileges.

I understand that refusal to submit to a test will have the same consequence as if my child had tested positive.

______________  
PARENT/GUARDIAN SIGNATURE

______________  
DATE
2019 – 20
COTULLA ISD
STUDENT DRUG TESTING CONSENT FORM FOR STUDENT
AGE 18 OR OLDER

CAMPUS: (CHECK ONE) _____ Frank Newman Middle School
       _____ Cotulla High School

I, _________________________________ a student enrolled in Cotulla ISD and participating in

NAME OF STUDENT (PLEASE PRINT)

school sponsored extracurricular activities and/or requesting campus parking/driving privileges (includes, but not limited to, all athletic sports, Band/Mariachi, Choir, Color guard, Drill Team, Drum Major, Twirler, One Act Play, Cheerleading, Mascot, FCCLA, FFA, FCA, NHS, Skills USA, Student Council, Spanish Club, Art Club, VICA, TAFE, and UIL activities) have read and understand Cotulla ISD’s policy regarding random student drug testing.

I understand that I will be asked to provide a urine sample for drug analysis, and I consent to such testing conducted as part of the District’s drug testing policy.

I also understand that while I cannot be compelled to produce a specimen, the giving of a specimen when requested by the District is a condition of my continued participation in the identified extracurricular activities and/or privileges. I understand that if a test of my specimen reveals an unexplained presence of a drug, the District may take action against me up to and including termination of participation in extracurricular activities.

I understand that refusal to submit to a test will have the same consequence as if I had tested positive.

STUDENT SIGNATURE ___________________________ DATE ________________
As the parent or guardian of

_____________________________

NAME OF STUDENT (PLEASE PRINT)

I have read and understand Cotulla ISD’s policy regarding random student drug testing. I consent to such testing conducted as part of the District’s drug testing policy. I understand that if a test of my child’s specimen reveals an unexplained presence of a drug, the District may take action against my child up to and including termination of participation in extracurricular activities.

I understand that refusal to submit to a test will have the same consequence as if my child had tested positive.

PARENT SIGNATURE

DATE
2019 – 20 School Year

Cotulla ISD List of School Sponsored Extracurricular Activities and Privileges (may include, but are not limited to the following activities)

Cotulla High School
4H
Art Club
Athletics
Band
Business Professional of America (BPA)
Chaparetes
Cheerleaders and Mascot
Family and Career and Community Leaders of America (FCCLA)
Fellowship of Christian Athletes (FCA)
Future Farmers of America (FFA)
Jazz Band
National Honor Society (NHS)
Mariachi
Science Club
Skills USA
Spanish Club
Student Council
Yearbook
CHS Parking Privileges
AND any other extracurricular activity, club or organization on the designated campus

Newman Middle School
4H
Art Club
Athletics
Band
Cheerleaders and Mascot
Fellowship of Christian Athletes (FCA)
Junior Future Farmers of America (FFA)
National Honor Society (NHS)
Mariachi
Science Club
Spanish Club
Student Council
Yearbook
AND any other extracurricular activity, club or organization on the designated campus
COTULLA ISD REQUIRED FORMS

Please sign and date the following forms, remove them from the handbook, and return them to the student's campus office.
My child and I have received a copy of the Cotulla ISD Student Handbook and the Student Code of Conduct for 2019-2020. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct.

Printed name of student: ________________________________ Grade __________________

Signature of student: ________________________________

Signature of parent: ________________________________

Date: ________________________________

SCHOOL SPONSORED PURPOSES

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

The district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See Directory Information on page 8 for more information.]

For the following school-sponsored purposes; officially recognized school activities and sports, Cotulla ISD has designated the following information as directory information:

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

Directory information identified only for limited school-sponsored purposes remains otherwise confidential and will not be released to the public without the consent of the parent or eligible student.

Parent: Please circle one of the choices below:

I, parent of ___________________________ (do give) (do not give)

(Student's Name)

the district permission to use the information in the above list for the specified school-sponsored purposes.

Parent signature ___________________________ Date ____________

Please sign and date this page, remove it from the handbook, and return it to the student's campus.

OTHER PURPOSES

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

The district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. In addition, you have the right to tell the district that it may, or may not use certain personal information about your child for specific school-sponsored purposes. The district is providing you this form so you can communicate your wishes about these issues. [See Directory Information on page 8 for more information.]

For all other purposes, Cotulla ISD has designated the following information as directory information:

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

Parent: Please circle one of the choices below:

I, parent of _____________________________ (student's name), (do give) (do not give) the district permission to release the information in this list in response to a request unrelated to school-sponsored purposes.

Parent signature ________________________ Date ________________________

Please sign and date this page, remove it from the handbook, and return it to the student's
Appendix E: CISD Parent's Response Regarding Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and phone number of secondary school students enrolled in the district, unless the parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See Release of Student Information to Military Recruiters and Institutions of Higher Education on page 8 for more information.]

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

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

Parent signature ____________________________ Date __________
APPENDIX F: Acceptable Use Policy Signature Form

Cotulla ISD reserves the right to require renewal of the AUP and this signature page as needed.

Student Information Section: (PLEASE PRINT)

Last Name: ____________________ First Name: _______________ Middle Name: _______________

School: ____________________________ Grade: __________

I have read and understand the Cotulla ISD Acceptable Use Policy (AUP on page 58 of this handbook) and agree to abide by its rules for acceptable use. I understand the possible consequences for violating the rules stated in the AUP.

Student Signature: __________________________

Date: __________

Parent or Guardian Section:

I have read and understand the Cotulla ISD Acceptable Use Policy and discussed it with my child. I understand that the District has taken precautions to restrict access to controversial information by using Internet filtering software. I also understand that it is my responsibility to as a parent to discuss appropriate use of software, email, and equipment use with my child.

Check One:

_____ I give permission for my child to use the district's computers for electronic communications system (email) and to Have internet access. I certify that the information on this form is ______

_____ I do not give permission for my child to use the District's Internet access. However, I understand that my child may be required to use computers for purposes such as word processing, use of educational resources, completing required learning standards as stated in the Texas Education Knowledge and Skills (TEKS) or taking mandated online tests.

Signature of Parent __________________________ Date: ______________

Home Phone Number: __________________________

Email address __________________________

Please sign and date this page, remove it from the handbook, and return it to the student’s
APPENDIX G: Cotulla Independent School District Student/Parent Complaint Forms

Cotulla Independent School District
Student/Parent Complaint Form

Level ONE

To file a formal complaint, please fill out this form completely and submit it by hand delivery, fax, or US mail to the campus principal within the time established in FNG (LOCAL). All complaints will be heard in accordance with FNG (LEGAL) AND (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information.

1. Student’s Name ____________________________________________
   Parent’s Name ____________________________________________
   Address & Telephone Number ________________________________

4. Campus __________________________________________________

5. The date of the event or action that gave rise to this complaint __________________

6. A detailed factual description of all of the circumstance(s) that gave rise to this complaint. (Use additional pages if necessary)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

7. Explain specifically how your child was harmed or injured by the facts that you provided in response to item 6 above.

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

8. Identify and attach any documents upon which you will rely during the complaint process and explain what those documents will prove. (If you do not have these documents at the time you file your complaint, you will be able to provide copies at the Level One conference. However, please identify to the best of your ability what those documents are and what you think they will prove.)

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
9. The district wants to have all complaints resolved informally or at the lowest possible level. Explain your efforts to informally resolve your complaint including whom you spoke with, when you met, and the response you received. If you did not attempt informal resolution, give a detailed explanation why not.


10. Identify the remedy you seek for this complaint. In other words, what do you want us to do in response to your complaint?


Parent's Signature  Date Submitted

If you will be represented invoicing your complaint, please identify the person representing you.

Name  
Address:  

Phone:  
Level TWO
To appeal a Level ONE decision, or the lack of a timely response after a Level One conference, please fill out this form completely and submit it by hand delivery, fax, or US mail to the superintendent within the time established in FNG (LOCAL). All appeals will be heard in accordance with FNG (LEGAL) AND (LOCAL). Your complaint will be dismissed if it is submitted with incomplete information.

1. Student’s Name ____________________________________________________________

2. Parent’s Name _____________________________________________________________

3. Address & Telephone Number _________________________________________________

4. Campus _____________________________________________________________________

5. Identify the date you received the Level One decision ____________________________

6. Attach a copy of the Level One decision and specifically identify the part(s) of the Level One decision that you want the superintendent or his/her designee to review.

7. Specifically state why you disagree with the part(s) of the Level One decision that you identified in response to number 6 above.

8. Attach the documents you relied upon at Level One (if any) and explain how they support your position at response 6 and 7 above. Only those documents identified will be considered at Level Two.

9. Identify the remedy you seek at Level Two. In other words, what do you want us to do in response to your complaint?
If you will be represented invoicing your complaint, please identify the person representing you.

Name: __________________________
Address: ________________________
Phone: __________________________
Level THREE

To appeal a Level TWO decision, or the lack of a timely response after a Level Two conference, please fill out this form completely and submit it by hand delivery, fax, or US mail to the superintendent within the time established in FNG (LOCAL). All appeals will be heard in accordance with FNG (LEGAL) AND (LOCAL).

1. Student's Name

2. Parent's Name

3. Address & Telephone Number

4. Campus

5. Identify the administrator who held the Level Two conference and provided the Level Two decision

6. Identify the date you received the Level Two decision

7. Attach a copy of the Level Two decision and specifically identify the part(s) of the Level Two decision that you want the Board of Trustees to review.

8. Specifically state why you disagree with the part(s) of the Level Two decision that you identified in response to number 7 above.

9. Attach the documents you relied upon at Level Two (if any) and explain how they support your position at response 7 and 8 above. Only those documents identified will be considered at Level Three.
10. Please identify the remedy that you seek at Level Three. In other words, what do you want us to do in response to your complaint?


11. Do you want the Board to hear this appeal in open session?  

   *If so, the Board will consider your request; however you may not have a legal right under the Texas Open Meetings Act to require a meeting in open session.*

   

   ____________________________  ____________________________
   Parent's Signature            Date Submitted

If you will be represented invoicing your complaint, please identify the person representing you.

Name: ____________________________
Address: ____________________________
Phone: ____________________________