

Go Blue Devils Go Blue Devils Go Blue Devils Go Blue Devils Go Blue Devils

CENTRAL HEIGHTS INDEPENDENT SCHOOL DISTRICT

ELEMENTARY STUDENT HANDBOOK 2017 - 2018



MISSION 17 - 18

1. Be an “Exemplary” campus
2. Produce highly educated and well-rounded students
3. Integrate a successful technology program
4. Provide a safe learning environment for all students

VISION

Provide a foundation for lifelong learning, responsible citizenship, and productive employment skills in an ever-changing society.

Go Blue Devils Go Blue Devils Go Blue Devils Go Blue Devils Go Blue Devils

ALMA MATER

In the eastern part of Texas
Towering toward the sky
Proudly stands our Alma Mater
As the years go by.
Victory ever, failing never
Through unconquered fights.
Hail to thee our Alma Mater
Dear old Central Heights.

SCHOOL COLORS

Blue and White

MASCOT

Blue Devil

BOARD OF TRUSTEES

Don Shoemaker.....	President
Victor Haley.....	Vice President
Mike Engle.....	Member
Ty McCarty.....	Member
Wes Jensen.....	Member
Lisa Stone.....	Member
Travis Russell.....	Member

ADMINISTRATORS

Bryan Lee.....	Superintendent
David Russell.....	High School Principal
Andrew Binford.....	Middle School Principal
Jonathan Vick.....	Assistant Principal and Testing Coordinator
Jana Muckleroy.....	Elementary Principal
Kathryn Engle.....	Elementary Assistant Principal

Central Heights I.S.D. does not discriminate on the basis of race, color, national origin, sex or disability in providing education or providing access to benefits of education services, activities, and programs in accordance with the amended

Title II of the American Disabilities Act, Title VI of the Civil Rights Act of 1964 as amended; Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Individuals having questions regarding Central Heights I.S.D. practices may address them to Bryan Lee, Superintendent.

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Dear Students and Parents:

The ultimate purpose of education is to help each individual student become an effective citizen in our democracy. A student who develops and accepts the responsibilities and obligations of good citizenship will be able to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those opportunities provided by our school which will prepare you to live a better life as you take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

The purpose of the **Central Heights ISD Student / Parent Handbook** is to serve as an information guide for students and parents. This handbook contains information needed by both parents and students during the school year. The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty and administration. This information has been carefully prepared and presented so that it will be of great value in helping you become an integral part of CHISD. Students are addressed as “the student,” “students”, “the child,” or “children”. The term “the student’s parent” refers to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for the student.

Parents and students also need to be familiar with the **Central Heights ISD Student Code of Conduct**. The Student Code of Conduct, which sets out the consequences for wrong or inappropriate behavior, is required by state law and is intended to promote school safety.

Please note that the Student Code of Conduct is not a contract and can be amended by the District at any time. However, any change or amendment to the Code will be approved by the Board of Trustees. Finally, understand that teachers and principals may impose campus or classroom rules in addition to those found in the Student Code of Conduct and that students are responsible for compliance with these rules.

Every student is required to follow all school policies and regulations. The principal or appropriate teacher at the beginning of the school year will explain policies. Claiming ignorance of the policies/regulations will not excuse a student from compliance or from being subject to corrective action.

Parents/guardians must acknowledge receipt of this handbook, the Student Code of Conduct and the consequences to students who violate District disciplinary policy. **Parents/guardians should also let the District know, within 5 days of receipt of the handbook.**

Sincerely,

Jana Muckleroy
Elementary Principal

Kathryn Engle
Elementary Assistant Principal

CENTRAL HEIGHTS INDEPENDENT SCHOOL DISTRICT

Title I Parent-Student-School Compact

The purpose of the Parent-Student-School Compact is to communicate a common understanding of home and school responsibilities to assure that every child attains high standards and a quality education.

The Parents' Responsibility

As a parent, I will try to:

- support my child/children by ensuring that they attend school daily and arrive on time;
- create a quiet workplace for my child/children to complete homework assignments and give my child assistance when needed;
- monitor the quality of TV programs and limit the time my child/children spend watching TV at home;
- read aloud to my child/children regularly and be an interested listener as they read to me;
- seek information regarding my child/children's progress by conferencing with teachers, principals, and other school district personnel;
- help my child/children establish a routine for school days;
- attend district wide parent conferences and visit my child's/children's classroom to discuss and participate in their education;
- encourage my child/children to conduct themselves in a manner that is appropriate to their age level and discipline my child/children in a nurturing, supportive environment;
- participate in meetings, parent training workshops, etc. which communicates to my child/children the importance of education;
- be responsive to teacher requests and to discuss any concerns regarding my child/children in a responsible manner;
- communicate positive information regarding teachers, principals, and other campus personnel when discussing school with my child/children.

The Student's Responsibility

As a student, I will try to

- attend school each day remembering education is important in my life;
- behave in class and not disturb my fellow classmate;
- while in class, I will do my very best work and cooperate with the teacher;
- prepare homework and read books first before watching TV or playing;
- keep my parents informed of what is happening to me at school;
- be honest, kind, and thoughtful of my teachers and classmates.

The School's Responsibility

Central Heights ISD will:

- communicate with parents and notify them of school events in a timely, efficient manner;
- communicate individual student accomplishments to parents as well as areas of concern;
- communicate the grade level and individual expectations on district and state mandated tests;
- communicate with parents in clear, comprehensible language that will promote open communication between the home and school
- provide translations of written notifications and interpreters at parent conferences, parent meetings and training sessions;
- offer flexible scheduling of parent meetings, parent conferences, training sessions, workshops, and school functions to maximize parent participation;
- solicit parent and community input (through meetings, interviews, questionnaires, surveys, etc.) regarding the education of the children it serves.

Parent _____

Date _____

Student _____

Date _____

Principal _____

Date _____

ADMISSION

A student (or the student's parent/guardian) who wants to enroll in the District should contact the secretary, principal, or counselor at the appropriate campus office.

His/her parent(s) or legal guardian must accompany a student enrolling in the District for the first time. Proof of immunizations, Social Security card, copy of drivers license that reflects a residence within Central Heights ISD of the person enrolling the student, home address, proof of residency, phone numbers, mother & father's name, place of business or work, nearest relative or friend to contact in case of an emergency, and a **withdrawal form** from the previous school must be provided. A certified birth certificate is also required.

Students wishing to enroll in Central Heights ISD must meet District policy, which states that students must live within the District boundaries with their parent/parents or legal guardian, unless exempted by an approved transfer. If the student lives with his/her guardian, the school must have complete guardianship papers in the campus office (a copy must be in the student's permanent record folder) prior to enrollment.

Furthermore, the student must reside with that guardian within the District on a permanent basis. School employees investigate and report violations of the State and District permanent residence law. Penal Code 37.10 Tampering with Governmental Record

An offense under this section is a Class A misdemeanor unless the actor's intent is to defraud or harm another, in which event the offense is a felony of the third degree.

In addition to the penalty provided by Section 37.10, Penal Code, a person who knowingly falsifies information on a form required for enrollment of a student in a school district is liable to the district if the student is not eligible for enrollment in the district but is enrolled on the basis of the false information. The person is liable, for the period during which the ineligible student is enrolled, for the greater of:

- (1) the maximum tuition fee the district may charge under Section 21.063 of this code;**
- (2) or the amount the district has budgeted for each student as maintenance and operation expenses.**

Failure to reside on a permanent basis will cause immediate dismissal from the District.

TRANSFER STUDENTS

All transfer students are based on maintaining acceptable performance levels in academics, attendance and discipline, as well as parental rapport with the school district. If any of these areas become a problem during the school year, a student's transfer status will be considered for revocation. Transfer students who wish to remain enrolled in CHISD for the following school year need to obtain an application form from the administration office after the 15th of March and return it by the 1st of May.

Admission / Enrollment with Discipline Problems

Any student transferring into or within the District, who is under disciplinary action (suspension, home-based, AEP, or expulsion) from another school or school district, shall not be allowed to enroll, in regular classes, until the disciplinary action

has ended; the student will be placed in the appropriate setting to complete the disciplinary action before entering regular classes.

Students who enter class late, due to extenuating circumstances, will be allowed absences pro-rated on the basis of days remaining in the semester. Students transferring who have already enrolled will have the absences accumulated in the class they transferred from carried forward into the class they enter.

Withdrawals:

Parents should notify the office several days in advance when a child is withdrawing. Teachers will receive a withdrawal form from the office to complete. The completed form is returned to the ADA clerk. The parent must come to the office to complete final withdrawal procedures. Records will be sent to the new school when release of records documentation has been received.

ABSENCES- Central Heights ISD Attendance Notification:

Notifying School of Child's Absence:

On the day that the student is absent, the parent/guardian should call the Elementary Office.

- The student must bring a note signed by the parent or guardian on the date of return to school. The note must include the reason for the absence, the student's grade level, first and last name, and the dates of absence.
- Failure to provide a written note to the office **within three days of an absence will result in an unexcused absence**. Such lapse in notification may trigger a compulsory attendance notification and/or court warning notification.

Tardies:

- A student is considered tardy when the student is not in the proper place with all needed materials before the tardy bell rings. Official start time is 7:50am, a student not in their classroom by 8:00am will be considered tardy. Likewise students leaving before 2:45 will be charged with a leave early. Students with excessive tardies/leave earlys will be assigned disciplinary consequences. Three tardies/leave earlys equal one unexcused absence. In addition, tardies/leave earlys may be used in presenting a student's overall attendance record to the court when a student has violated compulsory attendance laws. Students who miss more than 50% of a given class period will be counted absent for attendance purposes. Students checking out of school for the day during a given class period will be recorded as absent if the student leaves before 50% of the class period has elapsed. After the 5th tardy the student will have one hour make up time after school. Excessive tardies and leaving early may also result in Saturday school.

Students arriving after 9:00 a.m. will be considered absent.

Central Heights ISD Excused/Unexcused

Compulsory attendance law:

In Texas, a child between the ages of six and eighteen is required by the State of Texas Compulsory Attendance Law to attend school and District-required tutorial sessions. If kindergarten students are assigned to an accelerated reading instruction program under state law, compulsory attendance applies. 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. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If a student eighteen or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, such as accelerated (additional special) instruction assigned by the grade placement committee and basic skills for ninth graders, or from required tutorials will be

considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Education Code 21.033, Section 4.25 provides that in the event that a "parent or person standing in parental relation fails to require a child to attend school as required, it shall be the duty of the attendance officer to warn that attendance must be immediately required." If, after warning, the parent "intentionally, knowingly, recklessly, or with criminal negligence" fails to require such attendance, he commits an offense, and section 4.25 requires the "the attendance officer" to file a complaint against him in the proper justice, county, or municipal court.

State law makes it a Class C misdemeanor for a child to repeatedly miss school. This law authorizes officers to take a child into custody if the child's unexcused absence from school totals 10 or more days or parts of days in a six-month period, or three or more days or parts of days in a four-week period. This constitutes "conduct indicating a need for supervision."

The District defines truancy to be the same as the preceding statement. The District may file charges for truancy on student and/or parent.

90% Attendance Rule

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. The actual number of days a student must attend in order to receive credit will vary, depending on whether the class is for a quarter, semester, term or a full year. An excused absence does not exempt a student from the 90% rule. It only allows make-up work for that day to be graded and averaged. A student who attends fewer than 90 percent of the days the class is offered cannot receive credit for the class unless the Attendance Review Committee finds that the absences are the result of extenuating circumstances. Failure to comply with the 90% attendance rule will also terminate your driver's license at renewal.

Notice of Attendance Problems

The student and parent/guardian will receive notification of possible failure due to the 90% rule. This letter(s) of awareness will be mailed when the student is in danger of reaching the limit allowable before denial of credit is enforced due to excessive absences.

Unexcused Absence

Failure to provide a written statement on the day the student returns after an absence will cause the absence to be recorded as "unexcused". An extension of **one day** will be the maximum allowed in cases where written statements are forgotten. An absence will be recorded as "unexcused" if the cause does not comply with the accepted causes for an excused absence stated in the guidelines listed in this document. When returning to school after an absence, a student must bring a note, signed by the parent or guardian that describes the reason for the absence.

In cases of unexcused absence, make-up work will be allowed, but a grade of **70** will be the maximum allowed.

If a student is suspended, the absences are considered unexcused, but a grade of 100 will be the maximum allowed.

Education Code 25.087 and 19 TAC 129.21 allow a district to count as present for ADA purposes students who are absent for any of the following circumstances:

Temporary Absence Due To Professional Health Care Visits

A temporary absence resulting from a visit to professional health care providers (doctors, dentist, etc.) is excused if the student commences classes or returns to school on the same day of the appointment. Documentation is required from the health care provider.

Extenuating Circumstances

The District accepts the following as extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather, or road conditions making travel dangerous, any other unusual cause acceptable to the superintendent or principal.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competency based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Participation in a substance abuse rehabilitation program.
9. Homelessness, as defined in Federal law.
11. Observation of a religious holiday, if before the absence, the parent or guardian of the student submits a written request for the absence.
12. School sanctioned extracurricular activities, not exceeding the district limit for extracurricular activity absences.

If the Attendance Review Committee finds there are no extenuating circumstances for the absence or if the student does not meet the conditions set by the committee to earn or regain credit, the student will not receive credit for the class.

A student absent for any reason is encouraged to make up specific assignments missed and/or to complete additional in-depth study assigned by the teacher to meet subject or course requirements. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment. A child not exempt from compulsory attendance laws may be

excused for temporary absence as the result of, but not limited to:

- 1) personal illness;
- 2) religious holy day;
- 3) health care appointment;
- 4) documented juvenile court proceeding;
- 5) Board-approved extracurricular activity.

[TEC 25.087 and Board Policy FEB (LEGAL)] Absences for vacations, business

trips, babysitting, working, and other such reasons shall be considered unexcused. If a parent elects to take a student out of school for one of these reasons or questions whether or not an absence will be considered excused or unexcused, the parent is encouraged to contact the school in advance of the absence. A parent/guardian of a school-age child has the responsibility to require that his/ her child attend school regularly. When sickness or another reason necessitates an absence, a note signed by the parent/guardian or phone call explaining the reason for the absence is required prior to or when the student returns to school. If a student fails to submit a note from the parent or the school does not receive a phone call from the parent, the absence will be considered unexcused. When a student's absence for personal illness exceeds five (5) consecutive days, the student must return to school with a statement from a physician or health nurses office verifying the illness or other condition requiring the student's extended absence from school. A student who has been absent a total of eight (8) cumulative days will be required to bring a note from a physician or health nurses office verifying the illness or other condition. In either of the above instances, all future absences will also require a note from a physician or health nurses office or the student may be taken to school to be assessed by the nurse in an effort to determine whether any symptoms of communicable illness exist that would prevent the student from attending class. Once a student is required to provide a note from a health care professional for future absences, failure to do so will result in an unexcused absence. Therefore, any time a student is absent and is seen by a health care professional, a note from the health care professional is always in the best interest of the student so that the absence can be specified as either a doctor (or health care) appointment (full day) or health care appointment (partial day) rather than for personal illness.

Attendance for Credit:

In addition to the statute related to compulsory attendance, a student must also be in compliance with the attendance for credit statute which states that the student must be in attendance for at least 90% of the days a class is offered in order to gain credit or be promoted. All absences, excused and unexcused, are counted for the purpose of determining attendance for credit /promotion. For each course/class in which a student falls below the 90% threshold, a review of the record will be conducted and the student may be required to complete a plan created by the principal in order to be promoted. Once a student falls below the 75% threshold, an Attendance Review Committee must meet to develop a plan for the student to complete in order to be promoted.

TEC 25.092 and Board Policy FEC (LOCAL)

Attendance Accounting:

In an effort to ensure parents are adequately notified of all absences, report cards for students in Central Heights ISD will reflect all absences that affect either compulsory attendance or attendance for credit issues. All absences, including those for health care appointments for which the student cannot be penalized under compulsory attendance or for exemplary attendance, are counted on the report card because these absences are not exempt from attendance for credit.

Common Absence Types:

Since school attendance is compulsory, a reason must be given whenever a student misses school. Based on the reason, an absence can be coded as unexcused, excused, or non-absence (religious holy day of obligation with parent or church note).

Examples of excused and unexcused absences are as follows.

Excused:

- Apply for passport/VISA/INS (documentation requiring appearance and proof of attendance)
- Death in immediate family or of person living in student's home
- Doctor appointment/medical excuse (with doctor's note)
- School-sponsored or extracurricular events that occur within school day
- Family emergency (with principal/designee approval)
- Juvenile probation appointment (with written verification)
- Lice (1 day excused)
- Personal illness (5 days without doctor note)
- Private therapy (speech, OT) and/or rehabilitation appointment (with doctor's note)
- Required court appearance (with documentation)
- Immunizations (with doctor's note)
- 4H activities
- In-school suspension

Unexcused:

- Death of someone other than immediate family
- Doctor's appointment for someone other than the child
- Family business (sibling graduation, award ceremonies, accompany parent on business trip, etc.)
- Family vacation, reunion, wedding, etc.
- Non-school sponsored activities (for example, most gymnastic events, dance competitions, etc. Certain Olympic caliber competitions can be excused based on application to the principal)
- Religious retreat or other non-obligated church events
- Transportation issues (car trouble or no one available to drive)
- Out of school suspension (assigned by school administrator)
- Truancy (skipping school/ class, leaving campus/class without permission)
- Welfare appointments (except medical)
- Any absence for which no reason is provided by parent

Attendance Recognition (attendance awards):

To earn an annual exemplary attendance certificate:

- A child must be enrolled in Central Heights ISD on the first day of school and must be present the entire school year. If a child enrolls after the first day, he/she must have a documented record of perfect attendance from his/her previous school.
- Absences from natural disasters or uncontrollable factors will not be counted if officially designated by the Superintendent as being such, i.e., weather conditions, etc.

Required Notices and Information for Parents

Nondiscrimination

The Central Heights Independent School District does not discriminate in its educational programs and services, including its career and technology education programs, on the basis of sex, race, religion, color, national origin or disability. The District complies with Title IX of the Education Amendments of 1972 and with Section 504 of the Rehabilitation Act of 1973. Any questions or concerns about the district's compliance with these federal programs should be brought to the attention of Jana Muckleroy, who is the Title IX and Section 504 Coordinator and can be reached by calling 936-564-2681.

Homeless Liaison

The Central Heights I.S.D. Principal is our liaison for services to students who are determined to be homeless, as defined by federal law. If you believe your child may be eligible for services or assistance, contact Jana Muckleroy at (936) 564-2681.

Family Educational Rights and Privacy Act 5

The Central Heights Independent School District creates and keeps general education records for all students enrolled or that have been enrolled. Those records are confidential and generally are available only to parents and school personnel or people who are acting on behalf of the school district. When we say "parents" have a right of access to and copies of all education records pertaining to their children, we mean all biological or legal parents-whether married, divorced, or separated-and any other person who is acting as a parent in the absence of the child's parent or legal guardian.

Parents control the access to their children's education records until the child becomes an adult at age 18. When the child reaches 18, she or he controls the access to his or her records and is the one who can consent to the release of the records to other persons. However, parents continue to have a right to see and to copy their children's education records so long as the child is a dependent for federal income tax purposes, even if the child does not want them to. If a parent wants to see or copy his or her child's education records, she or he should contact the principal of the child's school if the child is currently enrolled. If the child has withdrawn or graduated, parents should contact the school counselor for access to records. Records can be reviewed in administrative offices during regular office hours.

Originals cannot be removed from the principal's or superintendent's office. Copies will be provided to parents within a reasonable time, usually not more than two or three days, after parents have made a written request for copies. Parents will be charged the district's usual copying fees for copying; however, if the student is eligible for free or reduced price lunches and the parents cannot come to school to review the records, the school will provide one copy of the requested records at no charge.

If you disagree with information in your child's records or believe some information is inaccurate, you can ask for a correction. If the principal does not make the correction, you can ask for a hearing with the superintendent to explain why you believe the record is wrong or misleading. If the superintendent does not direct an amendment to be made, you have 30 days to place a comment in the student's record about the information. Under no circumstances can students or parents use this process to challenge a grade recorded for a student.

Because parents generally control access to their children's education records, the district ordinarily will not permit access to or copies of education records without at least one parent's written authorization to release the records. However, under some circumstances, the district can and will provide access to or copies of education records without parent authorization. The most common circumstances are these:

- The district will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.
- The district will comply with a lawful subpoena for student education records, but will make reasonable efforts to notify the parents before complying, unless the subpoena indicates that parents should not be notified.
- The district will release directory information about students to any person who submits a written request for the information, as provided in the Directory Information notice included in this Student Handbook.
- The district will release educational records to a juvenile justice agency in accordance with an agreement between the district and the agency. The information will be released before the student is adjudicated and will be provided so that the juvenile agency can appropriately serve the student.

Protection of Pupil Rights Amendment

We do not require students to participate in any surveys that are funded with any U.S. Department of Education funds that concern the following topics unless you (or your child if he or she is an adult) give us your prior consent. You will also have the opportunity to inspect the survey in advance. If we administer surveys that concern any of these topics that are funded from other sources, we will give you advance notice of the survey, allow you an opportunity to inspect the survey, and give you an opportunity to opt-out of the survey. The topics that are covered by this notice are:

1. political affiliations or beliefs of the student or his or her parent;
2. mental or psychological problems of the student or his or her family;
3. sex behavior or attitudes;
4. illegal, anti-social, self-incriminating, or demeaning behavior;
5. critical appraisals of others with whom the responding students have close family relationships;
6. legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. religious practices, affiliations, or beliefs of the student or his or her parent; or
8. income, other than as required by law to determine program eligibility.

Invasive Examinations or Screenings

We do not perform any invasive physical examinations or screenings as a condition of attendance. We do perform vision, hearing, acanthosis nigricans, and scoliosis screenings, as required by state law. Please contact the principal if you have questions regarding those screenings.

Teacher Qualifications

You may request the following information, which we will provide to you in a timely manner:

1. Whether your child's teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child's teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor's degree major of your child's teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students. At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is: Julie Feasel, Counselor, 936-564-2681.

If you want to review the school's entire policy regarding student records, please contact the campus principal, who will be glad to provide a copy for you and to answer any questions you may have about the policy or this notice. If you believe the district is not following the law regarding student records, you have the right to file a complaint with the United States Department of Education.

Elementary Procedures

Telephone Numbers

Central Heights Elementary: 936-552-3424; Central Heights Elementary Fax: 936-560-2099

MORNINGS

School begins at 7:45 a.m. the tardy bell is at 8:00 a.m.

Upon arriving at school, students will report directly to the cafeteria (if needing to eat breakfast), or to the gym to sit with their class, until all students are dismissed to the classrooms.

Children are expected to arrive at school on time and are expected to be **in their classroom** by 8:00 a.m. Any child entering the building after 8:00 a.m. will be considered tardy and **he/she must report to the office before proceeding to class.**

Those students who are not on campus because of appointments with health care providers will be counted present if they return to school on the same day **with a note from the medical professional.**

School doors are locked and will not be opened until 7:15am. For your child's safety do not drop them off before this time.

Utilizing the bus transportation system will ensure that your child arrives on time and is supervised.

Dismissal

Car Rider

Both the front of the school and the north side of the school have been designated for afternoon pick-up. Students are divided by their last name; the North side is A-N and the front is O-Z. Pick up will begin at 3:00 p.m. Parents should not arrive prior to 2:30 p.m. A SINGLE car line will be formed at that time. At dismissal, teachers work with safety and security in mind, while loading students into cars. To ensure that the correct person is picking up the children and for traffic safety, parents are asked to stay in their cars and go through the car pick up line to retrieve children. Please DO NOT walk over to pick up your children. For the safety of students and staff, please stay off your cell phone.

The south side by the gym, is a "BUS DRIVE ONLY" in the morning and afternoon. Do not drop off or pick up your child from this drive or block this drive. It is EXTREMELY DANGEROUS for children and/or parents to maneuver around parked buses.

PLEASE DO NOT PARK IN AREAS MARKED BY 'NO PARKING' SIGNS!

Parents will be given a tag board sign to use in order for teachers to quickly identify students in the car rider lines.

Place this sign in the front window (review mirror) of your vehicle **each day** when you enter the car pick up line. This will assist us in expediting the process of our parent pick up system. Replacement cards are readily available in the front office. Several cars will be loaded at one time. Please drive to the station as directed by the teachers on duty so that

we may quickly load cars at dismissal time. We ask that parents remain in their cars. **Please do not park and walk across the pickup area to get your child(ren). This causes added congestion and delays and poses a safety hazard to the children and our staff.**

Your cooperation is appreciated. All children must leave campus at their class dismissal time in the afternoon. The buses will bring children home promptly. Please encourage your children to think carefully before they leave school for the day so that they will have everything needed for homework and projects.

The school doors will be locked at 3:45 p.m. unless there is a special activity taking place after regular school hours. Students will not be permitted back into their classrooms after 3:30.

Bus

Transportation is a privilege. Transportation is not a right. Students are required to obey appropriate safety and conduct rules to remain eligible for transportation services. You may contact the elementary office or Kevin Matheny for bus information. A student must ride only his/her designated bus unless a note, signed by a parent/guardian, is sent to the teacher in advance with specific instructions. Any change in transportation **MUST BE MADE PRIOR TO 12:00 p.m.** THIS IS FOR THE PROTECTION OF YOUR CHILD! NO ONE IS TO REMOVE A CHILD FROM THE BUS LINE OR BUS. PARENTS NEEDING TO TAKE THEIR CHILDREN FROM THE BUS MUST CHECK THEM OUT WITH THE OFFICE PERSONNEL.

Students must abide by the school and Central Heights ISD bus rules.

Bus Rules:

1. Speak in a reasonable tone of voice.
 2. Obey and respect the bus driver.
 3. Keep hands, feet and all objects to yourself.
 4. Remain seated until it is time to unload at your stop.
-
1. Students will only be picked up and/or dropped off at their designated bus stop at or near their residence, grandparent residence within the school zone and licensed child care facility.
 2. Bus route arrival and drop off times are contingent on the number of students riding the bus on any given day. Please plan to be at bus stops early. The driver cannot wait for students who are late.
 3. Students are to sit in the seat assigned by the bus driver.
 4. The Transportation Department follows District guidelines regarding use of cell phones and pagers. Use of these devices is not permitted on CISD buses. **See District Cell Phone Policy**
 5. Once on the bus, remain seated facing forward. No standing while the bus is in motion.
 6. Talk quietly with students close to you. Yelling across the bus will be a distraction to the driver.
 7. Keep all body parts inside the bus. Do not lean out of or stick your head or arms out of the windows.
 8. Keep your hands to yourself. No horseplay will be tolerated.
 9. Do not throw anything!
 10. Food, drinks and gum are not allowed on the bus! (water only)
 11. ALWAYS OBEY THE DRIVER!

Consequences for misbehavior on the school bus

- 1st Referral - Conference with a principal, student is placed on probation/ parent called
- 2nd Referral - Conference with a principal/parent called and student is suspended from riding the bus for minimum of three **(3) days**
- 3rd Referral - Conference with principal/parent called and student suspended from riding the bus for a minimum of five **(5) days**
- 4th Referral - Conference with principal/parent called and student suspended from riding the bus for a minimum of ten **(10) days**
- 5th Referral - Bus suspension for the remainder of the semester
-

Note: In the case of a severe behavioral infraction, bus privileges may be revoked immediately.

12. **Parents of students in PK-3rd** grade need to be present at the stop in the afternoons. If no parent/guardian is present to receive the student, the student will be returned to the school. The parent/guardian will be contacted and will be required to pick up his/her child at a designated area on campus. If a parent/guardian cannot be reached, the matter could be referred to law enforcement.

- a. 1st offense- Of parent/guardian not present for PM drop off-Verbal warning from bus driver with documentation sent home for parent signature and copy sent to campus principal.
- b. 2nd offense- Of parent/guardian not present for PM drop off-All transportation will be discontinued for a period up to five (5) days. Should additional incidents occur, bus privileges, up to and including the remainder of the year may be lost.
- c. Note: Drop off times are contingent on the number of students riding the bus on any given day. On special days only a handful of students may ride the bus therefore bus arrival times in the afternoon can be at least 15 minutes early. Please plan accordingly.

Day Care

Some children ride a day care bus to and from school daily. Please inform the day care to bring your children between 7:40 a.m. - 8:00 a.m. and to pick up your children **PROMPTLY** at dismissal time!!! The daycare and the parents will be notified by the principal if children are dropped off too early or picked up after 3:15.

***** Any change in these instructions must be submitted in writing! *****

If your child is absent or goes home ill from school during the day, **PLEASE NOTIFY THE DAY CARE CENTER** that your child will not be riding the day care van/bus.

Visitors at School

Visitors to Central Heights Elementary are most welcome. Parents who wish to visit classrooms may do so by contacting the teacher and mutually deciding upon a time. We ask that you let us know when you are coming and the purpose of your visit. **Visits should be limited to 30 minutes!** If you need to confer with the teacher, you will need to **MAKE AN APPOINTMENT** for a later date and time when he/she does not have students.

PLEASE DO NOT BRING OTHER CHILDREN WITH YOU IF YOU PLAN TO VISIT THE CLASSROOM. When young, preschool aged children accompany visitors to school, please supervise them carefully and do not allow them to climb on furniture or become a distraction to the educational process. **FOR SAFETY AND SECURITY REASONS, ALL PARENTS AND VISITORS MUST REGISTER IN THE FRONT OFFICE and obtain a visitor pass.**

GRADING POLICIES AND PROCEDURES (PRK - 5th)

REPORT CARDS, PROGRESS REPORTS, AND CONFERENCES

Teachers follow grading guidelines approved by the Superintendent 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 the teacher did not follow the District's grading policy. The Board's decision is not subject to appeal. See policies at EIA.

The grading system for Central Heights Elementary is as follows:

PreK - Kindergarten

M=Mastered

S=Satisfactory

N= Needs Improvement

U=Unsatisfactory

First - Fifth grades

ACADEMIC GRADES	LETTER GRADES	
90-100.....A	E - EXCELLENT	90-100
80-89.....B	S - Satisfactory	79-85
70-79.....C	N - Needs Improvement	70-79
69-0F	U - Unsatisfactory	69-0

GRADES: Letter/Numeric

Pre-kindergarten progress will be recorded as a survey of skills and knowledge exhibited by the student.

Kindergarten will be recorded as a letter grades.

For grades 1st-5th, the grades for Reading, Language Arts, Mathematics, Science, Social Studies, Fine Arts, and, P.E. will be recorded as a number grade. Conduct grades will be recorded as a letter grade.

REPORT CARDS

In grades PK-5 report cards are issued every six weeks on the Thursday following the end of the six weeks. Report cards must be signed by parents and returned the next school day. Parents should refer to the current school calendar for the exact dates. Six weeks and semester exams must reflect the content taught during the time period.

PROGRESS REPORTS

All students will receive a progress report after the third week of each reporting period. Parents should expect these reports on Thursday of the fourth week of the reporting period. Parents should refer to the current school calendar for the exact dates.

MAKE-UP WORK

Make up work is completed for an excused absence or excused tardy and is due no later than the beginning of the third day following an excused absence or tardy. The student may be kept during recess or during P.E. on Fridays to do make up work if the classroom teacher deems it necessary. Other P.E. days may be used in extreme cases with pre-approval from the P.E. teacher.

PK-2nd it is the students, parents, and teacher's responsibility to follow through with make-up work for each excused absence and tardy.

3rd -5th it is the student's responsibility to follow through with make-up work for each excused absence and tardy. The parent should conference with the teacher when extra make-up time is needed by the student due to extenuating circumstances.

TUTORIALS

A student whose six weeks grade in English/Language Arts, Reading, Math, Social Studies, and/or Science is lower than 70 will be required to attend tutorial in that subject(s). This is a mandatory 7:30am assigned tutorial. Failure to attend may be documented as an unexcused absence resulting in afterschool detention and/or Saturday school.

REMEDIATION

A student who did not master Math, Reading, and/or Writing on the previous year's STAAR Exam will receive remediation support. Remediation is required by State law until the student masters all areas of the STAAR.

GRADES

CHE will use the following percentages grouped by appropriate grade level.

GRADE	DAILY WORK	TEST, MAJOR GRADES
K-2	60%	40%
3-5	50%	50%

These percentages will be used to calculate six weeks grades. The increasing weight given to tests and major grades and their application in the classroom will help students develop needed test taking skills. Students in 1st - 5th grades will be

given the opportunity to demonstrate mastery with a minimum of three major grades and ten daily grades per six weeks. Major grades may consist of tests or other master activities selected by the teacher.

PROMOTION

1. A district may not grant social promotion.
2. To be promoted from one grade to the next, all of the following must occur for K-5
 1. 70 or above in language arts/reading
 2. 70 or above in math
 3. 70 science or social studies

Students in grades 1-5 who are not promoted, placed or assigned to the next grade shall be retained in the same grade unless they complete grade level requirements for that subject with a 70 or above in the English Language Arts/Reading and/or Math in a summer program. No student shall be retained more than once in grades 1-4 and no more than once in grades 5-8 unless the Grade Placement Committee agrees that the student should be retained a second time (in either 1-4 or 5-8) because of some special set of circumstances.

Homework

Homework is an essential part of the academic program at Central Heights Elementary. As such, homework will be assigned on a regular basis. Here is a list of our basic homework guidelines:

- Homework does not have to be extremely long and difficult. It can involve a task such as taking papers home to be signed. Correcting papers with your child may also be considered as homework;
- Work that has been introduced and studied in class will be assigned for homework;
- Oral and written practice with math facts or spelling words, and reading at home are all activities that are beneficial to your child.
- Each grade level will have a homework policy; parents will be made aware of this policy so you will know what to expect;
- Homework is generally not given over the weekend, or holidays, except when a student has make-up work to complete;
- Completed homework will be checked and will not be counted more than ten percent of the total grade;
- Homework for students who are absent for MORE THAN ONE DAY should be requested **before 10:00 a.m.** to the absence phone number (936)552-3424), and picked up after 2:00 p.m. at the front office or sent home with another student;
- Please encourage your child to remember his/her papers, books, etc., at the end of the day. The school doors will be locked at 3:45 p.m. each day!

LATE WORK

In the event of students turning in late assignments, the following procedures will be used:

- ☐ Late one day - maximum grade is 70
- ☐ Late two days - maximum grade is 50.
- ☐ No late work accepted after two days. A zero will be recorded in the grade book.
- ☐ Kindergarten - 2nd grade
 - will serve time out and receive a disciplinary notice
- ☐ 3rd - 5th grade
 - After the second zero a student receives in a subject during the same grading period, the following procedures will be followed:
 - For the second zero, a student will be assigned ISS lunch
 - For the third zero a discipline referral will be sent to the parent. The consequence will be a 1-hour after school detention for each zero. After school detentions will be served on Tuesdays, 3:00 - 4:00.

- After four or more zeros, a student will serve ISS
- Parents will be given 24-hour notice of a student's detention / Saturday School assignment. This notice may be a letter sent home via the student or a phone conference with the parent.
- Parents must provide transportation. Students will not be allowed to remain on campus after 4:00.
- Each subject is independent from one another and this zero program will start over at the beginning of each new grading period.

ACCELERATED READER PROGRAM – AR

The Accelerated Reader Program is offered in grades one through five and is incorporated in Reading. Each teacher is responsible for informing students of the grading procedures and guidelines in which the Accelerated Reader Program will be implemented into the course. This program does not fall under the regular reteaching/retesting policy. If a student fails a particular Accelerated Reader test, feels there is an error on the test, or wishes to make an appeal regarding the test, he/she will discuss it with his/her teacher. Any resulting action will be at the professional discretion of the teacher.

Backpacks

We encourage students to use backpacks to organize and transport their materials. Backpacks are stored in the classroom or locker during the day.

Bullying (David's Law): To report bullying see link on school website.

Counselor

Central Heights Elementary utilizes the services of a certified counselor. The Counselor has a variety of duties and responsibilities that are directly related to the parent and child. There may be conferences throughout the year involving the teacher and the counselor. Some of the major functions of the counselor are:

- Conferencing with teachers, principal, and parents regarding student progress in academic or behavioral areas
- Supervising the testing program for the school;
- Helping to identify and process paperwork for students;
- Conducting parent-study groups on effective parenting;
- Conducting counseling sessions with individual children.

The counselor is prepared at all times to speak with concerned parents. Please call to schedule a conference if needed.

Conferences

At CHE, teachers are required to have one face-to-face conference with parents each year.

Students and parents may expect teachers to request a conference for one or more of the following:

1. if the student is not maintaining passing grades or achieving the expected level of performance
2. if the student experiences problems other than academic problems.

A student or parent who wants information or wants to raise a question or concern is encouraged to confer with the appropriate teacher, counselor, or principal. A parent who wishes to confer with a teacher may call the office for an appointment or request that the teacher calls the parent during a conference period or at another mutually convenient time.

DISCIPLINE

Acceptable behavior is important and required at Central Heights Elementary. Students are expected to observe school and classroom regulations. Proper discipline will be discussed with students, and expectations will be defined. Communication and cooperation between home and school results in the best, effective, and has the most desirable outcomes.

Students will not be allowed to disrupt the learning process. The goals of this school cannot be achieved if a disproportionate amount of time and resources must be utilized for maintaining order. Students exhibiting unacceptable behavior will be disciplined according to CHISD School Board policy.

Children are not usually sent to a principal or assistant principal for a first-time disciplinary offense, unless the infraction is severe in nature. Our discipline policy includes: (1) A teacher-student conference; (2) A teacher-parent conference; and (3) principal-student disciplinary action.

Discipline levels are:

- * 1st Time Verbal Warning
- * 2nd Time 1 check on conduct sheet
- * 3rd Time 2 checks on conduct sheet - Think Time
- * 4th Time 3 checks on conduct sheet - Call/Conference with parents; Detention
- ***Note***students not attending assigned after school detention will receive an office referral.
- * 5th Time 4 checks on conduct sheet - Referral to Assistant Principal

Consequence Levels for office referrals

- *First Referral- Time Out / lunch detention
- *Second Referral- 2 days' time out/lunch detention
- *Third Referral- 1 day ISS
- *Fourth Referral- 2 days ISS
- *Fifth Referral- 3 days ISS
- *Sixth Referral- 1 day Out of School Suspension
- *Note-Students assigned ISS will not be permitted to have lunch visitors.
- ***Severe violation of the student code of conduct may result in an immediate out of school suspension regardless of the number of referrals.*****

GROOMING

1. Good health and personal hygiene habits should be practiced with regards to hair and body odors. Hair should be neat.
2. To prevent disruptions or distractions in the school environment, it is prohibited to dye or color hair in hues that do not occur in any natural human hair.
3. Hairstyles or designs must be kept neat and trimmed as not to be disruptive or distracting in the school environment; Mohawks, spikes, or corn rows, etc. are prohibited.

****All Adults are asked to adhere to the above dress code while on campus.**

Listed below are further guidelines of the dress and grooming code of students attending Central Heights Independent School District:

DRESS GUIDELINES	
Item	Special comments and Interpretations
Shirts/Blouses	<p>MAY NOT WEAR:</p> <ul style="list-style-type: none"> • Depict or reference alcohol, drugs, tobacco, weapons, nudity, gang affiliation, death, violence, vulgar or obscene language or images, and/or insults to race, religion, gender, or ethnicity, or other emblems or writing that may be expected to cause a disruption. • No clothing that exposes the midriff will be permitted, including cutoff shirts for both girls and boys. • Girls tank tops must be at least 3 inches wide. Spaghetti straps and one shoulder exposed are not permitted. • Shirts and blouses that are split under the arms will not be permitted for either girls or boys. • No see-through material shall be worn.
Pants, Slacks Shorts	<p>MAY NOT WEAR:</p> <ul style="list-style-type: none"> • Made of spandex or other form-fitting materials (biking shorts, cut-offs, boxer shorts, 'wind-shorts') • Baggy or oversized • No holes or tears above mid-thigh • Pants, shorts, and skirts will not be worn below the natural waistline and no underclothing exposed. • No boxers or pajamas • Must be hemmed or cuffed • Must meet the acceptable length requirement regardless of whether leggings are also worn. <p>❖ 4th & 5th grade</p> <ul style="list-style-type: none"> • Appropriate short length is 3 inches above the bended knee <p>❖ 3rd grade</p> <ul style="list-style-type: none"> • Mid-thigh shorts are appropriate <p>❖ PrK – 2nd</p> <ul style="list-style-type: none"> • Modest length shorts
Dresses, Skorts, Skirts	<p>MAY NOT WEAR:</p> <ul style="list-style-type: none"> • Spandex, leggings or other form fitting materials without properly covering *If leggings are worn as pants, the blouse or shirt must be long enough to cover bottom. • Slits in skirts or dresses must be modest • Must meet the acceptable length requirement regardless of whether leggings are also worn. • Appropriate length is 3 inches above the bended knee
Shoes	<ul style="list-style-type: none"> • House shoes and shoes with wheels are not acceptable • Flip flops and sandals are not acceptable for pe (physical education) • PE – must wear athletic shoes with closed toes and rubber soles
Hair	<ul style="list-style-type: none"> • Must not be disruptive or distracting in the school environment • Mohawk, spikes, or corn rows, etc. are prohibited • Hairstyles must be kept neat and trimmed • It is prohibited to dye or color hair in hues that do not occur in any natural human hair, pink, blue, etc. • Hats, caps, combs, hoods on jackets, sweatband, bandanas, toboggans, skull caps or other head coverings are prohibited in the classroom or school building
Jewelry	<ul style="list-style-type: none"> • Jewelry, grills, or body piercings other than earrings are not allowed • Jewelry that is considered gang-related is not allowed • No earrings may be worn by males

Students are expected to follow the above stated dress code on all school-sponsored trips and events held on or off campus. Trip Sponsors will provide oral and written dress code regulation for special events. All teachers will enforce these regulations.

(Any student wishing to discuss a particular garment must seek the permission of the principal/asst. principal.) If there are questions, please ask for a ruling in advance.

Students found in violation of the DRESS AND GROOMING CODE will be dealt with according to the following regulations:

The principal/vice principal will make a decision on the violation and inform the student in a personal conference.

The student will be asked to correct the minor violations within a reasonable length of time and major violations immediately. In certain instances, a student may not be allowed to attend classes until the dress correction has been made.

- | | |
|---------------------------------------|--|
| 1 st Offense: | The student will be warned / Correct the problem |
| 2 nd Offense: | The student will be assigned ISS Lunch / Correct the problem
(This may include clothing loaned by the office) |
| 3 rd Offense: | The student will be assigned ISS until clothes arrive or student changes |
| 4 th & subsequent offenses | The student will be assigned 1 day ISS or 2 "swats" |

DETENTION

Students who consistently have difficulty completing class work or homework will be assigned to the homework lab. Parents and teachers will work together to ensure that student work habits are improved. Students who consistently have difficulty following classroom rules will be assigned detention. Any students not attending assigned detention will receive in school suspension (ISS). Detention is held on Tuesday (3:00 - 4:00).

Library

The library houses all types of instructional materials and equipment. Children are encouraged to come to the library regularly. Each class is scheduled for instruction and browsing. Children are also encouraged to participate in the reading incentive programs (Accelerated Reading - AR). Students are personally responsible for books checked out of the library. Parents are responsible for damaged/lost book charges.

When you sign the parent handbook, it is important to understand that you are accepting the responsibility for any materials checked out by your child. If a book is lost or damaged, a replacement fee is required so the book can be replaced by the library

Lost & Found

Please put your child's name on all personal property, such as jackets, coats, and lunchboxes. This enables us to return lost items to a child. Student property that is not labeled will be placed in the school "Lost and Found." Students and parents are encouraged to periodically look through the "Lost and Found" for missing items. Jewelry, glasses, money, and any small items will be placed in the front office.

Morning Announcements

Announcements are made in the morning. Central Heights will say Pledges to the American and Texas flags, and observe a moment of silence. Birthdays, and special announcements will be given at this time.

Pets

Students may not bring pets to school for "show and tell" purposes. Pets may only be brought to school for a short visit with parent supervision if the animal is directly related to the curriculum. The students must receive prior approval of the teacher. Animals are not allowed on Central Heights ISD school buses.

Pictures

School pictures (individual and group) will be taken during the year. Individual pictures will be taken in the fall, and the class and spring fling pictures will be taken during the second semester. Specific procedures for ordering and paying for pictures will be distributed as the information is received.

TESTING

STATE ASSESSMENT

The State of Texas Assessments of Academic Readiness (STAAR) will be in the spring of 2018.

Grades 3-8 will be tested in the same subject areas as the STAAR exams.

Students at certain grade levels will take state assessment tests (STAAR) in the following subjects, as well as routine testing and other measures of achievement:

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

STUDENT SUCCESS INITIATIVE

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

Under the Student Success Initiative grade advancement requirements, students are required to meet the passing standard on the Grade 5 STAAR reading and mathematics tests to be promoted to sixth grade. Beginning in 2007-2008, the grade advancement requirements will apply to students who take the grade 8 reading and mathematics STAAR tests.

Students in Grade 5 have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and is responsible for determining the accelerated instruction the students' needs before the third testing opportunity. A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional accelerated instruction.

Birthdays, Treats, and Special Events:

Communication with the teacher would be helpful in providing treats for students. Birthday treats will be distributed during your child's recess (some recess periods occur prior to lunch). Birthday treats may not be taken into the cafeteria. The classroom teacher will distribute birthday treats; therefore, treats should be easy to distribute. For safety and health reasons, please observe the following guidelines:

- Party favors are inappropriate at school for birthdays and will not be distributed

- Balloons, flowers, or other gifts will be held in the office until dismissal time.
- When eating lunch with your child, do not bring "extra" fries, cookies, etc. to share with other children.
- Due to many students having food allergies, some severe, you must plan ahead with the teacher prior to bringing food.

Cafeteria: Breakfast & Lunch:

Each CHISD campus is considered closed during lunch. This means students are to stay on campus to eat meals. Students are expected to pay for lunch daily. Students without money on a given day will receive a basic school tray. Parents will be informed and expected to reimburse the meal charged the next day. You are encouraged to prepay for your child's breakfast and/or lunch. Checks are accepted and should be made payable to CHISD. Food Service. **Please write your child's legal first and last name on your check.** Elementary lunch prices are listed on the district website. Parents are welcome to have lunch with their child; however, prepaid funds cannot be used for a parent or a sibling. If your child is absent, prepaid moneys are carried over to the next week. We encourage you to prepay on Mondays or the first day of the school week. You may prepay for one week, one month, a semester or for the entire year.

Payment: Parents wishing to pay on-line can make deposits into their children's meal accounts via the web at www.centralhts.org. The lunch prepayment system allows parents to make a payment to their children's meal accounts with a credit card (VISA, MasterCard or Discover) or a bank check card that has a VISA or MasterCard logo. Meal Pay is the fastest and easiest way to prepay for meals by using a credit card to assure money is in an account. Student district ID numbers are required to register your child. Funds are placed in the student account within 48 hours. Student food service account history can also be viewed at the district website. Parents may set a low balance email message reminder, check the amount of money in the account and determine what the student has been purchasing, even without using a credit card to pay for meals. Prepaid lunch payment is strictly for lunch trays.

Breakfast:

CHISD provides breakfast options at CHISD elementary campus. Breakfast is served from 7:30 - 7:50 a.m. daily. Students wanting to eat breakfast at school should arrive during this time frame. Students are to abide by cafeteria expectations for manners and procedures. Menus will be included on the monthly lunch/breakfast flyer sent home and the district website. Parents may also prepay for student breakfast. The cost for breakfast is \$1.25 for students and \$1.50 for adults. Reduced meal prices are available to those who qualify.

Lunch

Every child will have a 30 minute lunch period each day. The cost for lunch is \$2.50 for students and \$3.25 for adults. Reduced meal prices are available to those who qualify. **Parents are welcome to join their child for lunch.** Parents are encouraged to have lunch with their children not more than once a week. With space being at a premium in the cafeteria, it is hard for us to accommodate many visitors.

Nutrition and Food Services Information:

All calls pertaining to account balances should be directed to the campus cafeteria manager (Anelle Gallegos) between the hours of 6:30 a.m. - 2:30 p.m.

Peanut policy:

Allergies to peanuts are not always limited to ingestion of the food item. Peanuts can also cause damage through the air as an air borne allergen. Peanut allergies may lead to life threatening situations. The following precautions have been taken in order to create a safe environment for all children.

- No peanut products are sold in the cafeteria.
- Parents are encouraged to avoid sending peanut butter sandwiches to school.
- Treats brought as part of the two parties allowed each year need to be free of peanuts and peanut oil.

Students with severe, life threatening food allergies must have a Physician's Diet Modification form on file with the school nurse before any food substitutions may be accommodated. If you have any questions or concerns, please contact the campus nurse.

Visitors at lunch:

- Each visitor will need to bring a driver's license in order to be cleared to visit the cafeteria.
- During the first two weeks of school, the District asks that parents not visit during lunch as students are learning routines and procedures.
- Due to space and safety concerns, lunch visitors are restricted to parents/stepparents/ guardians, non-school aged siblings, grandparents (with written permission from the parent) and campus mentors.
- Lunch visitors are limited to three (3) guests per student per day except on days designated by the campus as a special event. (i.e. Grandparent Day). Unusual circumstances may be approved / addressed by the principal.
- Students with lunch visitors may not have other students join them for lunch.
- Parents may bring in food to share with their child only.
- Visits are limited to the 30-minute lunch period.
- Parents should say their good-byes at the cafeteria door and return to the front office to exit the building. •Visitors should not expect to follow students out to recess or back to the classrooms.
- Visitors who repeatedly disregard cafeteria expectations may lose the privilege of coming to the lunchroom.
- If a parent wishes to check out their child, it needs to be done through the front office.
- Due to privacy issues, no photos/videos with cell phones or cameras are allowed in the cafeteria.

Cafeteria Expectations:

Students may go through the line only once. All food, snacks, desserts and drinks must be bought before sitting down.

Other cafeteria expectations include:

- Treat fellow students with respect
- Keep hands, feet and objects to yourself
- Follow directions
- Speak in a soft voice
- Stay seated
- Walk only
- Refrain from sharing food
- Clean up all trash
- Raise your hand for help
- Teachers or other school personnel cannot heat/cook food a student brings from home.

Lunchroom Manners:

Students are expected to exhibit good manners and courtesy dictated by home and society. This will be expected in the classroom, cafeteria and all areas of the school. A cafeteria monitor will send a note to the parent if a child has experienced difficulty with behavior in the cafeteria. Parent support in helping the school maintain a safe, pleasant lunchroom environment is appreciated.

Victims of Bullying and Sexual Assault

If you believe that your child is the victim of bullying (see the definition in the Student Code of Conduct), you may request a transfer to another classroom at the same campus. If we verify that your child is the victim of bullying, the transfer will be made. If the transfer is to another campus, we will not provide transportation to that campus. Our decision on this kind of transfer is final and cannot be appealed to the board or any other authority.

If another student in the district is convicted of committing a sexual assault or aggravated sexual assault against your child (see definitions in the Student Code of Conduct), you may request that your child be transferred to another classroom at the same campus and the request will be granted. If you do not want to transfer your child, we will take appropriate steps regarding the other student to ensure that both students are not assigned to the same teacher. Our

decision on this kind of transfer is final and cannot be appealed to the board or any other authority. Go to Centralhts.org to report bullying.

Deliveries:

In order to maintain uninterrupted class periods throughout the day, it is school protocol to deliver lunches, money, etc. to the classroom at 10:00 a.m. Items received after 10:00 a.m. will be placed in the teacher's mailbox for pickup at his/her convenience. All items brought to school for delivery must be labeled with the student's name and teacher's name. **PARENTS ARE NOT ALLOWED TO MAKE DELIVERIES TO THE CLASSROOMS.** The District highly values instructional time. The District expects that parents/volunteers will not interrupt classroom time.

Physical Education:

For physical education classes, all students are required to wear athletic shoes with a rubber sole and laces and/or Velcro - closures. Shoes should be closed toes with full support around the heel.

The following shoes are not allowed:

- flip flops
- dress shoes/boots
- cleats
- ballet/jazz shoes
- sandals
- shoes with wheels

(It is suggested girls wear shorts under their dresses or skirts.) When a student returns to school following an illness/injury, a written excuse from activities is required if the student is not able to participate in physical activities. A doctor's note is required to excuse a child from P.E. for more than 3 days. Any medical or disabling conditions that hinder your child's full participation in P.E. should be communicated to the teachers. **Also, please be advised that when a student cannot participate in PE due to medical reasons, he/she will not be allowed recess privileges for the same reason(s).**

Parent Information Center (parent portal):

- Online Grades - Access to your child's grades;
- Central Heights ISD Updates - provides district-wide news and updated via email;
- To register with the Parent Information Center, email Linda.bowlin@centralhts.net with the student name, your email address, and phone number.

***Remind 101**

On your Iphone or Android phone, open your web browser and go to the following link: **rmd.at/elemstude** Follow the instructions to sign up for Remind notifications from our school.

Security:

Safety and security of students and employees is of utmost importance. To help ensure the safety of all children, the procedures listed below should be followed:

- All visitors must be registered in/out at the front office.
- Identification tags are to be worn by ALL visitors at all times.
- Visitors should only be in areas indicated on their identification badges.
- ANY visitor WITHOUT a nametag will be taken to the front office to register.
- Visitors are to enter AND EXIT through the front doors ONLY.
- Students and staff are NOT to open the Cafeteria/Gym/Exterior doors for visitors.
- Exterior doors are locked after school begins.
- All late arrivals should enter through the front doors.
- The building is officially closed at 4:00 p.m. daily.

- Phones will be answered until 3:45 p.m.
- Each campus principal has the authority to permit or deny any person access to the campus, as deemed appropriate, in order to maintain student safety and/or an orderly environment.
- Parents/Guardians must leave the classroom area before the tardy bell on these days. Visitors to any area of the building other than a special event, for which regular check-in procedures have been waived, must sign in and obtain a visitor's pass prior to proceeding to areas other than the special event area of the building.

Toys/Valuable:

Toys are not to be brought to school. Besides being distracting to classroom instruction, toys are often lost or misplaced at school. Toys include: electronic games, skateboards, yo-yos, trading cards or anything that disrupts the teaching/learning environment.

Textbooks:

The state of Texas provides funding for the school district to purchase textbooks and materials used in the classrooms. Students are responsible for each textbook assigned to them. Damaged or lost books are the responsibility of parents. Be aware that most elementary textbooks cost approximately \$40.00 - \$60.00. It is vital that students use responsible actions regarding the care of their textbooks. Textbooks are to be covered with book covers. (Paper book covers are available at no cost from the school.)

EMERGENCY DRILLS

Fire Drill Start.....Constant Signal

Each teacher will instruct his/her class on the procedures necessary to clear the classroom. Students will walk out of the building quietly in an orderly manner to the assigned area without crowding or rushing.

Exit maps will be posted in each classroom.

Return Administrative Signal

Walk back to classroom quietly in an orderly manner without crowding or rushing when your teacher directs the class after the "return" signal.

Remember:

1. When you exit, if your regularly scheduled route is blocked, turn and exit at your second assigned exit.
2. Leave books and other articles in the room.
3. Walk briskly.
4. Last person exiting will turn off the lights and close the door.
5. Open exit door if you are the first person to reach it.
6. Go at least 100 feet from the building.
7. Stay in "marching" order with your class and teacher.
8. Answer teacher's roll call loudly enough to be heard.

Tornado - "Wail signal"

The designated signal for a tornado will be the intercom code "Wail" #1. When the "Wail" is sounded, teachers that have more than one window in their rooms should instruct their students to go quickly and in an orderly manner to the hall area. Students should take a book with them if possible to protect their head from falling debris. Students will sit down outside their classrooms with their backs against the wall or lockers. Students will return to their classrooms after the all-clear announcement is given by an administrator. Teachers will need to have their class roster/lists.

Practice Drills

Students, teachers, and other District employees will participate in drills of emergency procedures. When the signal is given, students should follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Intruder - "Alarm" Signal

In case of someone entering the building armed and/or possible hostage situation developing, the following procedures shall be used: Administrators will use a predetermined code over the intercom system. This code alerts everyone of an intruder situation. Upon hearing the alarm all teachers should secure their classrooms. Each teacher is responsible for their students. Teachers will make sure all students are accounted for - no one in the restroom, cafeteria, playground, library, etc... Securing the classroom means locking the door, closing shades, and turning out the lights. Move all students away from the door window in one location where they can't be seen. Teachers and students shall remain secured until personally notified by an administrator or law enforcement or from the intercom system. Teachers should understand that it could be for an extended period of time so they must use good judgment. Hunger, urination and other personal problems must all be met in the room.

Bomb Threat/Explosion -

Constant signal accompanied by administrator announcement.

The buildings will be evacuated in the same manner as a fire drill. After the teachers and students have begun the evacuation the administration will inform the teachers over the intercom as to where to escort their students.

Teachers will need to have their class roster/list.

Hazardous Chemical Spills

In case of a hazardous chemical spill on Highway 259 everyone will be notified by intercom, telephone, walkie-talkies and word of mouth that the school is being evacuated. In case of such an emergency and Central Heights I.S.D. is instructed to evacuate, the following must occur:

1. All air conditioning and heating to all buildings will be turned off.
2. All teachers will be responsible for accounting for their current class and if during lunch their previous students.
3. All teachers and students will wait for instructions to exit their classroom or building.
4. Car riders and walking students will be informed as to which bus they should board.
5. Teachers will then be instructed to load students. Teachers will need to have their grade books. Once the buses are loaded and the teachers and administrators have accounted for all students, they will exit the campus. All buses will leave the campus traveling West on road F.M. 698.

EMERGENCY SCHOOL CLOSING

On a regularly scheduled school day, if an emergency should arise before the school day begins, school officials will contact the local radio and television stations. Notification to parents and students of a shortened school day or of school closure will be announced over the radio/TV. Students should not call the local stations or the school for this information. The local radio/TV stations that will broadcast the information on school closing will be: KJCS, KFOX, KYKS, KTBQ, KTRE-TV and KLTV -TV.

ENVIRONMENTAL SAFETY

ASBESTOS

In 2016, an EPA accredited inspector/management planner, performed the mandatory three-year inspection of asbestos-containing materials for our district. Districts use this inspection as a time to check condition of asbestos materials, update records, and review current regulations. Our district has completed each of these projects, and we

will not be required to complete another three-year inspection until 2019. A copy of the management plan, as well as the inspection documentation, will be kept in the office of the superintendent and may be examined upon request. Should you need additional information, you may call the Central Heights ISD Asbestos Coordinator, Mr. Kevin Matheny, at (936)564-2681.

PEST CONTROL INFORMATION

The District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from Kevin Matheny.

HEALTH

Nurse

CHE has a full time RN on their campus. The nurse will provide first aid to students as needed. The nurse will also supplement the health education program by presenting lessons to students in the classroom on various health and safety topics. However, it is not the responsibility of the school nurse to make medical diagnosis and/or treat previous injuries occurring at home. Please see your family health care provider for these needs.

Vision, Hearing and Spinal screenings will be conducted by the nurse as mandated by State Guidelines.

When a child becomes ill or has a medical concern, the teacher will refer him/her to the nurses' office. The nurse will make an assessment and either treat the child in the nurses' office or notify the parent/guardian of the need for a referral. If a student is sent home from school with fever or diarrhea, he/she must stay home the following day. (refer to the Texas Department of state Health -24 hour exclusion rule guideline). **It is very important to let the school know of any changes in work, home or cell phone numbers so parents can be contacted in case of an emergency.** In addition to notifying the teacher, please send a note to the front office so the change can be made on the school records used by the nurse.

Medication Policy:

The following requirements must be followed if your child must take medication at school:

- ❖ All prescription medications must be in their original pharmacy containers and labeled by the pharmacist. The label must include the following:
 - Student name
 - Physician's name
 - Name of drug
 - Amount to be given
 - Frequency of administration
 - Date prescription filled & expiration date
- ❖ All over the counter non-prescription medications must be provided by the parent/guardian and in their original containers. The medication must be appropriate for the age and size of the student:
 1. All medications must be accompanied by a written request (medication guidelines available in nurse office or CHISD website). All forms must be completed and signed by the parent/guardian.
 2. All medications must be given to the nurse immediately upon arrival to campus.
 3. All medications will be stored and dispensed ONLY in the school nurse office, *UNLESS, after review of medical necessity, the nurse grants individual permission to carry self-dosing medications.
 4. In accordance with the Nurse Practice Act, Texas Code, Section 217.11, the campus nurse has the responsibility and authority to refuse to administer any medication/s that, in the nurse's judgment, is not in the best interest of the student.
 5. Parents will need to collect all medication at the end of each school year. All medications remaining will be destroyed, unless parent authorizes the nurse of other arrangements. (see medication guidelines form)

- a. In addition, we ask that you refer to the campus wide *Emergency Health Care Permission* form (bright green paper). By signing this form, you will be allowing all first aid and emergency medications to be given to the student if the medical need arises on any CHISD campus. See copy below. If there are any concerns related to this medication/treatment list, contact the school nurse immediately.

W.E. FURNISS, II, M.D.
4800 NE STALLINS DR #109
NACOGDOCHES, TEXAS 75965
(936)564-2412
(936)560-3462 FAX

The following supplies have been approved for use in school clinics by W.E. Furniss, II, M.D., to be used with discretion:

1. Vaseline: Apply to chapped lips.
2. Wound Cleanse Spray: To cleanse the wound.
3. Triple Antibiotic Ointment: Will be available in school clinics if students need it for infected cuts, etc.
4. Betadine Solution: Used to cleanse wound (apply with gauze square).
5. Hydrogen Peroxide: use to clean wound after washing with Betadine (pour small amount directly on the wound or apply with gauze square). Use only on infected or purulent wound, no fresh cuts.
6. Smelling Salts: Pass under nose of child who has fainted to revive him/her.
7. Ice Bag: Apply to sprained ankle or wrist, or to bump, or to insect sting to ease discomfort.
8. Caladryl Lotion: Apply for itching, poison ivy, or poison oak.
9. Sting Kill Wipes: Apply to insect bites or stings.
10. Anti-fungal Ointment: Apply to ringworm.
11. Orajel: May use for toothache.
12. Burn Cream: May use for minor burns.
13. Sterile Isotonic Eye Solution: Use for eye irritations.
14. OTC Cough Drops: May be used for as needed for cough.
15. Salt Water Gargle: May be used for sore throats.
16. Epinephrine: May be administered to a student in a life threatening condition on an emergency basis.
17. Tylenol: May be given to a student with temp of 101 or above.
18. Tums: For stomach ache, as per directions age appropriate.
19. Oxygen: May be administered to a student in a life threatening condition on an emergency basis.
20. As a directive, STUDENTS must be fever free (below 100) for 24 hours in order to return to school.
21. Automatic External Defibrillators: Are housed on each campus and athletic facility at CHISD and may be used in a life threatening condition.


Date

W.E. Furniss, II, M.D.

W.E. FURNISS, II, M.D.
4800 NE STALLINS DR #109
NACOGDOCHES, TEXAS 75965
(936)564-2412
(936)560-3462 FAX

Los siguientes artículos han sido aprobados por el doctor W.E. Furniss, II, M.D. para ser utilizados al ser necesario en las enfermerías de las escuelas:

1. Vaseline: Aplicar en labios partidos.
2. Aerosol Limpiador para heridas: para limpiar heridas.
3. Pomada Antibiótico Triple: Estará disponible en las enfermerías de las escuelas si los estudiantes lo necesitan para heridas infectadas, etc.
4. Solución Beta diñe: Para limpiar heridas (aplicado con gasa cuadrada).
5. Agua oxigenada: para limpiar heridas después de lavar con Beta diñe (poner una pequeña cantidad directamente en la herida o aplicar con una gasa cuadrada). Utilizarse solo en heridas infectadas o purulentas, no en heridas recientes.
6. Sales Aromáticas: Pasar debajo de la nariz del niño quien se ha desmallado por reanimarlo.
7. Bolsa de Hielo: Aplicarse al tobillo o a la muñeca, a un golpe o picaduras de insecto para disminuir el dolor.
8. Loción Caladryl: Aplicar para picazón, hiedra o roble venenoso.
9. Toallitas para Picaduras: Aplicar a picaduras de insectos.
10. Ungüento Anti-hongos: Aplicar a la tina-sicote (ringworm).
11. Orajel: Para dolor de dientes.
12. Crema para quemaduras: para quemaduras menores.
13. La solución para ojos Isotónica Esterilizada: puede usarse para la irritación de ojos.
14. OTC Pastillas: para la garganta para la tos cuando sea necesario.
15. Gárgaras de agua salada: para la garganta irritada.
16. Epinephrine: Puede administrarse a un estudiante en caso de una condición potencialmente mortal de emergencia.
17. Tylenol: Se le puede administrar a un estudiante con temperatura de 101 o más.
18. Tums: Para dolor de estómago dependiendo de edad y peso.
19. Oxígeno: Puede administrarse a un estudiante en caso de una condición potencialmente mortal de emergencia.
20. LOS ESTUDIANTES DEBEN DE PERMANECER SIN FIEBRE (DEBAJO DE 100) POR 24 HORAS PARA PODER REGRESAR A LA ESCUELA.
21. Tenemos desfibriladores externos automáticos en cada escuela y en los gimnasios atléticos en la escuela de CHISD y se pueden usar en caso de emergencia.


Date

W.E. Furniss, II, M.D.

Pediculosis- Live head lice CHISD policy
DAY 1:

According to the DSHS exclusion policy for Communicable Diseases, the day pediculosis is found on a student, the student does not have to be sent home that day- after the parent/ guardian is updated. The student is to be made aware of the diagnosis. Educating the student on the importance of not sharing headphones, hair bows, hats, headbands, brush/combs, running fingers through hair, shaking head, and hugging or close contact with other students/ teacher is conducted by the school nurse. Teachers are privately updated on the active pediculosis case by the school nurse. Teachers are offered OFF with deetas as a possible personal preventative measure. Lounging or close contact group activities in the classroom are discouraged for Day 1. A general lice information sheet is to be sent home in the folder of every child in the same class as the student with known pediculosis on the day of diagnosis. No name/s are given on any information shared with other students.

DAY 2 steps:

1. Proof of actual FDA approved lice shampoo bottle is required to be brought to the school to be visualized by the school nurse on the morning of return to CHISD.
2. Hair is to be rechecked for any live lice.
3. If no live lice, the student may stay at school on Day 2, with a note to the teacher.
4. If live lice are found, the student is to be sent home. Physician awareness by the parent/guardian is recommended. Day 2 policy for Day 3, with possible prescription strength lice shampoo treatment bottle visualized and/or physician order received.

Follow-up steps:

1. Students are encouraged to come the nursing office for head checks for recurrent itching scalp.
2. Teachers are encouraged to send students to nursing office for all itching scalp concerns.
3. The school nurse may recheck students at any time during the school year to help ensure the student/s maintain lice free hair.

BACTERIAL 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 the 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 exchanging 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 causes 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%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.
- What should you do if you think you or a friend might have Bacterial Meningitis?
Seek prompt medical attention.

For more Information

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

COMMUNICABLE DISEASES / CONDITIONS

Communicable Diseases/Conditions

Parents/ Guardians of a student with a communicable or contagious disease are asked to contact the school nurse/principal immediately. This allows us to alert all students and faculty who have been exposed to the disease, if recommended. A student who has certain diseases is not allowed to come to school while the disease is contagious. If you have any concerns or questions about the contagious stages of a disease/ virus, please contact your school nurse or family health care provider immediately.

In agreement with the Texas Department of State Health Services (DSHS) and the Texas Administrative Code criteria (TAC, rule 97.7) CHISD states the communicable diseases listed below are *probable causes for exclusion* from school. CHISD will abide with all state rules to help prevent spread of communicable diseases from person to person. Please contact the school as soon as possible for known or suspected diseases/ viruses. Diseases included in the most current 2013 list of DSHS Communicable Diseases are as follows:

Amebiasis	Hepatitis A	Rubella (German Measles)
Campylobacteriosis	Hepatitis B	Sinus Infection with fever
Chickenpox (Shingles, Varicella)	Mononucleosis (Epstein Barr)	Salmonellosis/ Typhoid Fever
Common cold with fever	Cold sores (Herpes Simplex)	Scabies
Fifth disease (Human Parvovirus)	Flu (Influenza)	Shigellosis
Gastroenteritis, Viral	Measles (Rubeola)	Streptococcal sore throat/ Scarlet Fever
Giardiasis	Meningitis (Bacterial, Viral)	Tuberculosis, Pulmonary
Mumps	Whooping Cough (Pertussis)	Hand, foot, mouth disease (Coxsackie) Cryptosporidiosis
Pinkeye (Conjunctivitis)	Otitis Media (Ear ache) with fever	Pharyngitis (non-strep, sore throat) with fever
Cytomegalovirus	Pinworms	RSV (Respiratory syncytial virus)
E.coli (Esherichia coli)	Ringworm of the scalp or body	AIDS/HIV infection
Fever 100 degrees or higher	Diarrhea, unknown cause	
Head Lice (Pediculosis)	Impetigo	
Infections of wound, skin or soft tissue (including, but not limited to Staph/MRSA infections)		

24-hour School Exclusion rule:

***A student must be fever-free (100 degrees Fahrenheit or more) for 24 hours *without use of fever suppressing medications* before returning to school, unless this student has a release from the doctor.**

*A student must be diarrhea free for 24 hours **without the use of diarrhea suppressing medications** before returning to school, unless this student has a release from the doctor.

EMERGENCY MEDICAL TREATMENT

Parents shall complete an Emergency Health Care Permission form each year. This form includes a place for parental consent for school officials to give emergency medical treatment to the student, along with Mother/Father/Guardian and two other Emergency contacts, and Physician & hospital of choice. Parents shall also be asked to supply other information (including food allergies, severe allergies, medications, disease process or medical needs) that in case of an emergency can help care for the student. In accordance with the Family Educational Rights and Privacy Act (FERPA) guidelines, personal medical information is entered electronically into our student tracking system as a medical alert for all staff, this enables CH employees to ensure best care if a medical event arises.

IMMUNIZATIONS

2017 - 2018 Texas Minimum State Vaccine Requirements for Students Grades K-12, see chart below (in complete form and for Pre- Kindergarten requirements- visit www.dshs.state.tx.us/IMMUNIZE/school)

IMMUNIZATION REQUIREMENTS

A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.

Vaccine Required (Attention to notes and footnotes)	Minimum Number of Doses Required by Grade Level				NOTES
	K – 5 th	6 th	7 th	8 th - 12 th	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td/Tdap) ¹	5 doses or 4 doses		3 dose primary series and 1 Tdap/Td booster <i>within last 5 years</i>	3 dose primary series and 1 Tdap/Td booster <i>within last 10 years</i>	For K - 6th grade: 5 doses of diphtheria-tetanus-pertussis vaccine; 1 dose must have been received on or after the 4 th birthday. However, 4 doses meet the requirement if the 4 th dose was received on or after the 4 th birthday. For students aged 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4 th birthday. For 7th grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-containing vaccine. For 8th - 12th grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio ¹	4 doses or 3 doses				For K - 12th grade: 4 doses of polio; 1 dose must be received on or after the 4 th birthday. However, 3 doses meet the requirement if the 3 rd dose was received on or after the 4 th birthday.
Measles, Mumps, and Rubella ^{1,2} (MMR)	2 doses of MMR	2 doses of measles and 1 dose each of rubella and mumps vaccine			The 1 st dose of MMR must be received on or after the 1 st birthday. For K - 5th grade: 2 doses of MMR are required. For 6th - 12th grade: 2 doses of a measles-containing vaccine, and 1 dose each of rubella and mumps vaccine is required.
Hepatitis B ²	3 doses				For students aged 11 - 15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax [®]) was received. Dosage and type of vaccine must be clearly documented. Two (2) 10 mcg/1.0 ml doses of Recombivax [®] . If Recombivax [®] is not the vaccine received, a 3-dose series is required.
Varicella ^{1,2,3}	2 doses	1 dose	2 doses		The 1 st dose of varicella must be received on or after the 1 st birthday. For K - 5th and 7th - 12th grade: 2 doses are required. For 6th grade: 1 dose is required. For any student who receives the 1 st dose on or after 13 years of age, 2 doses are required.
Meningococcal			1 dose		For 7th - 12th grade: 1 dose required.
Hepatitis A ^{1,2}	2 doses				The 1 st dose of hepatitis A must be received on or after the 1 st birthday.

¹ Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

² Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

³ Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

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 or household member (one year validity, unless written as life-time exemption), and (b) parents/guardians to choose an exemption from immunization requirements for

reasons of conscience, including a religious belief (two year validity). The law does not allow parents/guardians to elect an exemption simply because of inconvenience (for example, a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem). Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they may be excluded in times of emergency or epidemic declared by the commissioner of public health.

Instructions for requesting the official exemption affidavit that must be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at www.ImmunizeTexas.com.

Original Exemption Affidavit must be completed and submitted to the school.

For children claiming medical exemptions, a written statement by the physician must be submitted to the school.

Provisional Enrollment- All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

Documentation

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it.

The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

PHYSICAL ACTIVITY FOR STUDENTS IN ELEMENTARY GRADES

For information regarding the District's adopted policies to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, please see the principal.

OTHER HEALTH-RELATED MATTERS

- All CHISD students must complete a state developed Tuberculosis (TB) questionnaire. This questionnaire guides whether or not the student will be required to have a TB skin test before admission. The questionnaire is included in the beginning year packets. Every student must have a questionnaire completed and signed each year in their permanent folder at CHISD.
- The School Health Advisory Council (SHAC) meets the 3rd Tuesday, in September, November, March, and May.
- Information regarding vending machines in District facilities and student access to the machines is available from the Superintendent.
- The District and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property or at school-sponsored or school-related activities. See the Student Code of Conduct and policy GKA.
- In accordance with a student's Individual Health Plan (IHP) for management of diabetes, a diabetic student capable of self-care 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 more information.
- According to Texas Education Code Section 38.015, students are allowed to keep prescription Asthma inhalers or Anaphylaxis medicine on their person with doctor's order on file in the nurse's office. This order needs to be renewed yearly.

- Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Under state law, bodybuilding, 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.

PROCEDURES AND RIGHTS FOR STUDENTS/PARENTS

COMPLAINTS BY STUDENTS/PARENTS

- Complaints by students or parents about instructional materials, loss of credit on the basis of attendance, removal to alternative education programs, expulsion, or prior review of non-school materials intended for distribution to students are handled through procedures specific to policies in those particular areas. To review relevant policies or obtain further information, see the principal.
- A student and/or parent with a complaint regarding possible discrimination in any school program on the basis of sex should contact an administrator.
- A complaint or concern regarding the placement of a student with disabilities who is not eligible for special education or about the District's programs and services available to the student should be brought to the superintendent.
- On all other matters, a student or parent who has a complaint should first bring the matter to the appropriate teacher. If the outcome is not satisfactory, a conference with the principal can be requested. If the outcome of the conference with the principal is not satisfactory, a conference with the superintendent or designee can be requested following the conference with the principal. If the outcome of this conference is not satisfactory, the student or parent may appear before the Board of Trustees, in accordance with Board policy.

PARENTAL INVOLVEMENT AND RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged and/or has a right to:

- Review the information in the student handbook, including the Student Code of Conduct, with his or her child. Sign and return to the school that the parent understands and consents to the responsibilities outlined in the Discipline Management Plan. Parents with questions are encouraged to contact the principal.
- Sign and return the Directory Information notice form.
- Encourage their child(ren) to put a high priority on education and to commit themselves to making the most of the educational opportunities the school provides. Periodically, "Back to School" nights in the fall or spring, and parent/booster club meetings provide good opportunities for learning more about the school.
- Become familiar with all of the child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions, such as concerns about placement, assignment, or early graduation, and the options available to the child. Monitor the child's academic progress and contact teachers as needed.
- Participate in campus parent organizations. Parents have the opportunity to support and be involved in various school activities, either as leaders or in supporting roles. The activities are varied, ranging from Booster Club members to the campus committee formulating campus performance objectives fostering improved educational opportunities for all students. Parents may wish to visit the school library to review the most recent planning report approved by the Board for addressing student performance issues in the District. In addition, after receipt from TEA, the school will provide all parents a copy of the "school report card" containing a comparison of the school's performance in

relation to the District, the state, and a comparable group of schools. For further information, contact the superintendent.

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 936-552-3424 for an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before school.
- Exercise the right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to his or her child. [See the section on Protection of Student Rights].
- 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.
- Review the child's student records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child. [See also Student Records]
- Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a co-curricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.
- Temporarily remove the child from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with the parent's religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency (TEA).
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the state flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. See Pledges of Allegiance and a Minute of Silence.
- To request that your child be excused from reciting a portion of the text of the Declaration of Independence during Celebrate Freedom Week. The request must be in writing. State law requires the recitation as part of social studies classes in grades 3-12 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.
- Become a school volunteer. For further information, contact the campus principal.
- Offer to serve as a parent representative on the District-level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact Bryan Lee, 564-2681.
- Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

PROTECTION OF STUDENT RIGHTS

Parents have the right to inspect all instructional materials to be used in connection with a survey, analysis, or evaluation which is part of a federally funded program. Notice will be sent home before such survey, analysis, or evaluation is

administered, and parent 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 affiliation, mental, or psychological problems potentially embarrassing to the student or family. Sexual 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.

STUDENT RECORDS

A student's school records are confidential and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. A copy of this record moves with the student from school to school.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights.

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any authorized employees, agents, or Trustees of the District, of cooperatives of which the District is a member, or facilities with which the District contracts for the placement of students with disabilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA or an individually designed program for a student with disabilities under Section 504;
3. Compiling statistical data; or
4. Investigating or evaluating programs.

Certain officials from various governmental agencies may have limited access to the records. The District forwards a copy of the student's records on request and without prior parental consent to a school in which a student seeks or intends to enroll. Parental consent is required to release the records to anyone else. When the student reaches 18 years of age, only the student has the right to consent to release of records. The parent's or student's right of access to, and copies of, student records does not extend to all records.

Materials that are not considered educational records, such as teachers' personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the District, and records maintained by school law enforcement officials for purposes other than school discipline do not have to be made available to the parents or student.

A student over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requester has the right to a hearing. If the records are not amended as a result of the hearing, the requester 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, parents and the student

are not allowed to contest a student's grade in a course through this process. Parents or the student have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; (3) if the parent fails to follow proper procedures and pay the copying charge; or (4) when the District is given a copy of a court order terminating the parental rights. If the student qualifies for free or reduced-price meals and the parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge. Certain information about District students is considered directory information and will be released to anyone who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within 10 school days after the issuance of this handbook. Please see the Notice and Consent/Objection Form at the back of this handbook. Directory information includes: a student's name, address, telephone number, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

Special Education Records

Parents of a student with disabilities who has been provided special education services by the District will be notified when any information that specifically identifies the student is no longer needed. If the parent requests destruction of the information and the time established by law for retention has expired, the records will be destroyed. However, if the retention period established by law has not expired, the material will be deleted from the records but the records will be maintained until the time has expired.

Unsafe Schools Transfer

To request a transfer of your child to another classroom or campus, your child must be verified by the superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent for more information.

See policy FDE(LOCAL) to request a 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 was a victim of a violent criminal offense while in school or on school grounds.

SPECIAL POPULATIONS

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, dyslexic students, students with disabilities, and pregnant students. A student or parent with questions about these programs should contact principal. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

SPECIAL EDUCATION PROGRAM

The special education program provides a comprehensive program for each student who has been identified as having a special need. These special needs include physical, mental, or emotional handicaps, and learning disabilities. Consideration of a student's need for special education services is initiated by a referral, which may be made by the parents, a physician, a community agency, or school personnel. In all cases, parental permission is required for participation in special education unless the student is eighteen or married.

The program operates under state and federal guidelines for admission, program content, and dismissal from the program. Students served in the special education program can earn course credit through regular education, special education, or a combination of both. Support for special education students enrolled in regular education classes is provided by special education aides, modifications, and accommodations.

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 persons listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

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

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

Elementary Counselor: Julie Feasel

English Language Learners (ELL)

All students who enroll in this school district will complete a home language survey. This survey will indicate if a language other than English is spoken in the home or is spoken by the student. The student must be referred to the ELL teacher for evaluation. Tests will be administered and students who are found to be limited English proficient (LEP) may enroll in ELL classes. ELL classes focus on intensive development of listening, speaking, reading, and writing skills in English.

Gifted and Talented

CHISD is committed to a G/T program which seeks to meet the needs of G/T students through appropriately differentiated curriculum. Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents, the student or other interested persons. A formal fall nomination period will be conducted by the counselor.

Written parental consent will be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. Assessment measures will be collected from multiple sources ensuring that all populations in the District have access to these resources. Any person with need for more information about the G/T program should see the campus counselor or the campus principal.

Acceptable Use Policy for Technology Resources

Definition of District Technology Resources

The District's computer systems and networks are defined as any combination of hardware, operating system software, application software, stored text, and data files. Examples include electronic mail, local databases, externally accessed resources (such as the Internet), CD-ROM, optical media, clip art, digital images, digitized information, communications technologies, and new technologies as they become available. The district reserves the right to monitor all resource activity.

Acceptable Use

The District's technology resources are to be used for learning, teaching and administrative purposes consistent with the District's mission and goals. The District will make copies of the acceptable use policy available to all stakeholders (students, parents, faculty members, administration and the community). Access to the District's system is a privilege not a right. You are required to be aware of, understand, and comply with all administrative regulations governing the use of the technology resources. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with district policies. (*Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy*)

Anyone knowingly accessing or bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges and will be subject to disciplinary action in accordance with district policy (*Student Code of Conduct, Employee Handbook, Administrative Procedures Manual, and School Board Policy*).

Access Availability

Access to the District's Electronic Communications System, including the Internet, is made available to students and employees primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use;

1. imposes no tangible cost on the district;
2. does not unduly burden the district's computer or network resources; and
3. has no adverse effect on the employee's job performance or on a student's academic performance.

Public Access

Access to the District's Electronic Communications System, including the Internet, is made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. imposes no measurable cost on the district; and
2. does not unduly burden the district's computer or network resources; and
3. has no adverse effect on use of the system by employees or students.

Monitored Use

The District reserves the right to monitor all technology resource activity. Student use of the computers and computer network is only allowed when supervised by staff members. Electronic mail transmissions and other use of the electronic communication system by students and employees are considered a matter of public record and should not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

Network

Improper or illegal use of any computer or the network is prohibited. This includes the following:

- Using racist, profane, or obscene language or objectionable materials
- Attempting to or harming equipment, materials or data
- Attempting to or sending anonymous messages
- Using the network to access inappropriate material
- Knowingly placing a computer virus on a computer or on the network
- Using the network to provide addresses or other personal information that others may use inappropriately
- Accessing of information resources, files and documents of another user without their permission

Security

Each user is assigned an individual account for accessing district technology resources. You may not share your account with anyone or leave the account open or unattended. Attempting to log on or logging on to a computer or E-Mail system by using another's account and password is prohibited, and is a punishable disciplinary offense. Assisting others in violating this rule by sharing information or passwords is unacceptable. Users are expected to change passwords regularly to maintain security and confidentiality. Users are responsible for saving all documents to the server. Technology support staff will attempt to recover lost or damaged documents only if they have been saved to the server.

Internet Safety / Filtering

As required by the Children's Internet Protection Act (CIPA) the district maintains a filtering system that blocks access to information considered obscene, pornographic, inappropriate for students or harmful to minors as defined by the federal CIPA guidelines. The following measures are in place to protect students' Internet use.

1. Students access to inappropriate materials is controlled through the Internet filter.
2. The district's private E-Mail system does not allow outside access to the directory of users.
3. Students are not allowed to reveal personal address or phone number information when using the Internet or other electronic communication systems.
4. Chat and Instant Messaging using the district system will be supervised and monitored.
5. Students may participate in prearranged Internet chat and instant messaging sessions with experts that have been scheduled by Central Heights ISD staff and approved by the appropriate campus administration.
6. Chat and Instant Messaging is restricted to pre-approved activities only and will be actively monitored.

Although the district will use these preventative practices, stakeholders should be aware that use of the system may provide access to other electronic communications systems in the global electronic network that

may contain inaccurate and/or objectionable material, and that these systems lie outside the administrative control of the district.

The following guidelines should also be observed:

1. Never assume that someone you encounter online is who they say they are.
2. Never arrange a face-to-face meeting with someone you encounter online.
3. Never respond to messages or communications that you feel are threatening, obscene, or make you uncomfortable.
4. If you come into contact with one of the above situations, please notify your campus administrator.

Copyright

All users are responsible for adhering to existing copyright laws and District Policy pertaining to software, resources, reference materials, video, sound and graphics. For displayed works you are expected to cite the source of your information. Questions concerning copyright can be referred to the campus or district administrative staff, or campus librarians, for clarification or assistance.

E-Mail

The district E-Mail system is used to communicate both internally in the district and with outside agencies. E-Mail communications are a matter of public record and should not be considered private. All users are expected to adhere to the following district policies regarding e-mail communications.

1. E-Mail should not be used for private or commercial offerings of products or services for sale or to solicit products or services.
2. E-Mail should not be used for political or religious purposes.
3. Forgery, or attempted forgery, of electronic mail is prohibited.
4. E-Mail messages that cause network congestion or interfere with the delivery of mail to others are not acceptable. E-Mail from mailing lists (also known as "list serves") must not affect the system's performance.
5. E-Mail messages and conference postings will not contain improper language, swearing, vulgarity, ethnic or racial slurs or any other inflammatory language or content. Conference postings will follow these District guidelines or be removed.
6. Do not reveal personal information about yourself or others.
7. Do not send chain letters, or forward messages to large groups of users.
8. You are expected to be polite and professional.
9. You are responsible for material sent by and delivered to your e-mail account.

Electronic Publishing

Any electronic publication or web site that represents the District or any organizational unit of the District must meet all guidelines and requirements in accordance with district policy.

Forgery

Forgery or attempted forgery of electronic data is prohibited. Attempts to read, delete, copy, or modify the electronic data (including E-Mail messages) of others are prohibited. Using another individual's account or materials for the purpose of copying academic work is a punishable disciplinary offense.

Software

Please contact the District Technology Department to install software on District computers. The installation of software or files not owned by the district on District computers is prohibited. Only software approved, licensed and/or purchased by the District should be installed on District computers. Proper licensing documentation must be maintained.

Vandalism

Any malicious attempt to harm or destroy District equipment or materials, the data and files of another user on the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs and is a punishable disciplinary offense.

Disclaimer

The District shall not be liable for inappropriate use of electronic communication resources, violations of copyright restrictions or other laws, mistakes or negligence, and costs incurred. The District shall not be responsible for ensuring the accuracy, age appropriateness, or usability of any information found on the Internet. The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether expressed or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The District does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected. Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the district. The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

If you have questions or need further information, please contact the campus principal or the Technology Department.

2017 - 2018 Central Heights ISD Technology Responsible Use Policy

Full Name _____

Address _____

City, State ZIP _____

Home Phone _____

Campus (circle one) CHES CHMS CHHS Grade _____

I have read the "Central Heights ISD Technology Responsible Use Policy for Technology Resources" and agree to abide by the terms and conditions.

Student Signature _____ Date _____

If you are under the age of 18, a parent or guardian must also read and sign this agreement.

As the parent or guardian of the person above, I have read the "Central Heights ISD Acceptable Use Policy for Technology Resources". I understand that the use of district technology resources is designed for educational purposes. I hereby give permission to allow my child to use the district's technology resources, and certify that the information contained on this form is correct.

Parent or Guardian:

Print

Signature _____ Date _____

Technology Office Use Only

Account Provisioned _____

Network Folder Created _____

E-Mail Account Created _____

Provisioning Date _____

2017 - 2018
Central Heights Independent School District
Student Handbook Policy Form

Student's Name (print please)

Grade Level

**PLEASE REMOVE THIS PAGE FROM THE BOOKLET AND RETURN IT TO
CENTRAL HEIGHTS SCHOOL DISTRICT NO LATER THAN THE 5TH DAY OF ATTENDANCE IN THE DISTRICT.**

I understand and consent to the responsibilities outlined in the Central Heights School District's Student Handbook & Student Code of Conduct. I also understand and agree that my child shall be held accountable for the behavior and consequences outlined in the Student Code of Conduct at school and at school-sponsored and school-related activities, including school-sponsored travel, and for any school-related misconduct, regardless of time or location.

I understand that any student who violates the Student Code of Conduct shall be subject to disciplinary action.

Regarding student records, I understand that certain information about my child is considered directory information. Directory information includes: student name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, and most recent previous school attended. Directory information on my child will be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information within 5 school days of the time this handbook was issued to my child. I have marked through the items of directory information listed above that I wish the District to withhold about my children."

Parent / Guardian Signature

Date

Student Signature

Date

**Central Heights Independent School District
Directory Information
Notice & Consent/Objection Form
2017 - 2018**

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

NOTICE TO PARENTS: DIRECTORY INFORMATION

Certain information about District students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Central Heights 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 your child's first day of instruction for this school year. Central Heights ISD has designated the following information as directory information: student's name, address, telephone listing, electronic mail address, photograph, degrees, honors, and awards received, date and place of birth, major field of study, dates of attendance, grade level, most recent educational institution attended, participation in officially recognized activities and sports, and the weight and height of members of athletic teams.

Please complete and return the form on the following page.

**Central Heights Independent School District
Directory Information
Notice & Consent/Objection Form
2017-18**

To be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name address, and telephone listing of your child, unless you direct the District not to release this information without prior written consent, as indicated below:

Please circle your choice:

The District [**may / may not**] release my child's name, address, and telephone listing to military recruiters and institutions of higher education upon their request, without my prior written consent.

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

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

Print name of student: _____ Grade Level _____

Signature of student: _____

Signature of parent: _____

Date: _____