

**College Station ISD**  
**Elementary Student Handbook**  
**2018-2019**



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

## COMPLIANCE STATEMENT

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

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

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

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

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

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

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

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

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

## **THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

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

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

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

## Acknowledgement of College Station ISD Elementary Student Handbook

The 2018-2019 College Station ISD Elementary Student Handbook is **available online** at the district website: [www.csisd.org](http://www.csisd.org) under the Parent Information section.

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

School \_\_\_\_\_ Date \_\_\_\_\_

Student's Grade Level \_\_\_\_\_ Homeroom \_\_\_\_\_

Student's Name (Please Print) \_\_\_\_\_

Student's Signature \_\_\_\_\_

Parent/Guardian Name (Please Print) \_\_\_\_\_

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

**PLEASE RETURN THIS SHEET TO YOUR CHILD'S TEACHER**

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**College Station Independent School District**  
**www.csisd.org**

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

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

School	Address	Phone	Fax	Web Address	Principal
College Hills	1101 Williams 77840	(979) 764-5565	(979) 764-5497	ch.csisd.org	Josh Hatfield
Creek View	1001 Eagle Ave 77845	(979) 694-5890	(979) 694-5893	cv.csisd.org	Annette Roraback
Forest Ridge	1950 Greens Prairie Rd West 77845	(979) 694-5801	(979) 694-5805	fr.csisd.org	Terresa Katt
Greens Prairie	4315 Greens Prairie Trail 77845	(979) 694-5870	(979) 694-5871	gp.csisd.org	Donna Bairrington
Pebble Creek	200 Parkview 77845	(979) 764-5595	(979) 764-5478	pc.csisd.org	Blaire Grande
Rock Prairie	3400 Welsh 77845	(979) 764-5570	(979) 764-5486	rp.csisd.org	Jeff Durand
South Knoll	1220 Boswell 77840	(979) 764-5580	(979) 764-5485	sk.csisd.org	Laura Richter
Southwood Valley	2700 Brothers Blvd. 77845	(979) 764-5590	(979) 764-5488	swv.csisd.org	Kristiana Hamilton
Spring Creek	2450 Brewster 77845	(979) 764-5838	(979) 694-5837	sc.csisd.org	Stormy Hickman

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

Lindsey Fuentes, Director of Special Services, 1812 Welsh, College Station, TX 77840 (979-764-5433) has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

## General Information

### **Asbestos Management Plan**

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

### **Attendance and Absences - Policy FEA**

The Texas Education Code 25.092 requires students to be in attendance for at least 90% of school calendar days a year in order to receive credit for a class.

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

### ***Attendance Review Committee***

The principal will appoint an attendance review committee to determine grade placement for students with less than 90% attendance. The committee may give class credit to these students because of extenuating circumstances. Parents will be notified in writing of the committee decision. The principal has final decision on all attendance issues.

### ***Excused Absence(s)***

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

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

### ***Unexcused Absence(s)***

An absence is considered unexcused in the following situations:

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

### ***Excessive Absence(s)***

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

1. Parent notification. (3, 8 and 11 days of absence)
2. Request for Doctor's verification, if illness is involved.
3. Parent conference.



**Note:** Students who accumulate 10 or more unexcused absences (days or parts of days) may receive a certified notification from the school informing them of the school's intention to file a complaint with the Brazos County Justice of the Peace. The appointed Judge will schedule a hearing date for the case. A fine or other consequence may be administered to the parent. (See Truancy section for more details)

### ***Change of Transportation***

Information regarding change of transportation for students should be given to the office before 2:30 pm. (example: A parent calls in to let the school know their student will be a car rider rather than a bus rider.)

### ***Leaving School During the Day***

Students leaving school during the school day **MUST** check out through the main office. Parents needing to check their child out of school will be required to provide proof of Identification upon picking up their child. The student will not be called to the office until an adult is there to pick him/her up. Parents are not allowed to early check out a student after 2:45pm.

### ***Make-Up Work***

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

### ***Withdrawing from School***

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

## **Bicycles**

A bicycle rack is provided for bicycle storage during the school day, and each student is responsible for the security of his/her bicycle. Once students arrive on campus, they should dismount and walk their bikes to the bicycle rack. Bicycles should never be left at school overnight. The school is not responsible for damaged or stolen bicycles.

## **Bullying or Taunting Behavior Prevention**

**Bullying** is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

Bullying includes cyberbullying. (See below) This state law on bullying prevention applies to:

1. Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;

2. Bullying that occurs on a publicly or privately-owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
3. Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

**Cyberbullying** is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

### **Cafeteria Services**

CSISD serves nutritious meals each school day in accordance with the Texas Department of Agriculture and the United States Department of Agriculture. The Child Nutrition Breakfast and Lunch Program is designed to provide nutritious meals for growing children. Breakfast is available at all campuses, and all district students may purchase a variety of lunch selections. Regular elementary student meal prices for the school year are \$1.50 for breakfast and \$2.75 for lunch. Both meals include a choice of milk.

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

Because CSISD schools are a closed campus for lunch, students may not leave the campus for lunch and return to school. Parents may bring lunch for their child, but not for other students.

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

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

### **Communications**

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

### **Complaints**

Usually student or parent complaints can be addressed simply by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district policy manual. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Director of Student Services.

### **Computer Access – Acceptable Use**

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

### **Conferences**

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

### **Counseling Program and Services**

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

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

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

### **Credit by Examination**

The district allows students who, without prior instruction, have already mastered content and skills in a particular grade level to advance to the next level. Students or parents interested in more information concerning the tests, eligibility, or qualifications for credit should contact the district testing coordinator for additional information and registration forms. See the parent info tab on the CSISD website for more information.

### **Directory Information**

CSISD recognizes the inherent right of privacy of students. The District adheres to all requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and State and Federal open records laws. Parents of students have the right to file formal complaints concerning alleged failures by the District to comply with the requirements of these laws. Under FERPA, the term "directory information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes but is not limited to, the student's name, address, telephone listing, photographs, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities, and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency attended. A student's parent or guardian's name, address, and telephone listing will be considered as directory information. Directory information is considered to be public information and may

be released without consent; however, parents have the right to refuse the release of directory information.

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

### **Discipline**

Discipline procedures have been formulated on each campus. The procedure fosters good communication and a positive working relationship between the home and school. See the **Code of Conduct** for listings of inappropriate behaviors and disciplinary measures.

### **Doctor/Dental Appointments**

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

### **Dress Policy**

There is a close relationship between high standards of dignity and pride and proper grooming which all contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and not offensive. The student and parent share in the responsibility for proper grooming of the student; however, the campus administrator has the final authority concerning propriety of clothes, hairstyle, and jewelry.

### **Electronic Devices**

College Station ISD believes that technology should be used to enhance instruction and learning in the school setting. It is an expectation that all technology be used in a manner that supports learning and good citizenship. Students are expected to follow the "Responsible Use" guidelines when using technology, and at no time is technology to be used in such a manner as to bring academic or emotional harm to fellow students in our school district. The use of electronic devices such as Kindles, Nooks, iPads, laptops/notebooks, cell phones, cameras, games, toys and similar items may be allowed by an individual teacher for student use during instruction; however, that use will only be for an approved education purpose and only with the permission of a teacher at appropriate times in the lessons.

### **Emergency Procedures**

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

Students, teachers, other district employees, and campus visitors will participate in drills and emergency procedures. In actual emergency situations students will not be released until the situation is resolved per district protocol.

#### **School Closing While Classes Not in Session**

In the event of severe weather or emergency conditions necessitating the closing of schools before or after the school day, the media will broadcast the information; parents and students should tune to local radio and television stations to receive this information.

#### **School Closing While Classes in Session**

If schools are closed due to emergency situations while students are in attendance, the announcement of the closing will be made to the media as quickly as possible. Instructions will be provided as to what arrangements parents should make to pick up their students or provide for their students' security when

buses reach home. Each student should have on record the name, address, and telephone number of a person(s) designated by the parent to pick up his/her child in the event that parents are not at home.

### **Enrollment Requirements**

Students residing with parents or legal guardians are eligible for admission to College Station schools after completion of appropriate forms. Contract for purchase of home, lease agreement or utility bill are documents required for all students before they can be admitted to school. Complete immunization records, legal proof of residence and an official birth certificate, hospital certificate, or passport are required. In accordance with state law, students who are five (5) years old on or before September 1 are eligible for the kindergarten program. A child may be enrolled in the first grade if he or she is at least six years of age on or before September 1.

### **Exemptions from Instruction**

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

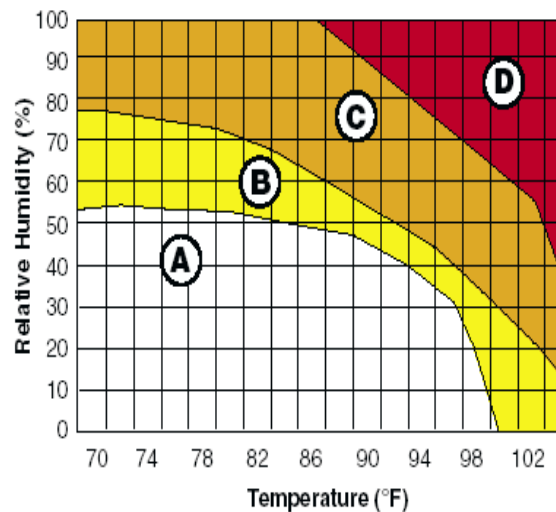
### **Extreme Weather Procedures**

Temperature and humidity data may be obtained from <http://www.weather.gov>. Details specific to the school should be accessed as follows: Enter school zip code; select "hour-by-hour" tab (it is suggested that the site be bookmarked at this point for easy daily access); the lowest estimated temperature and the "feels like temperature" (wind chill) shown under "detail" during school hours should be used.

#### ***Hot Weather***

## CSISD Heat Index Activity Recommendations

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



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

- Provide students frequent water breaks in high heat & humidity
- Have a shaded area accessible for students who appear to be over-heating
- Have an alternate indoor plan in place for extreme conditions

#### ***Cold Weather***

During times of excessive cold weather, the following precautions will be taken for all outdoor physical activity including, but not limited to: recess, physical education classes, and/or outdoor field lessons.

- Teachers and coaching staffs should be aware of the wind chill factor and take appropriate precautions during cold weather.
- If a student does not have adequate warm clothing to participate in the outdoor activity, such clothing will be provided, or the student excused from the activity.
- Students should not have recess or Physical Education classes outside when temperature or wind chill factor drops below 36 degrees.
- On days when the temperature is unseasonably cold, outside recess should be restricted to no more than 15 minutes.

Temperature and humidity data may be obtained from

- <http://www.weather.gov>. Details specific to the school should be accessed as follows: Enter school zip code; select “hour-by-hour” tab (it is suggested that the site be bookmarked at this point for easy daily access); the lowest estimated temperature and the “feels like temperature” (wind chill) shown under “detail” during school hours should be used.

### **Field Trips**

All field trips must be approved **two weeks** in advance by the principal. Buses for field trips may be obtained by contacting the secretary **at least two weeks in advance**. The Director of Transportation will determine final availability of buses.

Teachers will send home a permission form. NO student may participate in the field trip without a signed permission slip; verbal permission will not be considered sufficient. A note signed by the parent will suffice as a permission slip as long as it has the date, parent signature and states that the parent gives permission for the child to go to the specified location.

Adults/chaperones may be asked to assist in the field trip if additional supervision is necessary. Decisions concerning adult participation on field trips and activities will be made by the classroom teacher and/or principal. Adults who help on a field trip must have a volunteer agreement completed through the district. This volunteer agreement should be done 2 weeks in advance. See the parent tab on the CSISD website for more information. Chaperones may not bring other children on the field trip.

Field trips are an extension of school and therefore all rules apply. A student’s academic performance, including turning in assignments, will not be a determining factor for whether or not a student is allowed to attend a field trip. In the event that there is a concern regarding a student’s behavior, the teacher will contact the administration for determination of participation.

Students must ride the school bus to the destination. Parents who wish to pick up students from the field trip location, rather than waiting for the bus to return to school, must have a letter on file in the office **24 hours in advance**.

Attendance must be taken and submitted to the office prior to leaving the campus on a field trip.

Teachers are responsible for the supervision and safety of all students. The procedures listed below will be followed:

- The teacher will count his/her students before leaving the classroom/campus, as students are getting on the bus, throughout the day, before getting on the bus to return home, on the bus before actually leaving and finally as they get off the bus at the campus.
- The bus driver will count the students before leaving on the trip, as they load to return to the school, and as they exit the bus back at the campus.
- A buddy system will be in place with checks throughout the day. A buddy check will occur before leaving campus and before leaving for home. Buddy checks may occur periodically throughout the day if deemed necessary (depending on the age of the students and the nature of the trip).
- The teacher will provide a list of cell numbers to the office along with the names of the members of your team. If parent chaperones are participating, they will be asked to leave their cell phone

numbers as well. Cell phones will be turned on during the day so that the office or other team members may contact each other if needed.

- All chaperones must be approved through the online volunteer agreement.
- The nurse will provide a first aid kit. Teachers will visit with the nurse prior to leaving for the trip to identify students that may have medical needs.

### **Food on School Campuses/Student Snacks**

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

Elementary classrooms may allow one nutritious snack per day under the teacher's supervision. The snack may be at any time during the day except during the regular meal period for that class. The snack must comply with the nutrition standards and portion size restrictions in this policy and may not consist of candy or dessert type items (cookies, cakes, cupcakes, pudding, ice cream or frozen desserts, etc.)

This policy does not apply to meals or snacks students bring from home solely for their own consumption.

### ***Birthdays & Celebrations***

There are no student birthday parties at school; however, a parent may provide the classroom with a nutritious snack that is allowable under the Texas Public School Nutrition Policy. Cupcakes/cookies, or other sweet treats are allowed to be brought in celebration of student birthdays. Please talk with your child's classroom teacher concerning birthday snacks. Invitations for birthday parties can be distributed at school when all students in the class receive an invitation. Otherwise, invitations can be distributed outside of school.

### **Health Services**

#### ***General Health***

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

#### ***Bacterial Meningitis***

Bacterial meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent damage or death. If you think you or a friend might have bacterial meningitis seek prompt medical attention. For more information contact your campus nurse, family doctor, and the staff at your local or regional health department office. All are excellent sources for information on all contagious diseases. You may also call your local health department or regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web site for the Center for Disease Control and Prevention: [www.cdc.gov](http://www.cdc.gov) and the Texas Department of State Health Services: [www.dshs.state.tx.us](http://www.dshs.state.tx.us)

#### ***Contagious Diseases***

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

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

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

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

### ***Emergency Medical Treatment***

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

### ***Immunization Requirements***

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

### ***Medication Procedures***

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

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

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



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

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

### **Information Update**

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

### **Library Services**

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

### **Lost and Found**

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

### **Lunch Visitor Guidelines**

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

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

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

#### Any other lunch visitors

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

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

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

### **Parent Teacher Organization (PTO)**

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

### **Parental Expectations, Involvement, Responsibilities, and Rights**

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

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

### **Parent Access to Grades**

#### **Home Access Center (HAC)**

HAC allows guardians to access their children's grades, attendance, and other important data.

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

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

### **Pest Control Information**

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

### **Physical Activity for Students**

Students in elementary school engage in at least 135 minutes per week. Due to the physical nature of PE, **tennis shoes are required for participation**. Protecting toes, feet, and ankles is an absolute necessity for a safe environment. If your child is unable to participate in PE, a written excuse/note by the parent is required. For extended periods of missed participation, a doctor's note may be required.

### **Pledges of Allegiance, Recitations, and a Minute of Silence**

Texas law requires students to recite the Pledge of Allegiance to the United States and Texas flags each day. Parents may submit a written request to the principal to excuse their child from reciting a pledge. A minute of silence will follow recitation of the pledges. The student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere with or disturb others.

### **Promotion/Placement/Retention - Policy EIE**

For students in grades K-1, promotion to the next grade level shall be based on satisfactory performance in reading, language arts, and mathematics. For students in grades 2-4, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100, based upon course-level work based on grade-level standards (Texas Essential Knowledge and Skills) for all subject areas. A grade of 70 or above in three of the following areas: reading/language arts, mathematics, science, and social studies must be achieved for promotion. In addition to the above requirements, students must be in attendance

for at least 90 percent of the school year as prescribed by Texas Compulsory Attendance Guidelines. District benchmarks and state assessments may also be used in making placement decisions. For students eligible for special education, the ARD Committee will determine grade level placement.

### **Recess**

CSISD believes that recess is an important part of the school day where students have an opportunity for physical activity and to develop and practice social skills. While the state requirement for physical activity is met through our PE program, we are committed to recess time in order to support the development of the whole child.

Occasions may arise where a student may miss recess time. Teachers may utilize up to 10 minutes of an individual student's recess to provide practice time for behavioral and/or academic skills. In order to accomplish the dual purposes of recess as a time for physical activity and social skill development, students may not be required to complete punitive tasks or physical activity during recess (i.e. walking the track, push-ups, etc.).

A student may be removed from the entirety of recess on a given day only by campus administration for purposes such as to enforce a natural consequence or to provide time for specific, targeted practice of social skills and behavior.

### **Report Cards**

The primary purpose of grading and grade reporting is to communicate clearly to students and parents information regarding student progress toward educational goals. Report cards are aligned to the Texas Essential Knowledge and Skills and represent a student's progress through the curriculum. The report card is one of many ways teachers communicate with parents regarding student progress. Report cards will be sent home with students after every nine weeks grading period. In addition, parents and/or teachers may schedule conferences as needed.

### **Safety**

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

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

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

### **Scooters, Skateboards, Rollerblades, and Wheeled Footwear**

A student is responsible for the security of his/her scooter, skateboard, and rollerblades. Once students arrive on campus, they should dismount and walk or carry their scooter, skateboard, and rollerblades to a designated area. Scooters, skateboards, and rollerblades should not be left overnight at school. Sneakers with retractable wheels are not allowed inside the school building.

### **Signing Students In/Out**

A student who arrives late or leaves early during the school day must report to the school office. A child will be released only to the parent, guardian, or emergency contact unless the school has been notified by the parent in writing that they have granted permission for someone else to pick up their child. Signing a

child out requires valid identification and must be done through the computer system in the school office. The reason for the tardy or early release must be documented in writing to the child's teacher. Tardies and early pickups count as partial absences. See the *attendance section* for more information.

### **Special Programs**

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

#### ***Bilingual/English for Speakers of Other Languages***

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

#### ***Homeless Students***

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

#### ***Migrant Education***

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

### **Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services**

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider 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 districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

#### **Special Education Referrals:**

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter

school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline. If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

#### Contact Person for Special Education Referrals:

In addition to any campus administrator, the district designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Lindsey Fuentes, Director for Special Services  
E-mail: [lfuentes@csisd.org](mailto:lfuentes@csisd.org)  
Phone Number: (979) 764-5433

#### Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

#### Contact Person for Section 504 Referrals:

In addition to any campus administrator, the district designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Lindsey Fuentes, Director for Special Services  
E-mail: [lfuentes@csisd.org](mailto:lfuentes@csisd.org)  
Phone Number: (979) 764-5433

### Dyslexia

All kindergarten and first grade students will be screened at the end of each school year to assist campus intervention teams in the process of recommending students for dyslexia evaluation.

Students who are identified with dyslexia or a related disorder and who require special education services because of dyslexia or a related disorder will be served under the Individuals with Disabilities Education Act (IDEA) as students with a specific learning disability. Other students who are identified with dyslexia or a related disorder may receive appropriate intervention supports and services under a Section 504 plan through a district dyslexia and related disorder program. Other students who are struggling with reading or showing early risk factors associated with dyslexia or a related disorder may receive interventions through a tiered intervention model such as Response to Intervention (RtI).

### Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

### ***Limited English Proficient Students with Disabilities***

The Commissioner's Rules concerning State Plan for Educating Limited English Proficient Students addresses the admission, review and dismissal (ARD) committee working in conjunction with the language proficiency assessment committee (LPAC) to determine entry and exit criteria for students who are receiving special education services and identified as limited English proficient (LEP). A parent representative will be trained to serve on the LPAC committee; in compliance with the Family Educational Rights and Privacy Act (FERPA), care will be taken to ensure that student confidentiality is protected while discussing special education and LEP issues.

### **Student Insurance**

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

### **Student Records**

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

### **Student Intervention Team (SIT)**

The Student Intervention Team is a committee that meets when a staff member has academic and/or behavioral concerns about a student. The purpose of the committee is to review information about the student and develop a plan based upon student needs. Committee membership varies depending on the student, the campus, and the need for information about student performance. Committee Members may include a campus administrator, campus counselor, campus diagnostician, campus Licensed Specialist in School Psychology (LSSP), campus nurse, campus interventionist(s), teachers, and other school personnel as determined necessary by the SIT team chairperson.

## **Tardies**

**Students should be on time to school.** Students may be marked tardy if they are not in their assigned seat when the tardy bell rings at 7:50. Written notice of excessive tardies will be sent home. See the attendance section for more information.

## **Textbooks**

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

## **Transportation**

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

### **TRANSPORTATION RULES AND REGULATIONS**

1. Students being transported are under the authority of the bus driver.
2. Students may be assigned seats by the bus driver.
3. Fighting, wrestling, or boisterous activity is prohibited on the bus.
4. Students shall use the emergency door only in case of emergency.
5. Students shall be at their morning stops 5 to 10 minutes early.
6. Students shall not bring firearms, weapons, or other potentially hazardous material on the Bus.
7. Students shall remain seated while the bus is in operation. This includes while stopped during route.
8. When necessary to cross the road, students shall cross in front of the bus and as instructed by the bus driver.
9. Students shall not extend their hands, arms, heads or any other objects out the bus windows.
10. Students shall have written permission to exit the bus at a location other than at home or at school. (See instructions above.)
11. Students shall converse in normal tones; loud or vulgar language is prohibited.
12. Students shall keep the bus clean and must refrain from damaging it.
13. Students shall be courteous to the driver, to fellow students, and passersby.
14. Students who refuse to promptly obey the directions of the driver or refuse to obey the regulations may forfeit their privilege to ride on the buses.
15. Students cannot bring glass, animals, balloons, or unsecured skateboards on the bus or other inappropriate items as determined by the bus driver. No food or drink may be consumed on the bus unless approved by the bus driver.
16. Personal electronic devices (cell phones, electronic games, video players, computers, etc.) are allowed on the bus, but cannot be disruptive or cause a safety concern on the bus. Taking pictures and/or video is not permitted. No inappropriate, offensive, or vulgar material will be allowed on personal electronic devices.

### **Removal from the School Bus**

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

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

### **CSISD Transportation Policy**

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

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

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

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

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

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

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

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

**FIFTH (AND BEYOND) OFFENSE:** The student may be excluded from the bus for a period of ***a semester or the rest of the school year***.

### **RE-ADMITTANCE PROCEDURE:**

Prior to the student being re-admitted to the bus after committing the fifth or more offense, the parent must contact the student's principal and give assurance that the student's behavior will conform to rules and regulations. Any student, even though he has not committed his first offense, who willfully creates a disturbance or deliberately disobeys the bus driver may be refused transportation by the student's principal. Any student, who enters the bus after being excluded by the principal for willful misbehavior, will be excluded from riding the bus for an additional period of ***thirty*** days.

### **Videotaping/Recording**

An employee of a school district is not required to obtain the consent of a student's parent before the employee may make or authorize the making of a videotape/audio recording of a student or a recording of a student's voice if the videotape/audio recording is to be used only for: purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; a purpose related to an extra-curricular activity; a purpose related to a regular classroom instruction; or media coverage of



the school. (Texas Education Code 26.009) Video/audio equipment shall be used for safety and security purposes to monitor student behavior on buses and in common areas on district-controlled property.

### ***Audio/Video Surveillance of Special Education Settings***

School districts may to place, operate, and maintain video cameras with audio recording capability in certain self-contained special education classrooms and other special education settings for students with disabilities, upon the request of a parent, the District's Board of Trustees, or staff member, for the purpose of promoting the safety of students with disabilities in these classrooms. CSISD Operating Guidelines for Video Surveillance of Special Education Settings is available at [www.csisd.org](http://www.csisd.org) or by contacting the individual listed below.

Contact Person: Lindsey Fuentes, Director for Special Services  
E-mail: [lfuentes@csisd.org](mailto:lfuentes@csisd.org)  
Phone Number: (979) 764-5433

### **Visitors**

College Station ISD uses a visitor management computer system. The overall goal of this system is to increase safety of our schools. The system produces a visitor badge with the picture of the individual and his or her destination on campus. This badge is printed after the visitor has been checked against a database of registered sex offenders via an official form of ID. Visitors to all CSISD campuses must check in with the office and present photo identification. Visitors without photo identification will be required to meet with a campus administrator to determine the nature of the visit.

Prominent notices shall be posted at each campus requiring all visitors to first report to the campus administrative office. This shall apply to parents, Board members, volunteers, social service workers invited speakers, maintenance and repair persons not employed by the District, vendors, representatives of the news media, former students, and any other visitors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's and teacher's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment (*Policy GKC Local*).

Duration of approved visits will be determined by the campus administration.

### **Withdrawal of Students Board Policy FEA**

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