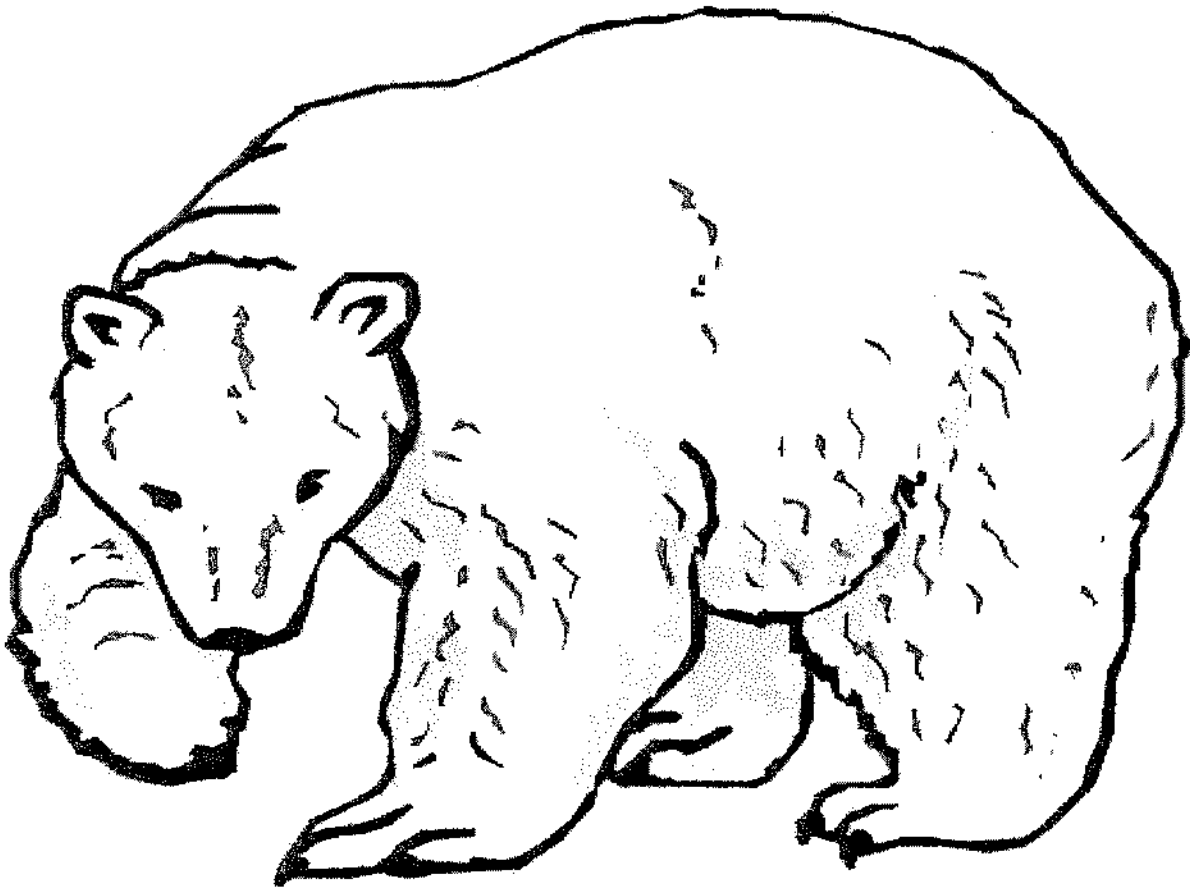


# TEAM School

*Janice Evers Campus*



2017-2018

Student Handbook

**TEAM School**

**Cleburne Independent School District**

**Student Handbook Parental Acknowledgement Form**

Cleburne Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing access to benefits of education services, activities and programs including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act.

Please contact your campus principal or the CISD Central Office to speak with the 504 or the Title II, Title VI and Title XI district-level coordinators regarding any concerns.

*I understand and consent to the responsibilities outlined in the TEAM School Student/Parent Handbook.*

*I also understand and agree that my child, shall be held accountable for the behavior and consequences outlined in the Student/Parent HandBook at school and at school-related activities, including school-sponsored travel and for any school- related misconduct, regardless of time and location.*

*Any use of illicit drugs or alcohol is unlawful and student will be dealt with in accordance with the Cleburne ISD Student Code of Conduct.*

*I also understand that any student who violates the rules stated in this handbook shall be subject to disciplinary action described in this handbook.*

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*TEAM School--Educating Students to be Productive Citizens.*

## **TEAM School Eligibility**

**Students eligible to attend Cleburne TEAM School have special needs that cannot be met at a traditional school. To be able to attend Cleburne TEAM School the following criteria is considered:**

**The student must be at least 16 years of age.**

**The student must have a minimum of six credits.**

**The student has had a lack of academic success.**

**The student is below grade level.**

**The student is presently failing two or more subjects.**

**The student has already dropped out of school (Age & Credits will be reviewed)**

**The student must have at least “High” on TELPAS Reading and Writing Test.**

**The student must read at a 6<sup>th</sup> grade level to ensure academic success.**

2017-2018 Cleburne Independent School District

**Code of Conduct, Directory Information, Internet, and School-Parent Compact Agreement**

*\*\*\*Parents, please complete pages 1 & 4 and have your child take these forms to homeroom teacher. Keep pages 2 & 3 so that you will have them as references.*

1. I understand that the **Student Code of Conduct** and the **Student Handbook** are posted on the District's website at <http://www.cisd.com>.

\* **Please initial one area below:**

I choose to accept responsibility for accessing both documents from the District's website.  
I do not have access to a computer, so I would like to pick up a paper copy of the Code of Conduct and the Student Handbook from the campus. \_\_\_\_\_

**II. School-Parent Compact**

\* **Please initial below, or go to your child's school to meet with the school counselor in order to provide further information to the school.**

I have received a copy of the school-parent compact, and I agree to support my child's learning.

**III. Electronic Communications System Agreement**

\* **Please initial one area below:**

I give my permission for my child to participate in the District's electronic communication system and  
certify that the information contained on this form is correct.  
I do not give permission for my child to participate in the District's electronic communication system.  
\_\_\_\_\_

**Effective Date of Agreement:**

**Student's Name:**  
(Print Name)

**Student's Signature**

**Parent/Guardian:**  
(Print Name)

**Parent/Guardian Signature**

Dear Student and Parent:

- I. The District has provided a **Student Code of Conduct** and all campuses have developed **Student Handbooks** to promote a safe and orderly learning environment for every student. We urge you to read these publications thoroughly and discuss them among your family. If you have any questions about the behaviors and consequences, we encourage you to ask for an explanation from the student's teacher or campus administrator.

- a) These documents are now accessible and downloadable from our District's website at [www.c-isd.com](http://www.c-isd.com). We also want to make the handbooks available to any parent who wishes to have them on a CD or as a paper copy.

- b) Please review the information printed on Page 1, indicating your understanding of the purposes of the **Student Code of Conduct** and **Student Handbook** and the method you choose to receive them from the District. The student and parent should each sign Page 1 in the space provided and then return the form to the student's school.

- II. **School-Parent Compact** - All Cleburne Independent School District Campuses will:

1. **Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables children to demonstrate mastery on all required State assessments by:**

- a. following State mandated curriculum/TEKS;
- b. assessing student progress at least two times annually;
- c. responding to student academic difficulties in a timely, effective manner;
- d. hiring only highly-qualified personnel; and
- e. providing on-going professional development to instructional personnel.

2. **Offer parent-teacher conferences by:**

- a. providing parents the times of teacher conference periods at the beginning of school year, and scheduling them at a mutually convenient time at the request of either the parent or teacher.

3. **Provide parents with frequent reports on their child's progress by:**

- a. sending home report cards every 6 weeks; and
- b. sending home their results of State assessments annually.

4. **Provide parents with reasonable access to staff by:**

- a. providing parents the times of teacher conference periods at the beginning school year, and
- b. scheduling at least one Open House event annually.

**5. Provide parents opportunities to volunteer and participate in their child's class and observe classroom activities by:**

- a. posting volunteer opportunities on the school's website, and
- b. referring parents to the Community Relations Director for volunteer opportunities.

*We, as parents, will support our child's learning in the following ways:*

- 1. ensuring my child arrives at school on time every day;
- 2. making sure homework is completed;
- 3. monitoring the amount of television watched every day;
- 4. participating, as appropriate, in my child's classroom and education;
- 5. encouraging my child to read daily;
- 6. reading and, if appropriate, responding to all notices from the school; and
- 7. sharing my ideas for school improvement with the school.

*I, as a student, will do my best to meet the State's academic standards by:*

- 1. completing all school assignments to the best of my ability at school and at home;
- 2. reading at least 20 minutes daily every day outside of school time; and
- 3. giving my parents all notices and information sent home from the school.

III. In order to use any of the District's electronic communication systems (i.e. Internet), the parent/ guardian of CISD students must sign an annual **Agreement for Participation in an Electronic Communications System** (Board Policy CQ Local).

Thank you,

Dr. Kyle Heath, Superintendent

## DIRECTORY INFORMATION FORM

The Family Educational Rights and Privacy Act (FERPA) requires the District to notify parents that they may object to the release of certain information about their child. (Board Policy FL Legal)

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 Cleburne ISD to disclose Directory Information about your child's education records without your prior written consent, you must go to your child's school to make a written statement by September 19, 2014.

**Cleburne ISD (Board Policy FL Local) has designated the following as Directory Information:** student's name, address, telephone listing, date and place of birth, photograph, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, enrollment status, electronic email address, major field of study, grade level and the most previous educational institution attended by your student.

### **I. Directory Information-Grades Pre-K-12 complete this portion:**

- \* Please initial below, or go to your child's school to meet with the registrar in order to provide further information to the school.

I give the district permission to release the information described in the Directory Information Form in response to a request (all yes).

I do not give the district permission to release directory information in response to a request. I understand that this means my student will not be included in the student yearbook, and cannot be listed in the newspaper for such recognitions as the school honor roll (all no).

I give my permission to release directory information for \*school-sponsored purposes.

\* **School**-sponsored purposes include student recognition activities, yearbook or student newspaper, printed programs for extracurricular activities, news releases to local media including honor rolls, district/campus website, video or publication.

### **II. Grades 6-12 also complete this portion:**

Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. Sec. 6301) to provide a military recruiter or an institution of higher education, on request, with a name, address and telephone number of a secondary student unless the parent/guardian has advised the district that the parent/guardian does not want the student's information disclosed without their prior written consent. Cleburne ISD receives such assistance and is subject to this requirement.

If you object to the disclosure of this information please complete the following and return to the school:  
I object to the release of my child's name, address and telephone number to a military recruiter or an institution of higher education.

Student's Name: \_\_\_\_\_

Parent/Guardian signature: \_\_\_\_\_

Date: \_\_\_\_\_



## Acknowledgement of Electronic Distribution of Student Handbook

My child and I have been offered the option to receive a paper copy of or electronically access at <http://www.c-isd.com> the TEAM School Student Handbook and the Cleburne ISD Student Code of Conduct for the 2017-2018.

I have chosen to:

Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the Cleburne ISD Website listed above.

Receive a paper copy of the Student Handbook and the Student Code of Conduct.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the Student Code of Conduct. If I have any questions regarding this handbook or the Code of Conduct, I should direct those questions to the school principal, Georgann Storm, Principal 817-202-2165.

Date: \_\_\_\_\_

Print name of Student: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Print name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

### TEAM School Graduation

We understand that all students from the Cleburne Independent School District who complete their graduation requirements from Cleburne TEAM School will be provided a graduation exercise and High School diploma from Cleburne TEAM School. **We also understand that should it be our desire to graduate from Cleburne High School, we must transfer back to Cleburne High School at the beginning of the last semester of our senior year.**

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

**DRUG TESTING  
IMPORTANT INFORMATION**

A student may be asked by the principal to submit to a drug screening test: the test would be at no charge to the student or his/her parent/consenter. If the student exercises his/her right to refuse the drug test, the policy of Cleburne TEAM School could be dismissal or non-admittance.

Cleburne TEAM School will work with the student who has a positive drug test to offer alternatives to dismissal in an effort to help the student.

Admission to a drug program is on a voluntary basis. No coercion is used to force any student into treatment. If treatment services for chemical and/or alcohol abuse/dependency are secured, continued attendance at the school would depend on satisfactory participation/completion of that program and prior approval by the principal of the school.

School Year: 2017-2018

I, \_\_\_\_\_, agree to become actively involved in the educational process. I do not expect the staff of Cleburne TEAM School to educate me by themselves. I must become actively involved if I am to accomplish the goal of earning my diploma. I understand that excessive absences and/or lack of effort could result in my being assigned to the District's Adult GED program or transferred to Cleburne High School.

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**TEAM SCHOOL DRESS CODE  
PARENT/STUDENT ACKNOWLEDGEMENT**

Cleburne TEAM School students are expected to be clean and neatly groomed while attending school and **school-sponsored functions**. The purpose of the Dress and Grooming Code is to encourage acceptable dress and grooming that will not detract from any classroom or school-sponsored functions.

**Hair--**Hair will be neat, clean and well-groomed. It must not obstruct the student's vision or a view of the student's face nor may it obstruct the view of the other students. Unusual colors are not permitted, i.e. only natural born hair colors to the human race. Example, fuchsia, green, pink, purple, blue, etc., are not allowed. Decisions regarding students' hair that deviate from the rules of the handbook are made at the PRINCIPAL'S discretion.

**Clothing--**

- A. Clothing will be neat, clean and modest in nature.
- B. Length of both skirts and dresses must be mid-thigh. A "common sense" approach, skin-tight spandex-type and other clearly questionable clothing are not permitted.) Leggings/Yoga pants must be covered to mid-thigh length shirt/blouse.
- C. **No face piercings or gauges, only clear spacers may be worn.**
- D. All pants must be worn at waist level.
- E. No holes in student's clothing.
- F. Sleeveless apparel with a finished edge may be worn if the garment comes to the shoulder edge and has a standard sized arm hole. Muscle shirts, tank tops, halter tops, strapless garments, backless garments and bare midriff garments should not be worn.
- G. No skin exposed between shirt and pants/shirt and shorts.
- H. Students shall not wear clothing with suggestive, obscene or risqué writing and/or drawings. Clothing advertising alcohol, tobacco or any illegal substances shall not be worn. Violators will wear their shirts turned inside out for the remainder of the day and will not be allowed to wear the shirt to school again.
- I. Caps and hats are not permitted in classroom (caps & hats must be left in the front office)
- J. Shoes, boots or sandals may be worn, all footwear must have a hard sole. No house shoes.
- K. No pajamas/pajama pants may be worn
- L. No undergarments may be showing at any time or showing through a student's clothing.
- M. No bandanas of any type or color on school property.

STUDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **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 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 his or her rights if the parent disagrees with the District. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards- Rights of Parents of Students with Disabilities*.

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

Contact Person— Cory Borden, Director of Special Education

Phone Number: 817-202-1601

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

**Cleburne TEAM School**  
**“Together, Everyone Achieves More”**

817-202-2160 1005 S. Anglin Street

Mailing Address: 505 N. Ridgeway, Suite 100

Cleburne, TX 76033

Fax: 817-202-1489

<http://www.c-isd.com>

Georgann Storm - Principal  
Ame Schmidt - Counselor  
Les Brandenburg - Math  
Lisa Chandler - Science  
John Cook - CTE  
Brandy Cooper - ELA  
Justine Cooper - Spanish  
Mary Parvin - Art  
John Tanner - CTE  
Anthony Theriault - Social Studies  
Wanda Spurgeon - Paraprofessional  
Alicia Garcia - PEIMS / Registrar  
Administrative Assistant

**Dr. Kyle Heath, Superintendent of Schools**

***CISD Board of Trustees***

President - June Bates  
Vice President - John Finnell  
DeAnna King - Secretary  
Elizabeth Childress  
Teddy Martyniuk  
Wendell Dempsey  
Mike Witte



## **TEAM School Eligibility**

Students eligible to attend Cleburne TEAM School have special needs that cannot be met at a traditional school. To be able to attend Cleburne TEAM School the following criteria is considered:

- 1.) The student must be at least 16 years of age.
- 2.) The student must have a minimum of six credits
- 3.) The student has had a lack of academic success.
- 4.) The student is one or more years below grade level.
- 5.) The student is presently failing two or more subjects.
- 6.) The student has already dropped out of school (age and credit will be reviewed)
- 7.) The student must have a least "high" on TELPAS Reading & Writing Test.
- 8.) The student must read at a sixth grade level to ensure academic success.

## **TEAM School Enrollment Procedures**

The TEAM School is a school of choice. No one can place a student in Cleburne TEAM School. Students attending are there because they (and parent/guardian), choose to enroll into TEAM School. Students desiring to attend Cleburne TEAM School may apply for acceptance by obtaining a student application available at Cleburne TEAM School, from the CHS TEAM School liaison, or a parent may print the student's application from the TEAM School website and turn the application into either TEAM School or the CHS liaison.

The student and parent must go through an interview process with the principal at the TEAM School. The special needs of the student applying, plus a review of the student's records, such as previous academic experiences and grades, state-required test scores, attendance records, discipline records and student aspirations will be carefully considered. Upon final selection, a contract will be signed indicating the student's commitment to course completion and accelerated pace toward a high school diploma and a willingness to abide by the standards and expectations of Cleburne TEAM School. New students will be admitted to Cleburne TEAM School upon availability of space.

## ***TEAM School Mission Statement***

*The staff of the TEAM School holds first to the belief that all students can learn and that is our duty to guide each student to perform to their highest academic and social potential.*

*We are committed to providing a student-centered environment that provides for individual differences and yields students who are capable of becoming effective communicators, logical problem solvers, independent workers and creative thinkers.*

*By modeling and practicing cooperation, mutual respect and appreciation of the students, staff and administration, we will accomplish the task of developing students who are capable of being skilled, knowledgeable and responsible citizens of our society.*

## **Cleburne TEAM School Standards**

Our goal is to provide an encouraging atmosphere with high expectations for our students at Cleburne TEAM School. We, the administrators and teachers, assume all students will display a positive attitude and self-directed work ethic. Thus, everyone can concentrate on academic achievement for the benefit of our student body.

### **STATE LAWS:**

1. There will be no tobacco products on school property.
2. There will be no drugs/alcohol/weapons on school property.

### **TEAM Expectations:**

Students will be expected to . . . .

§ **show respect** and consideration for their fellow students and the TEAM staff and faculty.

§ **make** measurable academic improvement and progress at all times.

§ **communicate and cooperate** with fellow students and staff members in a respectful, mature manner.

§ **have good school attendance.** Students will be required to call the school on days absent and give good reasons for their absence.

§ **make the most of their time while at school.** Students may not stay in or return to the parking lot during school hours without permission.

§ **be in school during the required hours** and not leave classrooms without teacher permission.



## ***THE MOST IMPORTANT RULES OF TEAM SCHOOL***

- 1. Attend school daily**
- 2. Self-directed work ethic.**

### ***Solutions to Eliminate Problem Situations***

Situations can arise at Cleburne TEAM School throughout the school year which cause concern for parents, teachers and students. Getting these situations resolved fairly for the people involved benefits the school's educational program.

When you have a concern, follow these four easy "steps" to help you resolve problem situations satisfactorily and quickly.

#### **1. Contact the appropriate staff person.**

As a first step to resolve a concern, discuss it with the staff person involved or your advisor. More than 95 per cent of all concerns are resolved at this step.

#### **2. Contact the Principal.**

Discuss your concern with the principal when Step One does not take care of the situation. Your principal is a professional educator responsible for handling concerns about the school's operation. A principal can share campus information and explain policies, guidelines and procedures.

#### **3. Contact the Central Administrator.**

When Steps 1 and 2 do not resolve your concern, contact the appropriate Central Office administrator. This may be the transportation director, director of curriculum or the superintendent.

#### **4. Contact the School Board.**

The Board of Trustees hears concerns that cannot be resolved at the previous levels. To present your concern to the Board, you must submit a written request to the superintendent before the monthly Board meeting agenda is printed.

## **Attendance**

### **Attendance Laws**

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. Students younger than age 6 enrolling in CISD must comply with state compulsory attendance laws. 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 or from required tutorials will be considered truant and subject to disciplinary action.

Non-attendance may also result in assessment of penalties by a court of law against the student or his/her parents (Texas Education Code, Section 25.093). 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 (TEC, Section 28.087)

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

If a student attends less than 90 percent of the days a class is offered or has not completed a plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for religious holy days, required court appearances and health-care appointments shall be considered days of attendance for this purpose.

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

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

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- |  |                                |
|--|--------------------------------|
| § religious holy days                              | § required court appearances   |
| § activities related to obtaining U.S. citizenship | § service as an election clerk |

§ documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders

**Cleburne ISD participates in the Absent Student Assistance Program (ASAP) which is a project of the Johnson County Sheriff's Office. This program focuses primarily on truancy issues. To assist ASAP in providing the most effective service, and to avoid a visit at your home by a deputy, please notify your child's campus Attendance Office by 9 a.m. on or before the day of your child's absence.**

Achievement in school is usually directly related to school attendance. Regular attendance and prompt arrival are necessary to achieve one's best in school. In addition, college admission offices and future employers use attendance records as a means of determining an applicant's dependability and responsibility.

Cleburne ISD recognizes most of the national holidays on its school calendar. In addition, breaks are scheduled throughout the school year. Parents are encouraged to use these scheduled breaks and holidays to observe “Take Your Daughter to Work Day” and similar events rather than the traditional dates which often fall on school days.

State School Attendance Laws require school officials to account for a student’s whereabouts on school days. Parents whose children are unreasonably absent from school are subject to court action and possible fine(s).

### **Absences/Make-up Work**

Parents should call the school by 9 a.m. on each day the student is absent. A written note is required upon the student’s return within five school days. Students are expected to be in class each day.

### **Sign In/Sign Out**

Students must check in and out through the office. All persons, no exceptions, must participate in the Raptor visitor registration system (see below).

### **Sign In/Sign Out Procedures**

Students and parents must check in and out through the campus front office.

All visitors, no exceptions, must present a photo ID, which will be scanned into the District’s visitor registration system. A photo ID badge will be printed out, which must be worn by the visitor during their time on the campus.

The RAPTOR visitor registration system was implemented by the District in the spring of 2008 and enhances campus safety and security by scanning driver’s licenses and photo IDs and comparing the information to a national sex offender database, alerting campus administration if a match is found.

All visitors, including parents and guardians, must comply with these security procedures, which were put into place for the safety of students. Persons who cannot produce a photo ID may be manually entered into the system by the campus administrator if the administrator is acquainted with the visitor and/or has knowledge of the purpose of their visit.

Persons refusing to produce a photo ID upon request may be asked to leave the campus, as employees will not be able to verify their identity.

### **School Hours**

Cleburne TEAM School is designed to meet the needs of its students; however, there are general guidelines that must be strictly enforced. Students must be in attendance unless enrolled in a TEAM School vocational program. The hours for TEAM School students are 8:00 a.m.-3:30 p.m (Tutorials 3:00 - 3:30 pm). Students in a vocational work program must furnish proof of employment each semester or as required by the instructor or principal. The school day begins at 8:00 a.m.; students will be counted tardy at 8:06 a.m.

A regular school day at our campus begins at 7:45 a.m. and runs through 3:30 p.m. Student tutorial time is scheduled for 3-3:30 p.m. Monday through Thursday.

On Fridays, the student class schedule is 8:00 a.m.-1:30 p.m., unless a student is not working the TEAM academic program will be released at 1:30 p.m, students not working the program will remain until 3:00 pm. The TEAM School staff will assess student academic requirements, schedule classes and review student Graduation Plan Schedules (GPS) each Friday.

### **Appointments, Vacations, Etc.**

All family vacations should be scheduled around the school calendar (see Page 12) so as not to interfere with your class attendance.

All appointments: doctor, W.I.C., Department of Human Services, job interviews, probation visits and any other appointments, should be scheduled outside of school hours.

### **Awards of Credit, Grades 9-12**

- (1) The award of credit for a course by a school district affirms that the student has satisfactorily met all state requirements.
- (2) In order to be awarded credit for a course a student has to demonstrate mastery of the Texas Essential Knowledge and Skills required by the State Board of Education, regardless of the time the student has been enrolled in the course.

## Computer Resources

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approve instructional purposes only. Students and parents will be asked to sign agreements (located at the front of the handbook) regarding appropriate use of these resources; violations of this agreement may prompt termination of these privileges and other disciplinary action.

### Individual User Responsibilities--

The following standards will apply to all users of the District's electronic information/communication systems:

#### On-Line Conduct

- § The individual in whose name a system account is issued will be responsible at all times for its proper use.
- § The system may not be used for illegal purposes, in support of illegal activities or any other activity prohibited by District policy.
- § System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
- § System users must purge electronic mail in accordance with established retention guidelines.
  
- § System users may redistribute copyrighted programs or data only with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy and administrative regulations.
  
- § System users may unload public domain programs to the system. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.

#### Vandalism Prohibited

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system or any of the agencies or other networks that are connected to the internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of the 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 of costs associated with system restoration or software costs.

### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail is prohibited

### **Information content/Third Party Supplied Information**

System users and parents of students with access to the District's system should be aware that use of the system may provide access to other electronic communications systems on the global electronic network that may contain inaccurate and/or objectionable material.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with the CISD Student Code of Conduct.

### **Network Etiquette**

System users are expected to observe the following network etiquette:

- § Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
- § Use appropriate language. Swearing, vulgarity, ethnic or racial slurs and any other inflammatory language are prohibited.
- § Pretending to be someone else when sending/receiving messages is considered inappropriate.
- § Transmitting obscene messages or pictures is prohibited.
- § Revealing personal addresses or phone numbers of the user or others is prohibited.
- § Using the network in such a way that would disrupt the use of the network by other users is prohibited.

### **Termination/Revocation of System User Account**

The District may suspend or revoke a system user's access to the District's system upon violation of District policy and/or administrative regulations regarding acceptable use.

Termination of a student's access will be effective on the date the principal or District coordinator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

## **Disclaimer**

The District's system is provided on an "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 software contained on, the system will meet the 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 the 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.

## **Discipline**

Cleburne TEAM School is not a mandatory part of the public education system. Therefore, students attending TEAM school should consider their acceptance to the school as a privilege. Students attending TEAM School should strive at all times to be considerate of teachers and fellow students as they attempt to gain an education.

While the students will find the climate at TEAM School friendly and relaxed, it should be clearly understood that any action that disrupts the right of teachers and fellow students as they attempt to gain an education.

### **The following discipline procedures will be used at TEAM School:**

#### **Class One Offenses**

§ Assault-Teacher/Individual	§ Criminal Mischief
§ Possession of Drugs/Alcohol	§ Possession of weapon
§ Under Influence of Drugs/Alcohol	§ Persistent violation of Class Two offenses
§ Arson	§ Fighting



### **Class One Discipline Techniques**

- § Expulsion
- § Emergency Removal
- § Emergency Removal/Mandatory Parent Conference/Disciplinary Alternative Education Placement
  - § Referral to outside agency or authority
- § Suspension

### **Class Two Offenses**

- § Verbal abuse, i.e. name-calling, racial/ethnic slurs or derogatory statements that may disrupt the school environment or educational process
- § Robbery or theft
- § Extortion, coercion or blackmail
- § Insubordination to written policy of school
  - § Any other conduct that substantially disrupts the school environment or educational process
  - § Chronic Class 3 violations
  - § Dress code violations

### **Class Two Discipline Techniques**

- |                            |                             |
|----------------------------|-----------------------------|
| § Behavior Contracts       | § Parent-Teacher Conference |
| § Withdrawal of privileges | § Isolation                 |
| § Suspension               |                             |

### **Class Three Offenses**

§ Tardies

§ Dress Code violations

§ Irresponsibility

§ Failure to follow instruction, written or oral

§ Anything not listed in Classes One or Two and is in violation of stated School Board Policy, State Board of Education rules or is disruptive to the learning environment

### **Class Three Discipline Techniques**

§ Counseling

§ Parent/Teacher/Administrator Conference

§ Verbal corrections

§ Behavior contracts

§ Community Service

§ Withdrawal of privileges

§ Confiscation of items (i.e. sunglasses, CD players, radio)

§ Lunch / After School / Friday Detention

§ In School Suspension

The principal or other appropriate administrator will be authorized to consider the circumstances of each disciplinary situation, including the following factors:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude
5. The potential effect of the misconduct on the school environment

A student must be assigned to Disciplinary Alternative Education Placement (DAEP) if the student commits any of the following offenses on school property or within 300 feet of school property or while attending a school-sponsored or school-related activity on or off school property:

1. Conduct that contains the elements of simple assault or terroristic threat
2. Selling, giving, delivering to another or possessing, using, or being under the influence of Marijuana, a controlled substance or a dangerous drug
3. Selling, giving, delivering to another or possessing, using or being under the influence of alcohol
4. Committing a serious act or offense while under the influence of alcohol
5. Conduct containing the elements of offense related to abusive volatile chemicals
6. Conduct containing elements of public lewdness and/or elements of indecent exposure
7. Conduct that is a felony that occurs on school property
8. Retaliation against a school employee, either on or off school property and when not combined with another offense
9. Engaging in any conduct punishable as a felony
10. A finding by the superintendent or designee that he or she has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5 of the Penal Code.

In addition to these offenses, there are other reasons which require a DAEP assignment even though the student's conduct occurred off campus and away from school-sponsored events. These offenses are:

1. Engaging in conduct containing the elements of the offense of retaliation under Penal Code 36.06 against any school employee, unless the act of retaliation is itself an expellable offense.
2. Receiving deferred prosecution under Family Code 54.03 for conduct defined as a felony in Title 5 of the Penal Code.
3. A court or jury finding of delinquent conduct under Family Code 54.03 for conduct defined as a felony in Title 5 of the Penal Code.

There are other situations in which a student must be assigned to DAEP. These are:

1. If the superintendent or designee has a reasonable belief that the student has engaged in conduct away from school which is defined as a felony other than those set out in Title 5 of the Penal Code, and the

superintendent determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process.

2. If the student has violated the Code of Conduct and the Code calls for DAEP assignment as a consequence.
3. Pledging, joining or soliciting others to join a public school fraternity, sorority, secret society or gang. Under 37.121, educators are required to recommend placing such students in DAEP.

Offenses that require expulsion are:

1. Using, exhibiting or possessing a firearm as defined by federal law, prohibited knife, club or prohibited weapon.
2. Conduct containing elements of aggravated assault, sexual assault, aggravated sexual assault, arson, murder, capital murder or criminal attempt to commit murder or capital murder, indecency with a child, aggravated kidnapping, conduct related to alcohol or drugs that is punishable as a felony.
3. The District will expel a student for retaliation against an employee involving any of the offenses listed above.

The District may expel for:

1. Continued serious or persistent misbehavior following assignment to DAEP for disciplinary purposes.
2. Criminal mischief, if punishable as a felony.

In addition, the principal may expel a student immediately on an emergency basis if the principal reasonably believes the action is necessary for the protection of persons or property.

**EXPECTATIONS OF BEHAVIOR, CONSEQUENCES OF MISCONDUCT AND PROCEDURES FOR ADMINISTERING DISCIPLINE ARE COVERED IN GREATER DETAIL IN THE CISD STUDENT CODE OF CONDUCT.**

## **Detention Rules / Semester Attendance Make Up Time**

- Be on time, bring schedule / bring Make-Up time form, and sign in.
- **Lunch detention** is from 12:00-12:30 and will only be served in a designated seating area in the cafeteria, unless there is prior authorization from Principal.
- **After school detention** is from 3:00 pm to 3:30 p.m.
- **Semester attendance make up time** will be served in the attendance office from 3:00 to any time predetermined by the Principal. The Principal may assign make up work, or other duties to be performed during this period.
  - a.) It is the responsibility of the student to arrange for transportation from after school detention, or to make arrangements with their place of work PRIOR to the detention day.
  - b.) Bring a lesson to work on or a book to read for English. If the student fails to bring work, they will be given an alternate assignment that must be completed.
  - c.) Go to restroom before you come to Detention Hall.
  - d.) No food or drink.
  - e.) No electronic devices or headphones are allowed.
  - f.) No talking.

**\*\*If the above rules are not followed, the student will serve an additional day of detention.**

### **Emergency Closing of School**

Should weather emergency situations occur, CISD staff members will use their best judgment for the safety of students. CISD receives weather bulletins issued by the U. S. Weather Service. When necessary, this information is relayed to all the schools.

In the event that weather conditions are severe enough to delay or prevent the opening of schools, announcements will be released from the Superintendent to KCLE-1460 AM; wbap.com; and D/FW television stations by 6 a.m. if at all possible. Households who are on the Charter Cable System should also refer to CISD Channel 30. The District's website [www.cleburne.k12.tx.us](http://www.cleburne.k12.tx.us) is also an information source. Please do not call the office of the Superintendent or the school principal as phone lines must be kept clear for communication between school administrators and the news media.

## **Facilities**

All buildings within CISD are monitored for pest control. Except in an emergency, a sign will be posted 48 hours prior to a pesticide application. Parents who want to be notified prior to a pesticide application should contact their school principal.

A Campus Asbestos Management Plan is located at every CISD school building. Please contact your campus principal if you have a question or concern.

## **Fees**

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers and notebooks and may be required to pay certain other fees or deposits including:

§ The materials for a class project that the student will keep.

§ Fees for lost or damaged textbooks, including novels, not returned to TEAM School.

### **Check Acceptance Policy**

In the event that a personal check written to any CISD campus, club or organization is returned unpaid, CISD or its agent, Checksmart, will redeposit the check electronically. Additionally, the District or its agent will electronically collect a returned check fee of \$30 plus applicable sales tax. The use of a check for payment will serve as an ACKNOWLEDGEMENT and ACCEPTANCE of this policy and its terms.

### **Driver's Licenses**

State law requires 15, 16 and 17- year-olds to show proof that they have obtained a high school diploma or its equivalent, or have been in attendance in school for at least 90 per cent of the days in the semester preceding the date of application in order to obtain or renew their driver's license. The school must verify the student's enrollment and attendance.

## Emergency Drills/Procedures

### Storm Precautions--

In the event of a tornado drill or an actual warning, students and staff will be notified by the sounding of a “long bell tone” or through announcements over the intercom.

All students are urged to follow instructions quietly and calmly and to stay in a group with their teacher until dismissed. If students are instructed to move, they should do so promptly, but should not run. Teachers will always have a student roster in their possession for accounting purposes.

In the event of a tornado, students and staff will be instructed to sit on the floor and place their heads between their knees, covering their heads and faces with their arms and hands.

Listed below are the locations of “Safe Areas” within the school building where students and staff will report in the event of an emergency.

### Fire Evacuation/Drill

1. Remain in your group with your teacher before, during and after evacuation.
2. Follow exit route on the map posted in your classroom. If the mapped route exit is blocked, leave the building by the way of the nearest exit as directed by your teacher.

Building A	Rooms 22 - 24	Move to Room 25
Building B	Rooms 101 - 105	Move to center of hallway
Building C	Rooms 8- 12	Move to center of hallway
Building D	Rooms 1 - 6	Move to center of hallway
Building E	Room 1	Move to Building A - Room 25
Cafeteria	Move to walk-in closet	

## **Freedom from Discrimination**

The District believes that all students learn best in an environment free from harassment and that their welfare is best served when they can work free from discrimination. Students are expected to treat other students and district employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, color, national origin, gender, sex, age or disability. Prohibited harassment in general terms, is conduct so severe, persistent or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; or substantially interferes with the student's academic performance. A copy of the District's policy is available in the principal's office and in the Superintendent's office.

Examples of prohibited discrimination may include, but are not limited to, derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; bullying, threatening or intimidating conduct; name -calling or slurs, teasing (even when presented as "jokes"), or rumors; aggression or assault; graffiti or printed material promoting racial, ethnic or other negative stereotypes; or aggressive conduct such as theft or damage to property. Examples of prohibited sexual harassment may include touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

### **Reporting Procedures--**

Any student who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal or other district employee. The report may be made by the student's parent.

### **Investigation of Reported Harassment--**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with the law. Allegations will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the



allegations, if proven, would constitute “sexual harassment” or “other prohibited harassment” as defined by board policy.

If the District’s investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a District investigation, however, may be subject to appropriate discipline. A student or parent who is dissatisfied with an outcome of the investigation may appeal in accordance with policy FNG.

## **Grading Scale**

**90-100 = A (4.0); 80-89 = B (3.0); 70 - 79 = C (2.0)**

## **Graduation**

When a student from Cleburne ISD completes all requirements for graduation at TEAM school, the school will host a graduation ceremony to celebrate the event. Graduation ceremonies are held in January and May.

The State of Texas mandates that all high school students must take the appropriate Exit Level TAKS (Texas Assessment of Knowledge and Skills) or EOC exams. It is imperative that students be rested and in attendance for the exam.

## **Personalized Education Plan**

Students need to have five credits to apply to TEAM School. Upon acceptance to the TEAM School, a credit analysis is made of a student’s transcript to determine the remaining courses and number of credits needed for graduation. A personalized educational plan is developed with the student based upon the individual’s credit analysis, past performance and student interests.

The curriculum of the TEAM School is consistent with the District’s learner objectives. Students must meet credit requirements in all subjects taught. The curriculum, however, is designed to allow flexibility in terms of timelines for completion and grade level units. This flexibility allows the student who has failed due to poor attendance and lack of performance to demonstrate mastery of learner objectives and move ahead more rapidly to regain an academic standing in an appropriate grade level.

Students are not limited to earning a specific number of credits each semester. When requirements are completed for a particular course, credit is given and students may start another level of the subject or another subject immediately rather than wait for the next semester to begin. The curriculum will be one of continuous progress and self-accelerated achievement within designated individual expectations. If students fail an assignment with a score below 70, they may make corrections on the assignment to bring the grade up.

Students are responsible for their own learning. Their success or lack of success depends to a large degree on their own efforts. Teachers, however, will consistently make individual plans and assignments with students throughout the year and help students successfully complete assignments. Teachers are available for additional tutoring daily and before and after class hours. A student will complete at least six weeks' worth of work in six weeks or be placed on a set schedule to concentrate on these classes that are not complete.

### **Communicable Diseases/Conditions**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable disease or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Department of state Health Services regarding these diseases.

**Certain conditions such as head lice, scabies or other transmittable diseases will require the student to be sent home until appropriate treatment is given.**

### **Emergency Contact**

Parents must provide telephone numbers where they or adult relatives may be reached in the event of a child's illness or injury. Schools cannot take care of children when they become ill or need medical attention. If your child needs emergency care and we cannot reach you or others you have named, we will call the local Emergency Medical System. Parents are responsible for paying any medical bills from EMS and the hospital they use.

## **Medical Treatment of Student Medication Procedure**

The only medication which may be given at school is that which is necessary to enable the student to remain in school. If possible, all medication should be given outside of school hours. Three-times-a-day medications can be given before school, after school and at bedtime. If necessary, medication can be given at school under the following conditions:

1. A student and parent should see the school nurse if the student has been prescribed any medications for use during school hours. Medications must be in original, properly labeled containers. The pharmacy can supply two (2) labeled bottles for this purpose. Medications sent in baggies or unlabeled containers will not be given. Prescription medication forms, available at the school, must be signed by a parent or guardian.
2. Over-the counter medications will not be given without a specific written request signed by at least one parent or legal guardian and physician. This request should be made on the appropriate form supplied by the school or on a form supplied by your physician.
3. Medications may be given by a staff member designated by the principal and administered by the school nurse.
4. All medications must be kept in the nurse's office in a locked cabinet except for students whose doctor requires them to carry an inhaler on their person. Another inhaler may be kept in the nurse's office. If a student allows another person to use the inhaler, the privilege will be revoked.
5. Empty medication containers will be returned to the students at the end of the month when the container is empty. Parents should send only the amount of medication needed for one week to one month.
6. Herbal medications, dietary supplements and other nutritional aids not approved as medication by the FDA may not be administered at school.
7. In accordance with a student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. A Diabetes Management and Treatment Plan is to be developed by the physician and parent for any student with diabetes who needs treatment or care at school. A copy is to be provided to the school from which the principal, nurse, parent, physician, if possible, and teacher are to develop an individualized health plan. See the school nurse or principal for information.
8. A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has written authorization from his or her parent and a physician or other licensed health care provider.

The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication, including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

### **Steroids**

State law prohibits students from possessing, dispensing, delivering or administering an anabolic steroid. Anabolic steroids are for medical use only and only a physician can prescribe use. Body building, muscle enhancement or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

### **Health Problems**

Students with health problems (permanent or semi-permanent) which will interfere with school requirements, or which will require special consideration by school officials, should present to the school nurse a letter from the family physician explaining the circumstances. The school nurse will notify appropriate staff members. Details of the problem will not be disclosed by the school nurse.

### **Illness at School**

The school nurse is on duty or available to students who become ill during the school day. Students will obtain permission from their teachers to go to the nurse's office. If the nurse is not in, the student will report to the principal for instructions. Students will not be permitted to go home during school hours or to a doctor without approval from parent or guardian. All students leaving the campus early must sign out in the attendance office.

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Department of State Health Services, Immunization Division, can be honored by the District. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenza, Type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses, or refer to the Texas Department of Health Services website, [www.dshs.state.tx.us/immunize/school/school\\_info.shtm](http://www.dshs.state.tx.us/immunize/school/school_info.shtm). The school nurse can also provide information on the acceptable physician-validated history of illness required by the Department of State Health Services. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp verification. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. Licensed physician stating that, in the doctor's opinion, the immunization required poses a

significant risk to the health and well being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

### **Bacterial Meningitis**

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

#### § What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long- term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

#### § What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress over a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 1 year old) and adults with meningitis may have 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 flu and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as 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 who are 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 up to five years.

§ What should you do if you think you or a friend might have Bacterial Meningitis? Seek prompt medical attention.

§ Where can you get more information?

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

### **Law Enforcement Agencies**

When law enforcement agencies or other lawful authorities wish to question or interview a student at school:

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

## Students Taken Into Custody--

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

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal will immediately notify the superintendent and will ordinarily attempt to notify the parents unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

## Notification of Law Violations--

The District is required by state law to notify:

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

## Leaving Campus

Students who want to leave campus must first seek clearance through the office from the principal or principal's designee. Students must be signed out through the office. I.D. must be shown. **No one may leave without permission.** If a student leaves without permission, the first time they will serve 5 after school detentions. The second time, they could be suspended or withdrawn from TEAM School and placed at another campus.

## **Meals**

Students who are eligible will be provided a free or reduced-price breakfast and lunch. Forms are required to be completed by all students. Students may purchase a lunch prepared daily by CISD or they may bring their lunch. All students, whether free/reduced or paying will follow the same procedures with no differences. Students may not leave campus for lunch. Deliveries, whether commercial or individual, will not be permitted. Breakfast will be served in the cafeteria beginning at 7:30 a.m.



## **Parental Involvement**

### **Working Together**

Both experience and research tell us that a child's education succeeds best when there is a strong relationship between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- § Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides. Ensure that your child completes all homework assignments and special projects. Be sure your child comes to school each day prepared, rested and ready to learn.
- § Becoming familiar with all your child's school activities and with the academic programs, including special programs, offered in CISD and feel free to ask the principal or counselor any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- § Attending scheduled conferences and requesting additional conferences as needed. to schedule a telephone or in person conference with a teacher, counselor or principal, please call the school office for an appointment.
- § Staying informed on school activities and issues. Campus newsletters, PTA, Open House activities, the District's website-[www.cleburne.k12.tx.us](http://www.cleburne.k12.tx.us)-and parent/booster club meetings provide good opportunities for learning more about Cleburne schools. PAR
- § Becoming a school volunteer. For further information on the District's Volunteers In Public Schools program, contact Lisa Magers, CISD Director of Community Relations, 817-202-1127.
- § Attending board meetings to learn more about district operations.

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

Your child will not be required to participate without parental consent in any survey, analysis or evaluation--funded in whole or part by the US Department of Education--that concerns: political affiliations or beliefs of the student or the student's parent; mental or psychological problems of the student or the student's family; sexual behavior or attitudes; illegal or antisocial, self-incriminating or demeaning behavior; critical appraisals of individuals with whom the student has a close family relationship; Relationships privileged under law, such as relationships with lawyers, physicians and ministers; Religious practices, affiliations or beliefs of the student or parents; Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program. You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis or evaluation.

## **Parental Involvement, cont'd**

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

As a parent, you also have a right to receive notice of your child’s participation in any survey concerning the private information listed above, regardless of funding and school activities involving the collection, disclosure or use of personal information gathered from your child for the purpose of marketing or selling that information. You also have the right to receive notice of any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and no necessary to protect the immediate health and safety of the student. Exceptions are: hearing, vision or scoliosis screenings, or any physical exam or screening permitted or required under state law.

### **Display of your child’s artwork, projects and other special work products—**

As a parent, if you choose that your child’s artwork, special projects, photographs and the like not be displayed to the community on the District’s website, in printed materials, by video or by any other method of communication, you must notify the principal in writing.

### **As a parent you also have a right:**

- § To request information regarding the professional qualifications of your child’s teachers, including whether the teacher has met state qualifications 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.
- § To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to your child.
- § To review your child’s student records when needed. These records include:
  - § Attendance records
  - § Test scores
  - § Grades
  - § Disciplinary records
  - § Counseling records

§ Psychological records

§ Applications for admission

§ Health and immunization information

§ Other medical records

§ Teacher and counselor evaluations

§ Reports of behavioral patterns; and

§ State assessment instruments that have been administered to your child.

§ To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording of your child without parental permission for the following circumstances:

§ When it is used for school safety

§ When it relates to classroom instruction or extracurricular activity; or

§ When it relates to media coverage of the school.

§ To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

§ 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 Texas flag. the request must be in writing. State law does not allow your child to be excused from participation in the minute of silence or silent activity that follows.

§ To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

§ To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion.

§ To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.

§ To request the transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.

§ To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. If the district has only one campus serving a particular grade level, the student may transfer to a neighboring district.

**The Texas Education Agency Website features a downloadable *User's Guide to Parent Rights* which may be viewed by going to:  
[http://www.tea.state.tx.us/parent\\_inv./prights.html](http://www.tea.state.tx.us/parent_inv./prights.html).**

### **Phone/Communication Devices**

Cleburne TEAM School students may use the telephone in the office in extreme emergencies. No personal phone calls will be accepted. Students will not be called out of class for a phone call. Parents may leave a message for students with the school if necessary. No cell phones, pagers or beepers are allowed on students or in students' personal effects. Disciplinary action will be taken as follows: Cell phone will be returned to student and/or parent/guardian at the end of the day but will not be returned to the student.

§ **No MP3 Players and iPods with cell phone and/or internet ability and/or video and picture capability may not be allowed on school property. *MP3 players and iPods that only play music are also permitted.***

### **Plagiarism/Cheating/Academic Dishonesty**

Plagiarism is the use of another person's original ideas or writing as one's own without giving credit to the true author. Plagiarism will be considered cheating and the student will be subject to disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe a student has engaged in cheating or other academic dishonesty will determine the academic penalty to be assessed. The use of academic penalties is not governed by policies pertaining to student discipline, but students and parents may appeal the teacher's decision, using the student complaint policy.

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

Each school day, students will recite the Pledge of Allegiance to the United States Flag and the Pledge of Allegiance to the Texas flag. Parents must 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. Each 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 distract others.

## **Prayer**

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

## **Prohibited Items**

Articles prohibited at TEAM School include all electronic devices including PSP Players, DVD players, mini televisions and cell phone/CD player combinations. Students may have music devices, but this privilege can be revoked. The devices cannot have a screen. \*See Phone/Communication Device

## **Requirements for High School Graduation**

Twenty-six (26) credits are required for recommended graduation diploma and Twenty-two credits are required for Minimum graduation diploma.

### **Units:**

**English - 4 Credits**

**Math - 4 Credits**

**Science - 4 Credits**

**Social Studies - 4 Credits**

**Fine Art - 1 Credit**

**Physical Education - 1 Credit**

**Speech - .5 Credit**

**Electives - 5.5 Credits**

**Foreign Language - 2 Credits**

Credits earned per semester, 5 1/2. If student is unable to earn the minimum credit, student will be placed on academic probation. All students will graduate on the Recommended Plan or higher unless a formal meeting is held to show good reason to graduate minimum.

## Weekly Schedules

Every TEAM School student will receive a weekly Schedule. The schedule is similar to a time card that is used for student attendance and performance records.

### TEAM School Valedictorian/Salutatorian Requirements

1. Highest GPA based on 4.0 (this is to include all high school grades)
  - a. A (100-90) = 4 points
  - b. B (89-80) = 3 points
  - c. C (79-70) = 2 points
  - d. F (69-0) = 0 points
2. **Students must earn a minimum of six credits at TEAM School.**
3. No student older than 21 will be eligible.

## **Safety**

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

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

Parents can assist by notifying the campus of any change in transportation; picking up their child in a timely manner and keeping emergency care information up to date (name of doctor, emergency phone numbers, allergies to medications, etc.). Please contact the school office and/or nurse to update any information. Having current information would be of critical importance should an accident or injury occur that requires medical attention.

## **Searches**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

## **Students' Desks**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and content of their assigned desks. Searches of desks may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by Board policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk.



## **Vehicles on Campus**

Vehicles parked on school property are under the jurisdiction of the school. Students must provide current Drivers Licence and insurance coverage. All vehicles on school property is subject to searches any time there is reasonable cause to do so, with or without permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

## **Trained Dogs**

The District will use trained dogs to alert school officials to the presence of prohibited or illegal items, including drugs and alcohol. At any time, trained dogs may be used on vehicles parked on school property. Searches of classrooms, common areas or student belongings may also be conducted by trained dogs when students are not present. A vehicle or an item to which a trained dog alerts may be searched by school officials.

## **Student/Parent Complaints**

Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, the student and/or parent should contact the principal to request an appointment within ten calendar days of the time the student knew or should have known of the event or the series of events that caused the complaint. The principal shall schedule and hold a conference with the student within seven days. If the outcome of the conference with the principal is not to the parent's satisfaction, the parent may make a written request within ten calendar days to request a conference with the superintendent or designee who shall schedule and hold a conference. Prior to or at the conference, the student or parent should submit a written complaint that includes a statement of the complaint and any evidence in its support, the solution sought, the student's/parent's signature and the date of the conference with the principal. If the outcome of the conference with the superintendent or designee is not to the student's/parent's satisfaction, the student may present the complaint to the Board of Trustees at the next regular meeting. The Board shall listen to the complaint, but may not respond, discuss or take action other than to request the matter be put on the agenda for a subsequent meeting. The administrative decision made at the conference with the Principal is upheld if the Board does not request that the matter be put on the agenda for a subsequent meeting. If the complaint by the student/parent involves complaints or charges about an employee, it shall be heard by the Board in closed session unless the employee complained about requests it to be public.

Concerns may also be addressed to the Texas Education Agency on its Website, <http://www.tea.state.tx.us/tea/contact.html>. Procedures for lodging a formal complaint are included in the *Compact with Texans*, which is found at this same address.

### **Student Parking**

The following guidelines are established to ensure the buses easy access to the TEAM School parking lot. Failure to comply with these guidelines will result in the student losing the privilege to park in the school parking lot.

§ Drive into parking spaces. (Do not back your vehicle into the designated student parking space.)

§ Pull up close to barrier

§ Do not litter the parking lot

§ Follow correct paths of entering and exiting parking lot

§ Do not drive recklessly or display rapid acceleration entering, while inside parking lot or while leaving.

**Students must have a valid drivers licence and proof of auto insurance to park in the parking lot**

**\*\*Please note: Reckless driving, rapid acceleration and “burning out” in or out of school parking lot may result in a 1 week, 2 week or permanent ban on the student’s use of parking facility.**

## Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- § The parents--whether married, separated or divorced--unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as a student becomes 18 or is emancipated by a court, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes.
- § District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principals), school staff members (such as teachers, counselors and diagnosticians), or an agent of the District (such as a medical consultant.)
- § Various governmental agencies or in response to a subpoena or court order.
- § A school to which a student transfers or in which he or she subsequently enrolls.

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances prevent inspection during these hours, the District will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The address of the Superintendent’s office is 505 N. Ridgeway, Suite 100, Cleburne, TX 76033.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate or otherwise in violation of the student’s privacy rights. If the district refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student’s record.

Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process.

Copies of student records are available at a cost of ten cents per page, payable in advance. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

### **Transportation Services**

Cleburne TEAM School is a "choice accelerated" high school, no transportation is provided. Limited transportation for TEAM students enrolled into a Cleburne ISD CTE course provided at CHS.

### **Visitors**

Former students, graduates and visitors should report to the office upon entering Cleburne TEAM School. Students may not invite visitors to school. Parents are always welcome at TEAM School. Children of TEAM School students are permitted only in extreme hardships and must be approved by the school principal before the child is brought to school. Please see Sign-In/Sign-Out Procedures which relates to visitors to the campus (page 18).

## TEAM School Courses Offered:

<b>English:</b>	English I, II, III, IV	(1 unit each)
	Creative Writing, Practical Writing.	(1 unit each)
	Reading III	(1 unit each)
<b>Math:</b>	Algebra I, II	(1 unit each)
	Mathematical Models	(1 unit)
	Geometry	(1 unit)
	Pre-Calculus	(1 unit)
<b>Science:</b>	Physics	(1 unit)
	Biology I	(1 unit)
	Environmental Science	(1 unit)
	Health	(1/2 unit)
	A & P	(1 unit)
	Chemistry	(1 unit)
	IPC	(1 unit)
<b>Social Studies:</b>	U.S. History	(1 unit)
	World Geography	(1 unit)
	World History	(1 unit)
	Government	(1/2 unit)
	Economics	(1/2 unit)
	Sociology / Psychology	(1/2 unit each)
<b>Career/Technology:</b>	Career Planning & Path	(1/2 unit)
	Energy Power & Transportation System	(1 unit)
	Principles of Transportation	(1/2 unit)

	Money Matters	(1/2 unit)
	Photography	(1 unit)
<b>Business Education:</b>	Student Leadership	(1/2 unit)
	TSDATA/PIT	(½ unit each)
	Principles of Business, Marketing & Finance	(1/2 unit)
	Business Information Management	(1 unit)
	Digital Interactive Media	(1/2unit)
	Entrepreneurship/Bus Law	(1/2 unit each)
	Web Technologies	(1/2 unit)
	Career Explorations	(½ unit)
<b>Foreign Language:</b>	Spanish I	(1 unit)
	Spanish II	(1 unit)
	Spanish III	(1 unit)
	Spanish IV	(1 unit)
<b>Fine Arts:</b>	Art I	(1 unit)
	Art II	(1 unit)
	Art III	(1 unit)
<b>Physical Education:</b>		(1 unit)
<b>College Transition</b>		(1/2 unit)
<b>Speech</b>		(1/2 unit)

Cosmetology I & II

Hill College

1.5 unit per

Auto Tech I, II, III

Hill College

Semester

***Cleburne TEAM School Graduations  
2017-2018***

**May 24th, 2018**

**The Heights Church  
1315 Grandview Hwy, Cleburne, TX 76031  
5:00 pm**

## **APPENDIX I:**

### **Freedom From Bullying Policy**

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Home/Index/737>. Below is the text of Cleburne ISD policy FFI(LOCAL) as of the date that this Handbook was finalized for this school year.

#### **STUDENT WELFARE: FREEDOM FROM BULLYING**

##### **FFI(LOCAL)**

Adopted on March 20, 2012.

#### **BULLYING PROHIBITED**

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

#### **DEFINITION**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and 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; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

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