

**College Station  
Independent School District**

# **Middle School Student Handbook**

**2017-2018**



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

## COMPLIANCE STATEMENT

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

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

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

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

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

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

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

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

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

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

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

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

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



**Acknowledgement of  
College Station ISD  
Middle School Student Handbook**

The 2017-2018 College Station ISD Middle School Student Handbook is *available online* at the district website: [www.csisd.org](http://www.csisd.org) under the Parent Information section.

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

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

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

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

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

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

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

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



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# College Station Independent School District

[www.csisd.org](http://www.csisd.org)

## Board of Trustees

Dr. Valerie Jochen, President  
 Jeff Harris, Vice President  
 Carol Barrett, Secretary  
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Dr. Clark Ealy

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

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

School	Address	Phone	Fax	Web Address	Contact
<b>A&amp;M Consolidated Middle School</b>	105 Holik College Station, Texas 77840	(979) 764-5575	(979) 764-5577	amcms.csisd.org	Jeff Mann, Principal
					Emily Feagan, Asst. Principal
					Jennifer Rhea, Asst. Principal
					Sabrina Pomales, Asst. Principal
					Brian Miles, Counselor
					Ambethy West, Counselor
<b>College Station Middle School</b>	900 Rock Prairie Rd. College Station, Texas 77845	(979) 764-5545	(979) 764-5557	csms.csisd.org	Oliver Hadnot, Principal
					Greg Haas, Asst. Principal
					Grant Hackethorn, Asst. Principal
					Maryam Ahmed, Counselor
					Katy Weldon, Counselor

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



# WELCOME TO CSISD MIDDLE SCHOOLS

Dear Student,

This booklet is designed to provide important information regarding the day-to-day operations of the school. It also provides student expectations, answers to commonly asked questions, and other issues you may want to know about throughout the year.

This handbook should serve as a significant resource for you as a student and it is formatted in a way that is practical and easy to use. A clear understanding of our school's procedures and rules will help you have a positive and successful school year.

We expect you to be proud of your school. We want you to be successful in your classes, to participate in the school activities and enjoy your middle school experience. Our middle schools are committed to your success.

Go AMCMS Cats and CSMS Cubs!

Sincerely,

*Jeff Mann*

Jeff Mann  
Principal  
A&M Consolidated Middle School

*Oliver Hadnot*

Oliver Hadnot  
Principal  
College Station Middle School

## GENERAL INFORMATION

### **ACADEMIC DISHONESTY/CHEATING/PLAGIARISM, ETC.**

Academic dishonesty - as in cheating or plagiarism - is not acceptable. Cheating includes the copying of another student's work - such as homework, class work, or test answers - as one's own. Plagiarism is the use of another person's original ideas or writing without giving credit to the true author. A student and/or students found to be participating in academic dishonesty will be subject to loss of credit for the work in question, as well as disciplinary penalties, according to the Student Code of Conduct.

### **ATTENDANCE AND ABSENCES – (Board Policy FEA)**

The Texas Education Code 21.041 requires students to be in attendance for at least 90% of school calendar days a year in order to receive credit for a class. The Principal will appoint one or more attendance committees to hear petitions for class credit from students with less than 90% attendance. The Committee may give class credit to these students because of extenuating circumstances.

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

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

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

**Unexcused Absence(s):** An absence is considered unexcused in the following situations:

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

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

1. Parent notification and Student conference. (8-10 days of absences)
2. Request for Doctor's verification, if illness is involved.
3. Second notification letter and parent conference, if 10-15 absences occur.
4. Students who accumulate 15 or more absences may receive a certified notification from the school informing them of the schools intention to file a complaint with the Brazos County Justice of the Peace. The appointed Judge will schedule a hearing date for the case. A fine or other consequences may be administered to either, the parent, child or both parties if the student is age 12 to 17. The student may also be referred to Juvenile Court.

**Leaving School During the Day:** Students leaving school during the school day, MUST check out through the Main Office. Students are to bring a note, before school, from their parents/guardians, explaining the need for leaving campus and give it to the secretary prior to leaving. The student will be issued an early dismissal note to show their teacher at the appropriate time. Parents needing to check their child out of school will be required to write an excuse note upon picking up their child.

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

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

## **BIKES**

Bicycle racks are provided, and all bikes on campus must be locked in the racks. Students should register their bikes with the College Station Police Department and keep them locked while at school. Students are not to be in the bike rack areas except when they are arriving or departing. The school is not responsible for damaged or stolen bicycles.

## **BULLYING OR TAUNTING BEHAVIOR PREVENTION**

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

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

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

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

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

## **BUSES AND DISTRICT TRANSPORTATION**

The District makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Students must register to ride the bus and that it is done electronically at [www.csisd.org](http://www.csisd.org). Bus routes and any subsequent changes are posted at the school. Further information may be obtained by calling the Transportation department at 979-764-5440.

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. If a student misses the bus, they cannot ride another bus.

Students riding a bus are expected to maintain responsible behavior at all times. Any behavior that is determined potentially dangerous to the passengers, driver, or the bus will result in suspension of bus riding privileges. Any students suspended from a bus must provide their own transportation to and from school. Buses used for athletic or field trips are governed the same way. We hope it will not be necessary to forbid any student to ride a bus. However, such actions will be taken if the student violates The Student Code of Conduct.

### **Bus Rider Conduct Policy**

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

#### **RULES AND REGULATIONS**

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

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

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

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

## **CSISD Transportation Policy**

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

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

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

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

### **FIRST OFFENSE:**

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

### **SECOND OFFENSE:**

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

### **THIRD OFFENSE:**

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

### **FOURTH OFFENSE:**

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

### **FIFTH (AND BEYOND) OFFENSE:**

The student may be excluded from the bus for a period of **a semester or the rest of the school year**.

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

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

## **CAFETERIA**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential.

Our cafeteria provides nutritious meals. Students who buy or bring lunches will eat in the dining area. To help make it a pleasant place to eat, the student's cooperation is necessary:

- Do not cut in line or save others a place.
- Do not purchase food for friends or other students.
- Pick up litter and place it in trashcans.
- Request permission to use the phone or restroom.
- Wait until you are dismissed before leaving the cafeteria.
- No food or drink will be allowed outside the cafeteria.

## **COMMUNICABLE DISEASES / CONDITIONS**

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who **may** have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral A	Rubella (German Measles),
Campylobacteriosis	Impetigo	including congenital
Chicken pox	Infectious mononucleosis	Salmonellosis, including
Common cold with fever	Influenza	typhoid fever
Fifth disease	Measles (Rubeola)	Scabies
(Erythema Infectiosum)	Meningitis, Bacterial	Shigellosis

Gastroenteritis, Viral  
Giardiasis  
Head Lice (Pediculosis)

Mumps  
Pinkeye (Conjunctivitis)  
Ringworm of the scalp

Streptococcal disease, invasive  
Tuberculosis, Pulmonary  
Whooping Cough (Pertussis)

## What You Need to Know About Staph/MRSA Skin Infections



Recently, doctors in Texas have been seeing an increasing number of patients with skin infections caused by *Staphylococcus aureus* ("Staph") bacteria that are resistant to many antibiotics (drugs that kill bacteria), also called methicillin-resistant *Staphylococcus aureus*—"MRSA."

The Texas Department of State Health Services is working with doctors and other healthcare providers to better understand why this is happening and how to prevent antibiotic (drug) resistant Staph/MRSA skin infections from spreading.

### What is a Staph/MRSA skin infection?

It can be a pimple, rash, boil, or an open wound.

Staph/MRSA is often misdiagnosed as spider bites. Staph bacteria are commonly found on the skin of healthy persons. Staph/MRSA infections often begin with an injury to the skin. Symptoms of a Staph infection include redness, warmth, swelling, tenderness of the skin, and boils or blisters. Sometimes it does not cause any problems; sometimes it causes minor infections, such as pimples or boils. If left untreated, it can cause serious skin infections or worse.



### How do Staph skin infections spread?

Staph/MRSA lives on skin and survives on objects for 24 hours or more.



The cleanest person can get a Staph/MRSA infection. Antibiotic-resistant Staph/MRSA skin infections are found in places where there are crowds of people (schools, jails, gyms).

Staph/MRSA can rub off the skin of an infected person onto the skin of another person during skin to skin contact. Or, the Staph can come off of the infected skin of a person onto a shared object or surface, and get onto the skin of the next person who uses it. Examples of commonly shared objects include towels, soap, benches in hot tubs, and athletic equipment—in other words, anything that could have touched the skin of a Staph infected person can carry the bacteria to the skin of another person.



 TEXAS  
Department of State Health Services  
[www.idcu.org/health/texas](http://www.idcu.org/health/texas)  
E59-12490

### How can I prevent myself or my family members from getting infected?

Wash your hands with soap and warm water.

Keep cuts and scrapes clean with soap and water. Avoid skin contact and sharing personal items with anyone you suspect could have a Staph skin infection. When using protective gloves to treat infected area, remove and dispose of properly; wash your hands with soap and water after removing them. Do not share personal items with other persons who might have skin infections.



### What should I do if I think I have a skin infection?

Consult your doctor or healthcare provider.

If you think that you have a skin infection, consult your doctor or healthcare provider as soon as possible. Early treatment can help prevent the infection from getting worse. Be sure to follow directions from your doctor or healthcare provider closely, even when you start to feel better. Not taking all of your pills leads to stronger, antibiotic-resistant bacteria.

### If my doctor or healthcare provider has told me that I have a Staph/MRSA skin infection, what can I do to keep others from getting infected?

Clean your bandages, your hands, and your home.

Keep the infected area covered with clean, dry bandages. Pus from infected wound is very infectious.

Wash your hands frequently with soap and warm water, especially after changing your bandages or touching the infected skin.

Regularly clean your bathroom, kitchen, and all other rooms, as well as your personal items. Wash clothes and other items that become soiled with hot water or bleach, when possible. Drying clothes in a hot dryer, rather than air-drying, also helps kill bacteria in clothes.

Tell any healthcare providers who treat you that you have an antibiotic-resistant Staph/MRSA skin infection.

\*Modified LAC – DHS (CA) Flyer

## BACTERIAL MENINGITIS INFORMATION

Texas Senate Bill 31 requires public schools to provide annually all students and parents with information relating to bacterial meningitis. If you have questions, contact the school nurse at your student's campus.

Meningitis is an inflammation of the covering of the brain and spinal cord. Viral meningitis is common; most people recover fully. Bacterial meningitis is very serious and may involve complicated medical, surgical, medication, and life support management.

Symptoms of meningitis may develop over one or two days but can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness or confusion

\*In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin.

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germ is spread by direct contact with persons who carry the germs for this disease. The mode of transmission is through nose and throat droplets of people who carry these germs but are not sick (carriers). The incubation period is 2 to 10 days.

The diagnosis is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood. Spinal fluid is obtained by a lumbar puncture (spinal tap).

**Students who have been home ill should not return to school until they have been fever free (100° or less) for 24 hours without the use of fever-reducing medicines like Acetaminophen or Ibuprofen. If a student feels ill in the morning before school, check to see if fever is present. Fever is any reading 100.4°F or above. If fever is present the student needs to remain home.**

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

### **COMMUNICATIONS**

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

### **COMPLAINTS BY STUDENTS / PARENTS**

Students or parents who have complaints should first bring the matter up with the staff member involved. Usually student or parent complaints or concerns can be addressed simply - by a phone call, e-mail, or a conference with the staff member. If the outcome of that discussion is not satisfactory, request a conference with the grade level principal or head principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent or designee. If an appearance before the Board is ultimately necessary, procedures must be followed in accordance with Board policy.

The College Station Independent School District does not discriminate on the basis of race, religion, color, national origin, sex, or handicap in providing educational services. Monica James, Director of Human Resources, 1812 Welsh, College Station, TX 77840 (979-764-5411), has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. Molley Perry, Director of Special Services, 1812 Welsh, College Station, TX 77840 (979-764-5433), has been designated to coordinate compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act.

### **COMPUTER RESOURCES**

To prepare students for an increasingly computerized society, CSISD has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents will be asked to sign a computer acceptable use agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

Students and parents should be aware that electronic communications (e-mail) using District computers are not private and may be monitored by District staff.

### **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, students are expected to learn and to meet the high standards of middle school. In doing so, they will gain confidence in themselves and in their school. Some of these standards are as follows:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for and participate in each class; take appropriate materials and assignments to class.
- Meet campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

### **Leaving Class**

If a student leaves a class, it is his/her responsibility to ask the teacher for a hall pass.

Any teacher or school personnel may ask to see a student's pass at any time. A student should not be in the hall without a pass. A student's failure to produce a pass may result in disciplinary action.

### **Applicability of School Rules and Discipline**

To achieve the best possible learning environment for all our students, the following rules and discipline will apply as follows:

- During the regular school day, at a school bus stop, or while a student is going to and from school on District transportation.
- Within 300 feet of school property.
- While a student is in attendance at any school-related activity, regardless of time or location.
- When retaliation or a threat against a school employee or volunteer occurs, regardless of time or location.
- When a student commits a felony, as described by *Texas Education Code 37.006*.
- When criminal mischief is committed on or off school property or at a school-related event.

### **CONSENT TO SURVEY**

No student shall be required, as part of any program funded in whole or in part by the U.S. Department of Education, to submit to a survey, analysis, or evaluation that reveals certain personal information without the prior written consent of the parent or the student if the student is an adult or an emancipated minor. Topics covered by this provision are available from the principal.

### **COUNSELOR**

The purpose of the counseling program is to support and meet the needs of all our students in a proactive rather than reactive manner. Our program is a collaborative approach with input and support from teachers, students, parents, and community representatives. Our comprehensive counseling program facilitates student development in four broad areas, Guidance Curriculum, Responsive Services, Individual Planning, and System Support, which are aligned with the State Standards for School Counseling.

Counselor services are available to all students and their families. Conflicts, grades, schedules, social issues, and personal issues are just a few areas your counselor can provide assistance/guidance for students and their families. Please feel free to ask questions at any time.

If a student would like to visit with the counselor, he/she can stop by the counseling office before or after school, during lunch, or ask the counselor to set up an appointment at a convenient time.

The counselor will not conduct psychological examinations or "treatment" without first obtaining written consent from parents unless required by state or federal law for Special Education purposes.

### **CREDIT BY EXAM**

College Station ISD provides Credit by Exam testing. Parents should contact the counselor at their child's campus in March to register for tests and to get information regarding the specific requirements of each grade level and /or course.

### **DETENTION**

Students may be detained before or after school (for not more than 1 hour) on one or more days if a student violates the school's rules of conduct. Teachers will supply students' **written documentation** that will notify the parents of



the reason for the detention and the scheduled day and time it will be served. Other forms of detention that may be utilized include morning and lunch detention.

### **DISTRIBUTION OF MATERIAL**

Food, candy, fundraising materials, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus by a student or a non-student without prior (2 days) approval of the principal. Any student who posts material without prior approval will be subject to disciplinary action.

#### **Non-school material**

All non-school materials must be submitted the CSISD Communications Department for approval.

#### **Procedure for the distribution of non-school materials:**

- 1.) Non-school literature shall not be distributed without first being approved.
- 2.) Submit completed approval form to the CSISD director of communications along with a copy of the materials to be distributed. The approval form can be downloaded via the link found on our website at [www.csisd.org](http://www.csisd.org).
- 3.) Once approval is returned, the requesting organization is responsible for producing the literature and supplying it to each campus as denoted on the approval form. Guidelines for bundling materials for distribution can be found on the bottom of the approval form.
- 4.) A copy of the approval form must be submitted to each campus along with the materials to be distributed.

#### **Materials that promote for-profit businesses will not be approved for distribution.**

This disapproval may be appealed to the Board in accordance with policy. Any student who posts material without prior approval will be subject to disciplinary action. Materials displayed without this approval will be removed.

### **DRESS CODE**

The district's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

Students shall come to school clean and neat, wearing clothing and exhibiting grooming that will not be a health or safety hazard to themselves or others. School Board policy prohibits any clothing that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations (Board Policy FNCA).

The dress code for the District shall be as follows until altered by the appropriate authority designated by the Board:

- A. ID cards are to be worn at all times. ID cards should be worn above the waist in the front of the body.
- B. Clothing should cover the body and should fit in such a manner as to promote the modesty of individuals.
  1. Shoes should be worn at all times.
  2. Clothing with distracting holes or tears with skin visible are not permitted.
  3. Clothing shall be such length and design to include a sleeve and covers the mid-section of the body.
  4. Sheer or see-through clothing requires a camisole or tank top that covers the midriff underneath.
  5. Pants must fit at the waist.
  6. Hem lengths of dresses, skirts, shorts, and skorts must be below each individual's fingertips. Clothing should meet fingertip length while at all times. If a student wears tight-fitting pants, he or she must also wear clothing over them which meets the fingertip requirement for length.
  7. Clothing shall not be worn which displays:
    - Offensive, obscene, vulgar, or suggestive pictures or slogans.
    - Pictures, symbols, or slogans associated with gang activity, or subversive groups or activities which incite violence or are deemed inappropriate for a school setting.
    - Pictures or advertisement for alcohol, drugs, or tobacco products including but not limited to beer, wine, liquor slogans, or registered trademarks of such companies.
  8. Sleepwear such as pajama pants is not allowed.
  9. Headwear is allowed for medical reasons or as a legitimate expression of a student's religious practice and faith. Hairnets, picks, combs, or rollers/curlers are not allowed to be worn in a student's hair on campus.

#### 10. Blankets should not be worn inside the building.

Teachers can send students that are out of dress code to the office at any time during the school day. If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem. The principal/designated person will fill out the dress code violation documentation and send the student back to class with a signed copy once the dress code violation has been corrected. A dress code violation will be recorded. The teacher will use the issued documentation as admittance into class.

Students refusing to comply with principal request to conform to dress code will be sent to ISS for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school.

School owned clothing must be returned the following school day. If the clothing is not returned a fine will be assessed until the clothing is returned. In addition to this, if the violation is a hat, jewelry, or chain violation, the principal will confiscate the item. The confiscated item may be picked up after school. Items that are consistently confiscated will be kept by the assistant principal until the end of the school year. A student could receive several dress code violations in one day, if they make that choice. Each additional violation will result in the next level in the consequence continuum.

#### **DRUGS/ALCOHOL**

The College Station Independent School District believes that students' use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a code of student conduct that prohibits the use, promotion, sale, possession, distribution, or being under the influence of alcohol and illicit drugs on school premises or as part of any school activity, regardless of its location. Compliance is mandatory, and students shall be disciplined if they are found to have violated this code of conduct. In addition, the student may be referred to appropriate law enforcement officials for criminal prosecution.

#### **E-CIGARETTE**

A student shall not possess nor use e-cigarettes and/or any component, part and accessory.

#### **ELECTRONIC DEVICES**

The use of electronic devices such as Kindles, Nooks, iPads, laptops/notebooks, cell phones, cameras, and similar items may be allowed by an individual teacher for student use during instruction; however, that use will only be for an approved educational purpose and only with the permission of a teacher at appropriate times in the lesson.

However, electronic devices shall not be visible or activated on campus by students except by permission from the school administrator or classroom teacher. Electronic devices visible or activated at school without permission may be kept in the school office and may be picked up by a parent. The school is not responsible for the replacement of any confiscated, lost or stolen items.

Students will not be permitted to have activated cell phones in the classroom during administration of any state assessment. Violations will be subject to the penalties noted above, and students violating this policy will have their test results invalidated.

#### **EMERGENCY MEDICAL TREATMENT**

As required by law, parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student. Parents shall also be asked to supply other information that could be required in case of an emergency. Parents should update this information as often as necessary.

#### **EMERGENCY SCHOOL CLOSINGS**

In the event inclement weather makes it necessary to close school BEFORE the school day begins, a public service announcement will be made over the local radio and TV stations indicating the cancellation of classes for that day.

#### **EVACUATION DRILLS and EMERGENCY PREPAREDNESS**

Fire drills are required and will be conducted once a month. Student cooperation is required. Fire drill exit routes are posted in each room. The fire alarm will signal a fire drill. Students should not carry anything with them and should refrain from talking. Students will exit and enter the buildings in single file.

**Once** a year we will conduct a tornado/ disaster drill. In the event of this type of drill, teachers will instruct their classes as to the proper emergency procedures.

CSISD has developed a shelter-in-place emergency plan, which is practiced at least **twice** a year. We will also conduct a site evacuation/reverse evacuation drill **once** a year.

### **EXTRACURRICULAR ACTIVITIES**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL)—a statewide association of participating districts—eligibility for participation in many of these activities is governed by state law as well as UIL rules.

CSISD encourages student participation in extracurricular activities. Student clubs and performing groups such as the band, choir, athletic teams, and cheerleaders may establish rules of conduct - and consequences of misbehavior - that are stricter than those for students in general. **If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences rendered by the organization.**

- A student who receives, at the end of a grading period, a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individual education plan (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- The student regains eligibility when the principal and teachers determine that he or she has (1) earned a passing grade (70 or above) in all academic classes, other than those that are advanced, and (2) completed the three weeks of ineligibility.
- A student is allowed up to 20 absences from a class during the school year for extracurricular activities or public performances. All UIL activities and other activities approved by the Board are subject to these restrictions. A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.
- A student who is absent due to approved extra-curricular activities is **responsible for all missed work, including tests**, the day he/she returns to class.
- Restrictions on participation related to discipline may be found in the Student Code of Conduct. All UIL activities come under this provision as do all other activities approved by the Texas Education Agency and College Station Independent School District Board of Trustees.
- A student absent from school for a contagious illness or for any reason that would result in an unexcused absence will not be allowed to participate in school-related activities on that day or evening.
- The principal or designee will determine whether a student may participate if an absence is excused.
- A student who is in ISS or the DAEP (Venture) is not eligible to participate in or to attend any extra-curricular activity.
- A student who is suspended from school is not eligible to participate in or attend any extra-curricular activity.

### **FEDERAL COMPLIANCE STATEMENT**

College Station ISD is working hard to maintain compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for your child's school, a copy of the plan is available in the principal's office as well as the central administration office. Any questions should be directed to Director of Operations at 979-764-5443.

### **FEES**

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.

- Voluntarily purchased pictures, publications, yearbooks, *etc.*
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance when uniforms are provided by the District.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Student identification cards.
- A reasonable fee for providing transportation to a student who lives within two miles of the school.

**FIELD TRIPS**

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

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

Adults/chaperones may be asked to assist in the field trip if additional supervision is necessary. Decisions concerning adult participation on field trips and activities will be made by the classroom teacher and/or principal. Adults who help on a field trip must have a Criminal History Check completed through the district. Chaperones may not bring other children on the field trip.

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

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

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

Teachers are responsible for the supervision and safety of all students.

**FINES**

Fines are assessed for overdue library books, lost/damaged textbooks and/or library books, lost or damaged athletic clothing or equipment, or damage to any school property. Students are responsible for clearing all fines. Students will not be allowed to exempt final exams with outstanding fines. If fines are not cleared by the end of the school year, students may have trouble registering on the appropriate date for the next school year. If fines are still not paid, a diploma may be withheld when it is time for the student to graduate.

**FIREWORKS**

Possessing or shooting fireworks of any kind in the building, on the school campus, or on any school property at any time is illegal. Students are subject to disciplinary and legal action.

**FUND RAISING**

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Principal at least fifteen (15) workdays before the event. Fund raising shall not take place on school property, except as approved by the Principal.

**GRADING**

The state grading scale is as follows:

90 - 100	A
80 - 89	B
75 - 79	C
70 - 74	D
69 - Below	F

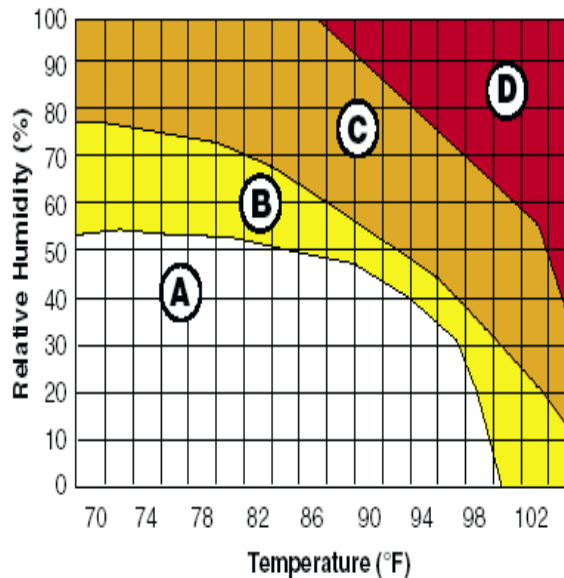
Conduct is scaled as follows:

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## HEAT INDEX

# CSISD Heat Index Activity Recommendations

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



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

- Provide students frequent water breaks in High Heat & Humidity
- Have a shaded area accessible for students that appear to be over-heating
- Have an alternate indoor plan in place for extreme conditions

## HOMEWORK

A reasonable amount of homework is an important part of a student's learning. It can also serve to develop within the student a sense of responsibility, independent study habits, and self-discipline. Also, major assignments/projects are assigned to develop time-management and responsibility skills.

## IMMUNIZATION

To be enrolled as a student in CSISD and remain a student they must be fully immunized against certain diseases. A certificate or statement that explains reasons why a student will not be immunized such as religious or medical circumstances must be presented and filed by the school. The immunizations required are:

Diphtheria  
Rubeola (measles),  
Rubella  
Mumps  
Tetanus  
Haemophilus influenza type B  
Polio myelitis  
Hepatitis B  
Hepatitis A  
Varicella (Chicken pox)

Beginning the 2009-2010 school year, immunization requirements changed for the **incoming 7<sup>th</sup> grade** students. Required immunizations for **7<sup>th</sup> grade students** are as follows:

1. Dose of Meningococcal Vaccine

2. Two doses of Varicella (Chicken Pox) Vaccine
3. TDAP (Tetanus, diphtheria and pertussis)

If an immunization is due, the nurse will send a written notice home. The student has 2 weeks to update this immunization. If the immunization is not received within this time period the student will be excluded from school until it is received. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or stamped validation.

**If students' religious beliefs conflict** with the requirements that the student be immunized, the student must present a signed Texas State Affidavit from the Texas Dept. of Health for religious or conscientious objection. The document must be renewed each year and must be presented and current for the student to be in school. The school nurse or local health department has information regarding this Affidavit.

**If the student should not be immunized for medical reasons**, the parent shall present a certificate from a licensed U.S. physician stating that in the doctor's opinion the immunization required would be harmful to the health and well-being of the student. This certificate must be renewed yearly unless the physician specifies that this is a life-long condition.

### **IN-SCHOOL SUSPENSION (ISS)**

When it does not conflict with established policies of discipline, In-School Suspension is an option to a suspension from school. Students in ISS will eat the cafeteria lunch of the day. Failure to demonstrate acceptable behavior in ISS may result in suspension from school. A student who continues to engage in serious or persistent misbehavior may be removed from class and recommended for DAEP (Venture Center) placement. During the term of an In-School Suspension assignment, the student is not eligible to participate in or attend any CSISD activity or function, regardless of the time of day or location of said activity.

### **LAW ENFORCEMENT**

#### **Questioning of Students:**

When law enforcement officers 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 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.
- the principal will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation.

#### **Students Taken into Custody:**

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

- to comply with an order of the juvenile court.
- to comply with the laws of arrest.
- by a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- by a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- to comply with a properly issued directive to take a student into custody.
- by an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory 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 parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

#### **Notification of Law Violations:**

The District is also required by state law to notify

- all instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- all instructional and support personnel who have regular contact with a student who has been convicted or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

### **LEAVING SCHOOL DURING THE DAY**

Refer to Attendance Procedures.

### **LIBRARY**

The school library is for our students' use. Books, magazines, newspapers, and pamphlets are available. Because of their value in the educational program, all should be cared for conscientiously. Books checked out are the responsibility of the borrower. Fines for overdue books are charged, and students must pay for any lost or damaged books. Computer usage in the library is strictly for school related work. Internet access requires teacher permission. The library will be open before and after school each day for students who need to utilize these resources.

### **LOCKERS**

Individual lockers are provided and assigned to each student. These lockers are for student use and should be kept clean. Periodic campus-wide locker clean outs are held. Students are not to share their lockers or their locker combinations with other students.

During the school day, items such as large oversized bags/purses, book bags, backpacks, gym bags, etc. will be stored in the student's locker. Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. Students have full responsibility for the security of their lockers, as well as for the contents of their lockers, and should make certain they are locked at all times. Students are subject to disciplinary action if they “adjust” their locker so that it will not lock.

### **LOST AND FOUND**

Lost textbooks will be returned to the issuing teacher who will then return it to the student(s). Notebooks, coats, sweaters, gloves, backpacks, etc., should have the student's name clearly marked. Students may check the lost and found located in the cafeteria before or after school. Those items remaining at the end of each semester will be donated to one of the local charitable organizations.

### **LUNCH**

No food or drink will be allowed in any area of the campus except the cafeteria. Middle Schools are “closed campuses”. Students may not leave school grounds to eat lunch without Principal approval. Any student who gains permission to leave the campus for lunch will receive an unexcused tardy or absence if he/ she returns to school after class has begun.

Students may eat the school lunch offered or can bring a sack lunch from home. Glass containers should not be brought to school. No commercial food deliveries for students will be accepted at school.

### **LUNCH VISITOR GUIDELINES**

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

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

1. Parents and guardians must check in at the front office before having lunch with their child.
2. **Parents and guardians may only bring a lunch for their own child.**

#### **Any other lunch visitors**

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

**5. Any visitor must be within the campus dress code.**

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

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

**MAKE-UPS**

Following any absence, the student must bring a note to the attendance office before school and early enough to avoid being tardy to class. Arrangements for make-up work should be made with the individual teachers. Students have the number of days absent plus one additional day to complete work missed. The student is responsible for obtaining missed assignments and arranging a make-up time for missed tests within the allotted time.

See "Extra-curricular Activities" for policy regarding work missed due to participation in approved extra-curricular activities.

**MEDICINE AT SCHOOL**

Medication that must be given during the school hours will need to be brought to the school nurse. The nurse is available between 8:00 A.M. and 4:00 P.M. The medication must be in the original container or prescription bottle that has the label, instructions and dosage. Medication sent in baggies, envelopes, foil, etc. will not be given under any circumstance. A signed permission form from the parent or guardian must be on file for each medication including inhalers.

**Note: All prescription medications** (including Ritalin, Dexedrine, Concerta etc.) and non-prescription medication must be brought to the nurse by the parent or guardian and counted at that time. The medication must be signed in to the nurse and each time it is refilled afterwards. If the student wants to carry their inhaler and/or Epi-pen with them a signed permission form from the Doctor and parents/guardian must be on file each year. If the student wanted the nurse or coach to keep it, only a parental permission form is needed. Students are not allowed to have any medication on their person or in their lockers during school hours.

If the parent has a permission slip on file for the student to transport medication, medication that is left at the end of the school year may be carried home by the student, excluding medications for ADD/ADHD and other controlled medications. Any medication not picked up by the last day of school will be disposed of.

**NATIONAL JUNIOR HONOR SOCIETY REQUIREMENTS**

Membership in the National Junior Honor Society is based on scholarship, responsibility, character, leadership, citizenship, punctuality, courtesy, and service. Qualified students are selected for NJHS membership by a majority vote of the Faculty Council. **NO STUDENT IS AUTOMATICALLY A MEMBER BECAUSE HE/SHE MAKES CERTAIN GRADES.**

**NURSE**

Each campus is staffed with a licensed nurse who is available to help you with your student's health needs. If a student has a medical condition in which his/her immune system is compromised, thus making him/her more susceptible to communicable diseases, please notify the School Nurse Coordinator at 694-5800. The School Nurse Coordinator will then notify you when a communicable disease is present in your child's school. Confidentiality will be maintained.

For the protection of the students, the following criteria will be used to determine whether or not a student will be sent home from school due to illness. Students should see the nurse if they experience any of the following:

- Fever - 100.4°F or more
- Suspected contagious disease
- Vomiting
- Diarrhea
- Feels too ill to remain in school

When students visit the clinic for headaches, stomach aches, cramps, mild joint sprains or injuries, parents are not routinely notified unless the symptoms are severe enough that parents need to be notified. Please contact the nurse if you have specific concerns.



A student must have permission from the nurse before calling or texting a parent to come pick him/her up from school. The school nurse may also contact the parent to pick up a student who is ill. (See *Electronic Devices* section)

### **OUT OF SCHOOL SUSPENSION**

A student may be suspended from school for serious misconduct. A suspension may not exceed three (3) days, but there is no limit as to the number of times a student may be suspended. A student may be subject to emergency removal as well. All out-of-school suspensions are excused absences; the student is responsible for all make-up work. The student will be excluded from participation in all extracurricular activities for the duration of the suspension. The student is not to be on any CSISD property or in attendance of any school-related activity for the duration of the suspension.

### **Parent Access to Grades**

The **Home Access Center** (HAC) allows guardians to access their children's grades, attendance, and other important data.

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

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

### **PESTICIDES**

This school periodically applies pesticides. Information concerning these applications may be obtained from the Operations office at 979-764-5443.

Parents who want to be notified prior to pesticide application inside their student's school assignment area should contact 979-764-5443.

### **PHYSICAL RESTRAINT**

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student when the employee reasonably believes it is necessary in order to protect a person (including the employee) from physical injury, obtain possession of a weapon or dangerous object, protect property from serious damage, or restrain an irrational student. In order to restore order or to impose disciplinary measures, District personnel may remove from a specific location, including a classroom or other school property, a student refusing a lawful command of a school employee.

### **PLEDGES OF ALLEGIANCE, RECITATIONS, AND A MOMENT OF SILENCE**

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

### **PROGRESS REPORTS**

At the end of the first three (3) weeks of all grading periods, every student will be given a progress report in his/her advisory class to take home. Only students with a grade of 74 or below in any of their classes must return the progress report to their 4<sup>th</sup> Period teachers, signed by the parent or guardian.

### **PROMOTION, RETENTION, AND PLACEMENT IN GRADES 6-12**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. In grades 2-8, promotion to the next grade shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards (essential knowledge and skills) for all subject areas and a grade of 70 or above in three of the following areas: reading/language arts, mathematics, science, and social studies. Retention/placement decisions shall be made by the principal upon recommendation of the campus GPC/SIT Review Committee. In 8<sup>th</sup> grade all students will be required to pass the reading and math portions of the STAAR/TAKS test to be considered for promotion.

## **RELEASE OF STUDENTS FROM SCHOOL**

A student will not be released from school at times other than at the end of the school day except with permission from the principal or designee and according to the campus sign-out procedures. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

A student who will need to leave school during the day must bring a note to the attendance office from his or her parent that morning. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent. A student will not be allowed to leave school with anyone other than person(s) listed on the Student Information card or Accident/Illness card.

## **REMAINING ON SCHOOL GROUNDS**

Students are not allowed to leave school grounds once they arrive in the morning. Leaving the school grounds without permission is considered truancy and will result in disciplinary action.

## **REPORT CARDS**

At the conclusion of each six weeks grading period, a report card will be given to the student to take home to parents indicating progress made during the previous six weeks. The report card is to be signed and returned to school.

## **REVIEW OF INSTRUCTIONAL MATERIALS**

All instructional materials, including teachers' manuals, films, tapes, or other supplementary material that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education, shall be available for inspection by the parents or guardians of the children. 20 U.S.C. 1232h(a)

## **SCHOOL DAY**

The regular school day for students begins at 8:25 AM with first period and ends at 3:50 PM when they are dismissed from seventh period. Classes are fifty minutes long with a passing period in between. On certain days, students may be let out early for holidays, staff development days, etc. These early release days will be published in the newspaper and appear on the CSISD school calendar.

## **SCHOOL FACILITIES**

### **Vandalism**

The taxpayers of the community have made a sustained financial commitment for the construction and upkeep of school facilities. To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to disciplinary consequences in accordance with the Student Code of Conduct.

### **SEARCHES**

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, searches of a student and /or property of the student may be conducted based on a reasonable suspicion of the presence of an item violating Board policy, the Student Code of Conduct, or criminal laws, and that the search could reasonably be expected to produce evidence of that violation. Lockers are property of the school and remain under school jurisdiction. The school reserves the right to inspect all lockers at any time.

### **SECRET SOCIETIES/GANGS**

Students are prohibited from joining any secret society/gang. Students are prohibited from any behaviors which are associated with gang related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals.

### **SEXUAL HARASSMENT / SEXUAL ABUSE**

College Station Independent School District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or designee, or Director of Human Resources, who serves as the District Title IX coordinator for students. Students must not engage in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another

student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All 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 these behaviors when asked or told to stop.

A substantiated complaint against a student will result in appropriate disciplinary action according to the nature of the offense and the Student Code of Conduct. The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the principal or designee or with the Title IX coordinator. The parent or other advisor may accompany the student throughout the complaint process. The first conference with the student ordinarily will be held by a person who is the same gender as the student. The conference will be scheduled and held as soon as possible but no later than seven calendar days of receipt of the complaint. The principal (principal's designee) or Title IX coordinator will conduct an appropriate investigation, which ordinarily will be completed within seven calendar days of the conference. The student and/or parent will be informed if extenuating circumstances delay completion of the investigation. The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint by the principal (principal's designee) or Title IX coordinator is not satisfactory to the student or parent, the student or parent may, within seven calendar days, request a conference with the Superintendent or designee. Prior to or at this conference, the student and/or parent must submit the complaint in writing and must include (1) a complete statement of the complaint, (2) any evidence supporting the complaint, (3) a statement about how the matter should be resolved, (4) the student's and/or parent's signature, and (5) the date of the conference with the principal, the principal's designee, or the Title IX coordinator. If the resolution by the Superintendent or designee is not satisfactory, the student and/or parent may present the complaint to the Board at the next regular meeting. Information on the procedure for addressing the Board can be obtained from any campus office or the Superintendent's office. For more information about parent and student rights, you may request a copy of the District's Notice of Parent and Student Rights found at FNCJ (EXHIBIT) in the District's policy manual.

### **SKATES, SKATEBOARDS, SCOOTERS, ETC.**

Skates, skateboards, scooters and other similar items should not be used on campus or brought to school at any time unless approved by the principal, or designee. Items must be brought to the office when the student arrives on campus. If a student is caught utilizing a skateboard while on campus, it will be confiscated and a parent/guardian must come and pick it up.

### **SOCIALS**

Students attending a party or social should enter the area or building where the activity is being held and not loiter outside the premises. Once inside, students are required to remain for the duration of the activity. In order to leave early, a parent or legal guardian must come to pick up the student. Otherwise, the student must stay until the function is over.

The rules of good conduct and grooming shall be observed for school social events. Students will be expected to abide by the dress code established in this handbook. Students are encouraged to dress in good taste regardless of the theme.

### **SPECIAL EDUCATION SERVICES AND RELATED SERVICES**

Each student who received special education services has an individual education plan (IEP) which is developed by the student's Admission, Review, and Dismissal (ARD) committee. The Notice of Procedural Safeguards, Rights of Parents of Students with Disabilities can be obtained from the Special Services Director or at the TEA Special Education Website: <http://www.tea.state.tx.us/special.ed/>. For further information, please contact the Director of Special Services at 979-764-5448.

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the campus Student Intervention Team (SIT) committee chair. At most campuses this is administrator or counselor, but either of these staff can assist in connecting families to the appropriate person to assist.

This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RTI). The implementation of RTI has the potential to have a positive impact on the ability of local education agencies to meet the needs of all struggling students. At any time, a parent is entitled to request an evaluation for special education services. Within 15 school days of the written request, the district must determine if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*. 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. [Policy FDB (Legal)]

### ***Students With Disabilities Section 504 Services***

Section 504 of the Rehabilitation Act prohibits discrimination on the basis of a disability and assures that students with disabilities have educational opportunities equal to those provided to non-disabled students. Students are eligible if they have a physical or mental impairment which substantially limits one or more major life activities. Major life activities include such functions as learning, self-care, walking, seeing, hearing, speaking, breathing, working, and performing manual tasks. If a parent, teacher, or administrator suspects a student may be in need of Section 504 accommodations, they should contact the campus Section 504 coordinator for information regarding referral procedures for 504 services.

### **SPECIAL PROGRAMS**

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

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

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

### ***Dyslexia***

Students identified as having dyslexia and who meet College Station ISD's criteria for dyslexia are eligible for services at their home campus. These services will be provided by an interventionist trained in dyslexia or related disorders, utilizing an instructional program targeted to meet the student's needs. Policy may be found in the administrative office at each school in College Station ISD, the Special Services office, and the office of the Superintendent. Questions concerning dyslexia services can be referred to the principal, academic coordinator, or counselor.

### ***Homeless Students***

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

### ***Migrant Education***

The term migratory child means a child who is, or whose parents obtain temporary or seasonal employment in agricultural or related fields. The District assures that high-quality and comprehensive educational programs for migratory children exist to help reduce the educational disruptions and other problems that result from repeated moves. The programs ensure that migratory children are provided appropriate educational services (including supportive services) that address

their special needs in a coordinated and efficient manner so that they may successfully meet the same challenging State academic content and student academic achievement standards that all children are expected to meet. For more information, please contact your campus counselor.

### **STUDENT COUNCIL ELIGIBILITY REQUIREMENTS**

The following eligibility requirements affect students running for

1. Student Council Member
2. Student Council President

#### **I. Scholastic Requirements:**

A student should have an overall average of 80 for the 1st through 5th six weeks (all six weeks grades averaged together, not individual six weeks periods).

#### **II. Disciplinary Requirements:**

The Student Council disciplinary requirements for candidates and members are specifically listed in the Student Council Chapter Constitution.

#### **III. Elections for a position in High School (9<sup>th</sup> grade):**

Students running for election at the High School will be governed by the High School Student Council Constitution.

### **STUDENT I.D. CARDS**

Students will be issued an identification card before or soon after school starts. They are to wear this card at all times during the day and at all school activities. If the I.D. card is lost, students should report to the front office and purchase a new card. Students must show identification cards upon request by any school employee. Failure to show an I.D. card will be cause for disciplinary action.

### **STUDENT INTERVENTION TEAM (SIT Team)**

The Student Intervention Team is a committee that meets when a staff member has a concern about a student. The purpose of the committee is to review information about the student and, if necessary, to determine appropriate interventions and/or program placement. Committee membership varies depending on the student, the campus, and the need for information about student performance. Committee members *may* include a campus administrator, campus counselor, campus diagnostician, campus licensed specialist in school psychology, campus nurse, campus interventionist(s), teachers and other school personnel as determined necessary by the SIT Team chairperson.

### **STUDENT RECORDS**

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

### **SUMMER SCHOOL**

Each year limited summer school courses are offered for acceleration. Summer school information may be obtained through the counselor's office. Information will be given to students in the spring.

### **TARDIES**

**Students should be on time to all their classes and other activities.** Students may be marked tardy if they are not in their assigned seat when the tardy bell rings each period. If a student is more than ten minutes late to class, he/she shall be marked as absent, and disciplinary action for truancy may be taken. Tardies will be handled by each teacher in the following manner:

- 1st tardy - warning by teacher and optional parent contact by teacher
- 2nd tardy - 30 minute detention with teacher and parent contact by teacher
- 3rd tardy - 60 minute detention with teacher and parent contact by teacher
- 4th tardy - referral to office and parent contact by teacher.

Subsequent tardies will result in a referral to the office. Tardies accumulate on a per-semester basis.

### **TELEPHONES**

Telephones are provided for student use, but no student will be allowed to be tardy or miss any part of class because of telephone use. Students should obtain permission to use the phone during the school day.

Students should not call parents to pick them up from school during the school day without permission from the nurse or the Principal.

School office phones are business phones and are not for student use, except in an emergency. Classroom phones are for teacher use only.

### **TESTING**

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests:

- Reading and Mathematics:        Grades 7 and 8
- Writing:                                Grade 7
- Social Studies:                        Grade 8
- Science:                                 Grade 8

### **TEXTBOOKS**

State-approved textbooks are provided by the school free of charge for each subject or class. Students are legally responsible for each book issued to them and must keep them in good condition. Textbooks cannot be issued to parents unless special provisions from the district are specified. Upon receiving the textbooks, students are responsible for checking their condition, noting any prior damage (missing pages, binding damage, etc.). Report the damages immediately to the teacher. If these are not reported, students will be held accountable for damages when the book is checked in. There will be periodic inspections of textbooks for damages and losses. It is the student's responsibility to write his or her name and the teacher's name inside the front cover. Books turned in to the office are returned to the teacher whose name is on the book. Students shall be responsible for the care and return of state-owned textbooks and shall be charged for damage or replacement of lost textbooks, no matter how the loss or damaged occurred.

### **TOBACCO**

The use or possession of tobacco products by students is prohibited on all campuses. Students shall not possess or use any form of tobacco or imitation tobacco products including, but not limited to cigarettes, cigarette lighters, matches, cigarette papers, snuff, chewing tobacco, etc. at school or school-related activities.

### **TUTORIALS**

Tutorials are offered on most days before and after school for students needing academic assistance. Students should check with their core subject teachers or elective teachers for the dates and times of these tutorial sessions. A late bus for students who stay after school for academic assistance or tutorials will be made available Monday through Thursday. If your child may have need of this service, forms will be available in the front office. Students may not ride the tutorial bus if they stay after school for reasons other than academic assistance or tutorials.

## UIL CALENDAR

Approved by UIL- 6-15-17

Updated 6-15-17



A&M Consolidated High School  
 College Station High School  
 College View High School  
 A&M Consolidated Middle School  
 College Station Middle School  
 Cypress Grove Intermediate  
 Pecan Trail Intermediate  
 Oakwood Intermediate

**2017-2018**  
**UIL ACADEMIC ELIGIBILITY CALENDAR**  
 Must be promoted (not placed) to 9<sup>th</sup> grade  
 Must have 5 credits if beginning 2<sup>nd</sup> year of high school  
 Must have 10 credits if beginning 3<sup>rd</sup> year or 5 credits must have been earned the previous year  
 Must have 15 credits if beginning 4<sup>th</sup> year or 5 credits must have been earned the previous year

Six Wks	Days	End of Three Weeks	3 weeks Grades Due by 4:00 PM	Grades Sent Home	Regains Eligibility	End Of Six Weeks	6 Weeks Grades Due by 4:00PM	Grades Sent Home	Loses/ Regains Eligibility
1 <sup>st</sup>	24	Fri. Sept. 15	Mon. Sept. 18	Wed. Sept. 20	N/A	Fri. Sept. 29	Mon. Oct. 2	Wed. Oct. 4	Fri. Oct. 6
2 <sup>nd</sup>	29	Fri. Oct. 20	Mon. Oct. 23	Wed. Oct. 25	Fri. Oct. 27	Fri. Nov.10	Mon. Nov.13	Wed Nov.15	Fri. Nov.17
3 <sup>rd</sup>	27	Fri. Dec. 1	Mon. Dec. 4	Wed. Dec. 6	Fri. Dec. 8	Fri. Dec. 22	Mon.. Jan. 8	Wed. Jan. 10	Mon. Jan. 15
4 <sup>th</sup>	29	Fri. Jan. 26	Mon. Jan. 29	Wed. Jan. 31	Fri. Feb. 2	Fri Feb.16	Mon. Feb. 19	Wed. Feb. 21	Fri. Feb. 23
5 <sup>th</sup>	27	Fri. Mar. 9	Mon. Mar. 19	Wed. Mar. 21	Mon. March 26	Fri. Apr. 6	Mon. Apr. 9	Wed Apr. 11	Fri. Apr. 13
6 <sup>th</sup>	39	Fri. Apr. 27	Mon. Apr. 30	Wed. May 2	Fri. May 4	Thurs. May 31	Fri. June 1	Grades Mailed	School's Out

\*\*All academically eligible Dec. 22<sup>nd</sup>@3:45 pm thru Thursday, Jan. 8<sup>th</sup>@8:20 am  
 (7 day grace period Jan. 8<sup>th</sup> – Jan. 15<sup>th</sup>@3:45 pm determined by 3<sup>rd</sup> 6-wks IPR)

## VISITORS & PARENTS

College Station ISD uses the Hall Pass School Visitor Management System (commonly called “Hall Pass”). The overall goal of this system is to increase safety of our schools. The system produces visitor badges with the picture of the individual and his or her destination on campus, after the visitor has been checked against a database of registered sex offenders. Visitors to all CSISD campuses must check in with the office and present photo identification. Visitors without photo identification will be required to meet with a campus administrator to determine the nature of the visit. Students are not allowed to bring visitors to school. Parents are encouraged to make arrangements prior to coming to school to visit a classroom or confer with a teacher. Parent, visitors, and/or guests are required to register in the main office and obtain a visitor pass. Please use the visitor parking in front and enter via the front doors. The principal may request identification from any person on school property and may ask any person not having legitimate business to leave. According to district policy, (GKC Local) all visitors/parents are required to present valid identification to visit or check-out students from school.

## VALUABLES

Students should not bring excessive amounts of money or valuable items to school. If it is necessary, bring them to the office for safe keeping upon your arrival to school. Valuables should not be left in any student locker. Students are responsible for any valuable items at school.

Students may use electronic devices, as permitted in the *Electronic Devices* section.

### **WEAPONS**

Students are prohibited from bringing to school or to a school sponsored activity weapons which include, but are not limited to, the following: firearms of any kind, ammunition and air guns of any kind, chemical dispersing devices, razors, chains, fireworks, or concussion devices of any kind, electronic stunning devices, clubs or night sticks, metallic or hard-surfaced knuckles, knives of any size including pocket knives, pellet guns, BB guns or slingshots, or any other object used in a way that threatens to inflict bodily injury on another person.

### **WITHDRAWING FROM SCHOOL**

If it is necessary for you to withdraw from school during the year, your parent/guardian should come to the counselor's office and complete the appropriate forms, pay any fees or fines, and turn in your textbooks.