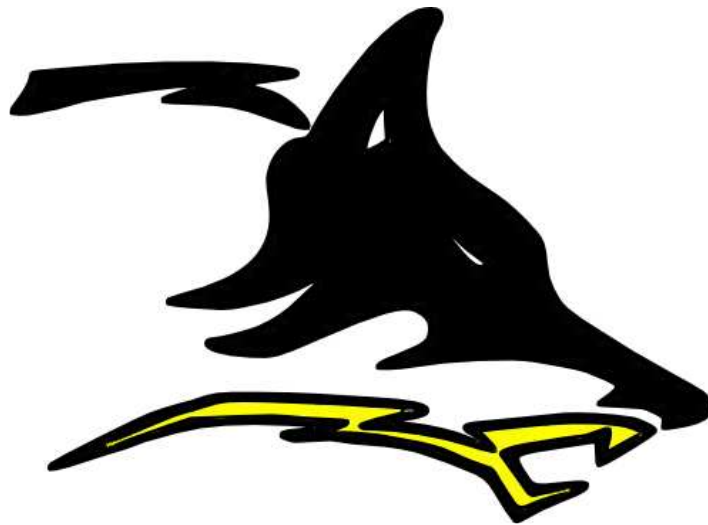


CISCO

Independent School District



2011-12 Student Handbook

PREFACE

To Students and Parents:

The Cisco ISD Student Handbook contains information that students and parents are likely to need during the school year. Throughout the handbook, the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Students and parents also need to be familiar with the Cisco ISD Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. The document may be found as an attachment to this handbook and posted in the separate campus administrative offices and libraries.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. Please be aware that this document is updated annually, while policy adoption and revision is an ongoing process. Therefore, any changes in policy that affect student handbook provisions will be made available to students and parents through newsletters and other communications. These changes will generally supersede provisions found in this handbook that have been made obsolete by newly adopted policy.

Please note that references to policy codes are included to help parents confirm current policy. A copy of the District’s Policy Manual is available in the school office and can be accessed on the school website at www.ciscoisd.net.

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

Cisco ISD does not discriminate on the basis of race, religion, color, national origin, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, as amended.

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

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

Title IX and 504 Coordinator
Kelly W. West, Superintendent of Schools
Julie Patterson, Special Populations Director
Cisco ISD, Central Administration Offices
Phone (254) 442-30

MISSION STATEMENT

CISCO INDEPENDENT SCHOOL DISTRICT

The Cisco Independent School District operates on the premise that the function of the school is to produce academically competent, productive and responsible students. To this end, and in the belief that all students can learn, the school has pledged to fulfill the educational requirements necessary for students to be successful in their career pursuits after leaving public schools.

NATIONAL ANTHEM “THE STAR -SPANGLED BANNER”

O say, can you see, by the dawn’s early light,
What so proudly we hailed at the twilight’s last gleaming?
Whose broad stripes and bright stars, thro’ the perilous fight
O’er the ramparts we watched, were so gallantly streaming?
And the rockets’ red glare, the bombs bursting in air,
Gave proof thro’ the night that our flag was still there.
Oh say, does that Star-Spangled Banner yet wave
O’er the land of the free and the home of the brave?

THE AMERICAN CREED

I believe in the United States of America as a government of the people, by the people, for the people, whose just powers are derived from the consent of the governed; a democracy in a republic; a sovereign nation of many sovereign states; a perfect Union, one and inseparable, established upon those principles of freedom, equality, justice and humanity for which American patriots sacrificed their lives and fortunes. I therefore believe it is my duty to my country to love it; to support its Constitution; to obey its laws; to respect its flag, and defend it against all enemies.

PLEDGE OF ALLEGIANCE TO THE FLAG

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands one nation, under God, indivisible with liberty and justice for all.

TEXAS PLEDGE

Honor the Texas flag. I pledge allegiance to thee, Texas, one state under God, one and indivisible.

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MASCOT (LOBO)



School SONG
VARSITY

Men of Cisco High on to victory
Every man in every play.
Cisco High expects every man to
do his share today.
RAH! RAH! RAH! RAH! RAH!
Win for Cisco High.
Loboes bold, down the field,
Never yield, raise high your shield,
March on to victory for Cisco High
And the Black and Gold!
For Loboes true, we're for you,
Here for you, to cheer for you,
We have no fear for you,
Oh! Cisco High!

INTRODUCTION

TO STUDENTS:

This student handbook is the official guide and information booklet concerning policies and regulations governing students enrolled in grades PreK-12 for the 2011-12 school year. Every student is required to follow these policies and regulations. The handbook and all policies and regulations will be explained by the principal and/or teachers at the beginning of the school year. Claiming ignorance of a rule or policy will not excuse a student from compliance or being subject to punishment.

TO PARENTS:

The policies and regulations set forth in this handbook are established for the well being of each individual student and the student body in general--as well as the maintenance of an educational atmosphere of the highest possible magnitude.

A parent's permission for a student to violate the school's regulations or his/her approval of the violation after it has been done does not legalize the action. **It is a parent's responsibility to fully understand the policies and regulations of the school district.**

Realizing that the majority of parents wish to cooperate with the school because both are concerned with the well being of the student and the quality of the educational program, parents can assist by giving attention to the following items:

1. Require regular and punctual attendance.
2. Call the school when a student is absent.
3. Require home study on a regular basis.
4. Encourage academic pursuit as well as extracurricular activities.
5. Make an effort to know the teachers.
6. Write full explanations for absences and date of return.
7. Study each report carefully.
8. Make appointments with teachers to talk to them personally or by phone during conference periods.

A parent will be required to go through the proper channel in discussing any problems or incident. In most situations, a parent should first contact the teacher or administrator in the school where the problem originated. If an informal discussion does not solve the problem, the parent may request in writing that the Principal fully investigate the incident. After the Principal has met with the parent and given a full report of the resulting investigation, the parent may request, in writing, that the Superintendent address the matter. These procedures are explained fully in this handbook. Please refer to Due Process Procedures for Students and Parents.

The school doors are always open and everything that is done is open for scrutiny and inspection. Parents and citizens must develop a high degree of confidence and faith in the teachers and administrators if the schools are to achieve the educational excellence desired by all.

HANDBOOK CHANGES:

HANDBOOK CHANGES MAY OCCUR AT ANY TIME DUE TO SCHOOL BOARD ACTION OR LEGISLATIVE CHANGES, WITH NOTIFICATION TO PARENTS AND STUDENTS PRIOR TO THE EFFECTIVE DATE OF CHANGE.

PARENTAL RIGHTS AND RESPONSIBILITIES

This section of the Student Handbook includes information on topics of particular interest to you as a parent.

PARENTAL INVOLVEMENT

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child once your child begins enrolling in courses that earn high school credit.
- Monitoring your child's academic progress and contacting teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at for an appointment.
- Becoming a school volunteer.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

Your child will not be required to participate without parental consent in any survey, analysis, or evaluation—funded in whole or in part by the U.S. Department of Education—that concerns:

- Political affiliations or beliefs of the student or the student’s parent.
- Mental or psychological problems of the student or the student’s family.
- Sexual behavior or attitudes.
- Illegal, antisocial, self-incriminating, or demeaning behavior.
- Critical appraisals of individuals with whom the student has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Religious practices, affiliations, or beliefs of the student or parents.
- Income, except when the information is required by law and will be used to determine the student’s eligibility to participate in a special program or to receive financial assistance under such a program.

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

As a parent, you have a right to receive notice of and deny permission for your child’s participation in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.
- Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.

Inspecting Surveys

As a parent, you may inspect a survey created by a third party before the survey is administered or distributed to your child.

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s

teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.

Displaying a Student's Artwork and Projects

Teachers may display students' work in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, and the like on the district's Web site, in printed material, by video, or by any other method of mass communication.

Accessing Student Records

You may review your child's student records. These records include:

- Attendance records,
- Test scores,
- Grades,
- Disciplinary records,
- Counseling records,
- Psychological records,
- Applications for admission,
- Health and immunization information,
- Other medical records,
- Teacher and counselor evaluations,
- Reports of behavioral patterns, and
- State assessment instruments that have been administered to your child.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video

or voice recording without parental permission for the following circumstances:

- When it is to be used for school safety;
- When it relates to classroom instruction or a cocurricular or extracurricular activity;
or
- When it relates to media coverage of the school.

Removing a Student Temporarily from the Classroom

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

Removing a Student from Human Sexuality Instruction

As a part of the district's curriculum, students receive instruction related to human sexuality. The School Health Advisory Council (SHAC) is involved with the selection of course materials for such instruction.

State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

- Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted diseases, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to a standard of behavior in which abstinence from sexual activity before marriage is the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

In accordance with state law, the district's curriculum is selected from a state approved textbook list and is provided in the High School Health course.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of this instruction with no academic, disciplinary, or other penalties. You may also choose to become more involved with the development of curriculum used for this purpose by becoming a member of the district's SHAC. Please see the campus principal for additional information.

Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags

As a parent, you may request that your child be excused from participation in the daily

recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Excusing a Student from Reciting a Portion of the Declaration of Independence

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

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page. An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests. If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

Requesting Notices of Certain Student Misconduct

A noncustodial parent may request in writing that he or she be provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to his or her child's misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion.

Prohibiting the Use of Corporal Punishment

Corporal punishment—spanking or paddling the student—may be used as a discipline management technique in accordance with the Student Code of Conduct. If you do not want corporal punishment to be administered to your child as a method of student discipline submit a written statement to the campus principal stating this decision. A signed statement must be provided each year. You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you have a right:

- To request the transfer of your child to another classroom or campus if your child has been determined by the Superintendent to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus.
- To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds.
- To request the transfer of your child to another campus if your child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

Requesting Classroom Assignment for Multiple Birth Siblings

As a parent, if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus, you may request that they be placed either in the same classroom or in separate classrooms. Your written request must be submitted no later than the 14th day after the enrollment of your children.

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten district business days before bringing the service animal on campus.

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

If a child is experiencing learning difficulties, the parent may contact the campus principal to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If 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 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that

explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagrees with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, *A Guide to the Admission, Review, and Dismissal Process*. The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- Texas Project First, at <http://www.texasprojectfirst.org/>
- Partners Resource Network, at <http://www.partnerstx.org/howPRNhelps.html>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Julie Patterson, Special Populations Director at 254-442-4852.

Parents of Students who speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments. Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995>.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain district requirements, including:

- Immunization requirements.
- Grade level, course, or educational program placement.
- Eligibility requirements for participation in extracurricular activities.
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. Contact the campus principal to discuss attendance issues.

Additional information may be found at <http://ritter.tea.state.tx.us/mil/>.

Student Records

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and eligible students certain rights of privacy. Before disclosing any personally identifiable information from a student's records, the district must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older OR who is attending an institution of postsecondary education.

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.

Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.

- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate. The campus principal is custodian of all records for currently enrolled students at the assigned school. The principal is also the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies.

A parent (or eligible student) may inspect the student’s records and request a correction if the records are considered inaccurate, misleading, or otherwise in violation of the student’s privacy rights. A request to correct a student’s record should be submitted to the superintendent. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate.

If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process. A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records do not have to be made available to the parents or student.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Directory Information

The law permits the district to designate certain personal information about students as "directory information." This "directory information" will be released to anyone who follows procedures for requesting it. However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year.

RIGHT OF ACCESS TO STUDENT RECORDS

Parents' rights regarding their child's education records:

1. Right to inspect
2. Right to consent to disclosure of personally identifiable information
3. Right to challenge the accuracy or the content
4. Right to file a complaint with the US Department of Education regarding records
5. Right to obtain copies of the policy on student records
6. The district, upon request will release directory information, unless an objection to its release has been filed with the school within 10 days of the student's enrollment date.

Directory Information includes:

1. Name
2. Address
3. Phone

4. Date and place of birth
5. Major field of study
6. Participation in officially recognized activities and sports
7. Weight and height of athletic team members
8. Dates of attendance
9. Awards received
10. Most recent previous school attended

Directory Information for School-Sponsored Purposes

The district often needs to use student information for school-sponsored purposes. This information will not be used for other purposes without the consent of the parent or eligible student, except as described above at **Directory Information**. Unless you object to the use of your child's information for these limited purposes, the school will not need to ask your permission each time the district wishes to use this information for the school-sponsored purposes.

Release of Student Information to Military Recruiters and Institutions of Higher Education

The district is required by federal law to comply with a request by a military recruiter or an institution of higher education for students' names, addresses, and telephone listings, unless parents have advised the district not to release their child's information without prior written consent. A form has been attached for you to complete if you do not want the district to provide this information to military recruiters or institutions of higher education.

ACADEMICS

ACADEMIC RECEPTION AND AWARDS CEREMONY

The High School academic reception and awards ceremony is held every year to honor those students who have excelled in academics. Students who are recognized are those who have the highest average in each academic class and department, those who have made the A or AB honor roll each six weeks, those having the highest grade in each grade level, the graduating NHS seniors, seniors who have received academic honors or recognition, special awards established by the community, those who placed at the district academic meet, and those participating in any other academic competitions.

ATTENDANCE

Absences: Cisco Independent School District operates and complies with the authority given it under Chapter 25.085 Education Code (a) and (b) which states that a child who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and has not reached the child's 18th birthday shall attend school each school day for the entire period the program of instruction is provided. Upon enrollment in pre-kindergarten or kindergarten, a child shall attend school under the same

90% attendance rules as all other students. A student who has reached the age of 18 and is voluntarily enrolled must also attend school for the entire period the program of instruction is provided. Students must adhere to the 90% attendance law. Nine absences or more per semester exceeds the 90% attendance requirement. If a student fails to attend 90% of the days, credit can be lost and promotion to the next grade may be in jeopardy.

Excused Absences: A student absent from school on a day of instruction shall be excused for the following reasons:

1. **Absence because of illness.** Excessive days or absences of two consecutive school days or more must be documented in writing by the treating physician, dentist or other applicable health care professional.
2. **Temporary absence resulting from appointments with health care professionals** (if the student returns on the same day of the appointment with documented re-entry slip from the doctor's office). NOTE: Cisco ISD requests that parents please make every effort to schedule doctors' appointments outside normal school hours.
3. **Absence because of death in the immediate family.** Immediate family includes grandparents of the student and the descendants of a grandparent.
4. **Absence by observance of religious holy days.** Advance written notice of absences because of religious observance is requested. This provision applies to holy days, which are tenets of the religion. Retreats, conventions, youth group activities, etc. are not covered under this provision.
5. **Court Appearances.** When official court appearance is mandated.
6. **Activities related to obtaining citizenship**
7. **Service as an election clerk.**
8. **Absences because of other circumstances.** Shall be approved by appropriate administrative staff, if deemed acceptable and necessary.

Note:

Vacation or business trips are not recognized by the state as acceptable reasons for students being out of school and will be treated as unexcused. Therefore, these days should be planned only for school holidays that do not disrupt student learning or cause loss of credit.

Parental Consent Required: A parent/guardian is required to provide written consent prior to removing a student from the campus during the school day. **It is the responsibility of the parent or guardian to call the school each day of absence by 8:30 a.m. to explain the absence of the student.** The purpose in notifying the school is to ensure that both the school and the parents are aware so we may account for each student. Upon the student's return, the parent/guardian shall be required to

provide written notice that describes the reason for the absence. **All absences not cleared within twenty-four hours are unexcused.**

Tardies/Late Arrival: Students arriving in their classrooms after the start of the school day are tardy unless the tardiness is an Excused Absence as defined above. At the elementary campus, more than 3 tardies in one six week period will exclude a student from qualifying for perfect attendance awards.

Consequences: If any parent of a school age child fails to send the child to school as required by law, a warning shall be issued by the school that attendance is immediately required. If, after a warning, the parent fails to send the child to school as required by law and the child has unexcused voluntary absences, the parent commits an offense. Section 51.03(b)(2) Family Code. Education Code 25.093 (a)(b)(c)

The parent and/or child shall be prosecuted if the child fails to attend school without excuse on 10 or more days or parts of days within a six months period in the same school year. The parent/child may be prosecuted if the child fails to attend school without excuse on three or more days or parts of days within a four week period. Education Code 25.094 (a)(b)(c)

The district shall file a complaint in court against the parent or child when truancy occurs. This will be filed as a Class C Misdemeanor. Fines can range up to \$500 (per day) that the child remains truant from school. Other results of truancy include referral to the juvenile probation department for a child in need of supervision (Section 51.03(b)(2), Family Code)

Make-up Work: Students who are absent must make up all class assignments, tests, projects, presentations or other assignments and perform special projects at the teacher's discretion.

Denial of Class Credit/Failure: Texas law presently specifies that a student who is not in attendance at school for ninety percent (90%) of the days of instruction for an academic year shall not receive credit and will not be passed to the next grade level unless an attendance committee approves an exception.

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual.

State law requires:

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission, from any

class, from special programs, such as basic skills for ninth graders, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of a penalty by a court of law against the student and his or her parents.

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends less than 90 percent of the days the class is offered cannot receive credit for the class unless the attendance review committee finds that the absences are the result of extenuating circumstances, such as:

- An extracurricular activity or public performance, approved by the District's Board of Trustees.
- A District-approved mentorship designed to meet requirements for the Distinguished Achievement graduation program.
- Required screening, diagnosis, and treatment for Medicaid-eligible students.
- Observance of religious holy days, including travel for that purpose.
- A documented health care appointment—if the student begins classes or returns to school on the same day as the appointment.
- A temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent, including personal illness, or illness or death in the immediate family.
- A juvenile court proceeding documented by a probation officer.
- An absence required by state or local welfare authorities.
- A family emergency or unforeseen or unavoidable instance requiring immediate attention.
- An approved visit or visits to a college campus approved by the campus administrator.

UNEXCUSED ABSENCES SHALL INCLUDE

- Anything not pre-approved by the campus administrator for reasons not covered in extenuating circumstances listed above.
- Students attending school activities and not related to their class or their extracurricular participation shall be considered truant without prior approval.
- Students that return to school following an absence without a note from their parent/guardian shall be truant and subject to existing consequences determined by the campus administrator.
- Unexcused absences become truant absences on the second day a note has not been provided to the campus administrator.

Truancy may also result in assessment of a fee by the school for academic compliance time (e.g., Saturday School, extended day, etc.) or a penalty by a court of law against the student and his/her parents.

The actual number of days a student must attend in order to receive credit will depend on

whether the class is for a full semester or for a full year. If credit is lost, the attendance committee will decide how the student may regain credit. The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent. When a student must be absent from school, the student—upon returning to school—must bring a note, signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

BULLYING

Bullying occurs when a student or group of students engages in written or verbal expression or physical conduct against another student and the behavior:

- results in harm to the student or the student's property,
- places a student in fear of physical harm or of damage to the student's property, or
- is so severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, and ostracism. In some cases, bullying can occur through electronic methods, called "cyberbullying."

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible. The administration will investigate any allegations of bullying and will take appropriate disciplinary action if an investigation indicates that bullying has occurred. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

The district has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed in the District Improvement Plan on the CISD website at www.ciscoisd.net. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you. As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs.

To find out what services may be available in your county, see <http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp>.

The following Web sites might help you become more aware of child abuse and neglect:
<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>
<http://sapn.nonprofitoffice.com/>
<http://www.taasa.org/member/materials2.php>
http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml
http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

The Child Protective Services (CPS) division of the Texas Department of Family and Protective Services (1 800-252-5400 or on the Web at <http://www.txabusehotline.org>).

CLASSIFICATION POLICY

The number of units of credit a student has earned determines classification in high school. Listed below are the requirements for grade classifications.

- 9th grade- A student that has met all requirements and successfully completed Junior High and is enrolled in the ninth grade.
- 10th grade- A student who has earned at least 6 (5/CLC) credits required for graduation by the end of the 9th grade.
- 11th grade- A student who has earned at least 12 (10/CLC) credits required for graduation by the end of the 10th grade.
- 12th grade- A student who has earned at least 18 (15/CLC) credits required for graduation by the end of the 11th grade, or who can graduate after attending one session of summer school.

CLASS RANK

All students at Cisco High School will be ranked according to the following format. Classes will be designated as falling into one of four categories: Honors or Premium, Academic, and Regular. Honors or Premium courses will be: All Honors courses, Pre-

Calculus, Calculus and any other math above that level, Physics Honors, and any other science above that level, the third year or higher of a foreign language, Accounting 2 (full year), AP courses, and college courses unless only made available to LEAP students. Regular courses will include: Algebra 1-4 and Math Models. All other courses are considered as Academic classes for rank purposes. Grades in band, choir, annual, athletics, PE and student aide positions will not be used in rank calculations; grades from summer school, correspondence courses, and Credit by Examination will not be used in determining class rank. HS courses earned in junior high do not count toward class rank.

Transcripts for students transferring into Cisco ISD will be evaluated and courses will be given honors point value if the course is marked as an honors course on the transcript, is an AP course, or is recognized as an honors course at Cisco ISD. The same principle applies to Academic and Regular courses transferred into Cisco ISD.

RANK TABLE

The following table will be used to calculate rank:

<u>Grade</u>	<u>Honors</u>	<u>Academic</u>	<u>Regular</u>
100-90	7.0-6.0	6.0-5.0	5.0-4.0
89-80	5.9-5.0	4.9-4.0	3.9-3.0
79-70	4.9-4.0	3.9-3.0	2.9-2.0
69-50	0.0	0.0	0.0

Class rank will be calculated using the semester grades in all eligible courses in grades 9-12 and will include the fourth and fifth six weeks averages of eligible courses of a student's graduating year. That rank average will be the final calculation, will be the one recognized at graduation, and will be the rank placed upon the final transcript. A student must take at least 2 courses that are Academic or Honors courses to be considered for NHS or an Honor graduate.

AVAILABILITY OF CLASS RANK

A preliminary class rank will be calculated at the end of the junior year for counselor and student use in applying to colleges and for applying for scholarships. This rank will be available to students and parents; however, final rank will not be available until honor graduates are announced. The counselor will provide the most current ranking to colleges, universities and scholarship agencies.

CONFIDENTIALITY OF CLASS RANK

A student's class rank is his own. It will not be released to anyone other than the student, a parent, or a scholarship agency or college to which the student has applied.

TRANSFER STUDENTS

Students who transfer into Cisco High School will receive honors credit for classes designated as state approved honors classes on their Academic Achievement Record. Courses considered honors or premium in another school will not be honored if they are not state approved.

COLLEGE AND UNIVERSITY ADMISSIONS

For two school years following his or her graduation, a district student who graduates in the top ten percent and, in some cases, the top 25 percent, of his or her class is eligible for automatic admission into four-year public universities and colleges in Texas if the student:

- Completes the Recommended or Advanced/Distinguished Achievement Program; or
- Satisfies the ACT College Readiness Benchmarks or earns at least a 1500 out of 2400 on the SAT.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process. Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class. Students and parents should contact the counselor for further information about automatic admissions, the application process, and deadlines.

COLLEGE CREDIT COURSES

Students in grades 9–12 have opportunities to earn college credit through the following methods:

- Enrollment in dual credit courses taught in conjunction and in partnership with Cisco College
- Certain CTE courses.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the counselor for more information.

It is important to keep in mind that not all colleges and universities accept credit earned in all dual credit or AP courses taken in high school for college credit. Students and parents should check with the prospective college or university to determine if a particular course will count toward the student's desired degree plan.

COURSE LISTINGS

A detailed list of course offerings for high school courses is made available to every student. An information booklet is also available in the office at all times for any student or parent of an elementary or junior high student. All courses that are weighted will be available to all students. Dual credit courses outside the core curricular area that are only made available to LEAP students will not be weighted. The school district pays partial fees and textbooks for only the dual credit courses that are offered on-site and approved by administration.

DUAL CREDIT COURSE PREREQUISITES (For student not in LEAP. Schedules for LEAP students will be considered on a case-by-case basis).

1. 80 average or higher in honors courses. 85 average or higher if not in honors courses
2. Juniors will only be allowed to take 2 courses.
3. Seniors will only be allowed to take 3 courses unless approved by the academic advisory committee.
4. Seniors must take at least 2 additional regular high school courses or at least enough courses to be considered full time without the dual credit.
5. Courses taken in the summer will be considered for credit but must be approved by the campus administrator.

COUNSELING SERVICES - TESTING PROGRAM

A counselor is available on all school campuses to provide counseling services to students, teachers, and parents. School counselors are primarily concerned with the following areas:

1. Academic Counseling
2. Career Orientation and Guidance
3. Standardized Testing Program
4. Personal Counseling

One of the counselor's major roles involves academic counseling and career guidance. Conferences with students, teachers, and parents concerning academic achievement, course planning, future career planning, and the interpretation of standardized test results encompass the major portion of the counselor's job responsibilities.

Personal counseling is also an important part of a counselor's role. Teachers, administrators, and counselors solve many potential student problems through personal counseling. Students often seek out school staff members, and especially the counselor, for help with personal problems. Most personal counseling situations do not involve major crisis but serve to give students support and encouragement for everyday school problems. Parents and counselor must work closely together for counseling to be effective, and parents are strongly encouraged to contact the school counselor when problems exist or may be anticipated.

CREDIT BY EXAMINATION

Students may use credit by examination to demonstrate mastery in any subject in elementary grades or to earn credit in any academic course at the secondary level, with the prior approval of the appropriate administrator. Credit by examination with or without prior instruction can be found in Board Policy EEJA (legal and local) and EEJB (legal and local). More information on eligibility, passing scores, fees, and registration can be secured by contacting the counselor or principal at your school.

REGISTRATION DATES AND TESTING DATES TO BE ANNOUNCED

CURRICULUM

Elementary School (EC-Grade 5)

Junior High School (Grades 6-8)

All students will take a balanced curriculum as specified in Chapter 74.

Senior High (Grades 9-12)

All high school courses are organized as semester units. A semester is composed of three six weeks grading periods for a total of 18 weeks. Courses are full year or two semesters although; a few are one-semester courses. Semester units will be used on all permanent records and transcripts. One semester earns 1/2 unit; two semesters, a full credit.

DATING VIOLENCE

The district believes that all students learn best in an environment free from dating violence and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

FINE ARTS

All students in 6th grade will be required to take a fine arts course to comply with state requirements.

GANG-FREE ZONES

Certain criminal offenses, including those involving organized criminal activity such as gang-related crimes, will be enhanced to the next highest category of offense if they are committed in a gang-free zone. For purposes of the district, a gang-free zone includes a school bus and a location in, on, or within 1,000 feet of any district-owned or leased property or campus playground.

GRADE BOOK PARENT PORTAL

Parents/Guardians may access their child's grades through the Cisco ISD Website. To gain access, parents must review and sign the Acceptable Use Policy. Parents/guardians

wishing to use the Grade Book Parent Portal must go to the campus offices for more information.

GRADE POINT AVERAGES

Many colleges and scholarship agencies still request a grade point average. A student's GPA will be figured for these agencies upon request and will exclude the same courses excluded in rank calculations.

For the purpose of college entrance, a student's semester averages in each course taken will be given a grade point average using the following scale.

90-100 - 4.0 - A

80-89 - 3.0 - B

75-79 - 2.0 - C

70-74 - 2.0 - D

The grade point will be sent to colleges requesting a GPA for entrance or scholarship information.

GRADUATION

Requirements for a Diploma

To receive a high school diploma from the district, a student must successfully:

- Complete the required number of credits;
- Complete any locally required courses in addition to the courses mandated by the state; and
- Depending on the year in which the student is scheduled to graduate, pass a statewide exit-level exam or achieve the required cumulative scores on end-of-course (EOC) assessments.

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it.

Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met.

GRADUATION PROGRAMS

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).]

Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not make the minimum required score on any individual assessment will be required to retake that assessment.

To graduate on the Recommended Program, a student must perform satisfactorily on the Algebra II and English III EOC assessments, in addition to meeting the cumulative score requirements described above.

To graduate on the Advanced/Distinguished Achievement Program, a student must demonstrate advanced academic performance on the Algebra II and English III EOC assessments, commonly referred to as college and career readiness standards, in addition to successfully meeting performance standards on the other EOC assessments. If this standard is not met, the student will graduate under the Recommended Program, regardless of whether the student has met all other requirements for graduation under the Advanced/Distinguished Achievement Program.

There are three graduation plans available to students at Cisco High School. While all students receive the same diploma, their high school transcripts will reflect the course work and the graduation plan accomplished. The credit requirements for each plan follow. The minimum program will be available only at the Cisco Learning Center Campus (004). Only Special Education and 504 students qualify at Cisco High School for the minimum graduation plan. All other students must meet the requirements for the Recommended or Distinguished Programs.

CHS COURSES TO MEET GRADUATION REQUIREMENTS

DEPARTMENT	MHSP Minimum	RHSP Recommended	DAP Distinguished
ENGLISH	4 Credits English 1, 2, 3, 4	4 Credits English 1, 2, 3, 4	4 Credits English 1, 2, 3, 4
MATH See sequencings by graduation year.	3 Credits Alg 1; Geom.; Math Models or Alg 2	4 Credits Alg 1, Geom., Alg 2 Math Models (must be taken prior to Alg 2) or Precal	4 Credits Alg 1, Geom., Alg 2, Math Models (must be taken prior to Alg 2) or Precal
SCIENCE	2 Credits IPC, Bio, Chem or Env Sci	4 Credits Bio, Chem, Physics, Sci Elective	4 Credits Bio, Chem, Physics, Sci Elective
SOCIAL STUDIES	2 Credits W Geo or W Hist, US Hist 1Credit science or SS elective	3 Credits W Geo, W Hist, and US Hist	3 Credits W Geo, W Hist, and US Hist
GOVERNME NT/ ECONOMICS	0.5 Credit Govt	1 Credit Govt/Eco	1 Credit Govt/Eco
PHYSICAL ED	1 Credit	1 Credits	1 Credits
FOREIGN LANGUAGE	None	2 Credits Span 1, 2	3 Credits Spanish 1, 2, 3
FINE ARTS	1 Credit (effective for grade 9 in 2010-11 school year and thereafter) Band, Theater Arts, or Art	1 Credit Band, Theater Arts, or Art	1 Credit Band, Theater Arts, Art
SPEECH	.5 Credit Communication Applications	.5 Credit Communication Applications	.5 Credit Communication Applications
ELECTIVE/ CAREER PREP CREDITS	7.5 Credits (6.5 credits if entered HS in 2010-11)	5.5 Credits Career prep	4.5 Credits Career prep
CLASSES OF 2011 and Beyond	26 Credits	26 Credits	26 Credits

The Distinguished Achievement Program also requires **four** advanced measures that may come from any combination of the following. **Original research project** judged by a

panel of professionals in the field that is the focus of the project or conducted under the direction of mentor(s) and reported to an appropriate audience. The research projects must be related to an area of the required curriculum. Only two measures may be research projects. **Test Data:** Three or above on the Advanced Placement exam; four or above on an International Baccalaureate exam; a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher, as part of the National Hispanic Scholar Program, or as part of the National Achievement Scholarship Program for Outstanding Negro Students. The PSAT may count as only one measure. **College Courses:** A grade of 3.0 or higher on courses that count for college credit, including tech prep programs (technical college credit for high school courses).

GRADUATION AWARDS AND HONORS

Scholarships--Various scholarships are presented to deserving senior students. Unless otherwise stipulated by the scholarship donor, the high school faculty selects scholarship recipients. Scholarship money will be sent directly to the college or university. Any student awarded a scholarship does not receive the cash award involved until that student officially registers at a college or university and presents a college enrollment verification form with proof of enrollment to the CISD business office. If the student has not registered by February 1 of the year following the scholarship presentation, the student loses the scholarship, and the money is retained in the scholarship fund to be awarded to another student of the next graduating class. (Some scholarships may be subject to their own special rules and regulations.) All scholarships are officially presented at the graduation exercise.

GRADUATION EXERCISES

Graduation exercises will be scheduled on the school calendar for the end of each school year. Seniors will wear caps and gowns and will receive their diplomas at the graduation ceremonies, unless special circumstances apply. Graduation exercises are an honor. Students will be expected to act and dress accordingly. Clothing should be slacks or dresses. Shoes should be dress type and neat with socks. Sponsors will have the authority to require students to dress appropriately in order to participate in the graduation exercises.

GRADUATION POLICY

Students must attend Cisco High School a part of their senior year to be eligible to receive a high school diploma from the Cisco Independent School District. A senior may participate in the graduation exercises provided he/she has completed 26 units required by his/her graduation plan, or the equivalent, and has met all the state and local requirements. A student transferring into the Cisco Independent School District as a 9th, 10th, 11th, or 12th grade student must meet the same requirements as local students.

HAZING

Hazing is defined as any intentional, knowing, or reckless act occurring on or off campus directed against a student that endangers the mental or physical health or the safety of a student for the purpose of pledging, being initiated to, affiliating with, holding office in, or maintaining membership in any organization whose members are or include other

students. Hazing will not be tolerated by the district. If an incident of hazing occurs, disciplinary consequences will be handled in accordance with the Student Code of Conduct. It is a criminal offense if a person engages in hazing; solicits, encourages, directs, aids, or attempts to aid another in hazing; or has firsthand knowledge of an incident of hazing being planned or having occurred and fails to report this to the principal or superintendent.

HONOR GRADUATES

Honor graduates will be those seniors with a cumulative weighted academic average of 5.0 or better or be members of the National Honor Society. The Valedictorian will be the highest-ranking senior student for the four year high school period and will have the honor of giving the Valedictory address at the graduation exercises. The Salutatorian will be the second highest-ranking senior and will give the Salutatory address at graduation.

The Valedictorian and Salutatorian must have attended high school for four (4) years and must be enrolled at Cisco High School their Junior and Senior years. In order to be considered enrolled in the Junior year, the student must be enrolled within the first five days of the first semester of their Junior year.

TIE-BREAKING PROCEDURES

In the event of a tie for Valedictorian and/or Salutatorian, the following procedures will be used to determine the honor student:

1. Grade averages (semester averages) for all courses except PE/athletics, band and choir. The student with the higher average will be the Valedictorian. If there is still a tie, the next step will be implemented.
2. The student who has taken the greater number of core courses will be Valedictorian.

HONOR ROLL

Honor rolls will be announced at the end of each six weeks-grading period. There will be two honor rolls in grades 6-12-- a straight "A" honor roll and one for no more than two "B's". College classes are not considered in the six weeks all "A" or "A/B" Honor Roll for the 1st or 2nd six weeks grading periods. These grades are reported as progress reports during these grading periods but will be used for the third six weeks honor rolls.

P.E.- Grade 6-12:

All students in P.E. are required to dress out each class period, in acceptable gym wear shorts (gym type), shirt, socks, and shoes. The teacher will evaluate the students' work habits and participation in class in addition to learned skills taught in class.

PROJECT LEAP (Lobo Early Achievement Program)

Cisco High School has implemented a magnet program designed to combine professional and college activities and experiences to help students prepare for success in their postsecondary endeavors. Through the program, students can earn up to 60 college credit hours and complete an associate's degree in dual completion with a distinguished High School diploma. Students who are interested in Project LEAP should contact the Project LEAP Campus Administrator for more information.

PROMOTION AND RETENTION

A student will be promoted only on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the district. To earn credit in a course, a student must receive a grade of at least 70 based on course-level or grade-level standards.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.*

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the mathematics and reading sections of the grade 5 assessment in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

* Because the 2011–2012 school year is the first year of implementation of the STAAR, students will not be required by state law to pass the grade 5 or 8 STAARs for the 2011-12 year only in order to be promoted to the next grade level.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered or in a course intended for students above the student's current grade level in which the student will be administered a state mandated assessment, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, the student's score on the EOC assessment will be used in determining whether the student meets the minimum cumulative score required for graduation.

If a student is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state mandated assessment, the student will only be required to take an applicable state mandated assessment for the course in which he or she is enrolled.

Parents of a student in grades 3–8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year.

With the exception of the 2011–2012 school year, a student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be

unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

Certain students—some with disabilities and some with limited English proficiency—may be eligible for exemptions, accommodations, or deferred testing. For more information, see the principal, counselor, or special populations director.

A Personal Graduation Plan (PGP) will be prepared for any student in a middle school or beyond who did not perform satisfactorily on a state-mandated assessment or is determined by the district as not likely to earn a high school diploma before the fifth school year following enrollment in grade 9. The PGP will be designed and implemented by a guidance counselor, teacher, or other staff member designated by the principal. The plan will, among other items, identify the student's educational goals, address the parent's educational expectations for the student, and outline an intensive instruction program for the student. For a student receiving special education services, the student's IEP may serve as the student's PGP and would therefore be developed by the student's ARD committee.

REMEDIAL COURSES

Students may be placed in a lower level or remedial course based on the following criteria:

1. Student is one or more years below grade level on the district's standardized achievement test.
2. Student has failed to demonstrate mastery on one or more areas of the most recent TAKS test.
3. Student is recommended, based on prior performance in academic courses, by teacher, principal, or counselor.

REPORT CARDS AND MARKING SYSTEM

1. During the third week of each six weeks grading period, an unsatisfactory progress report will be issued to students who are failing in any subject area. (See Unsatisfactory Program Report, Student Code of Conduct.
2. The school year is divided into two 18-week semesters. A report card is issued to each student following the end of the six-week grading period. This report card will list all courses, six-week grades and grade averages. At the end of the third six-week grading period, a final semester report card is issued to each student. This semester evaluation will list all courses, semester exam grades, if required, and final semester grades. Elementary grade averages are recorded each six-weeks; The end of the sixth six weeks comes at the end of the second semester and school year. At high school and junior high, the final report card is either mailed to students or picked up at the school the week following the end of the school year. The student must provide self-addressed, stamped envelopes. Elementary report cards are sent home with the student.

3. Numerical scores shall be maintained in the permanent records and achievement records (transcripts). Numerical scores shall be used in determining promotion and course credit and determining eligibility for participation in extracurricular and other activities.

When letter grades are used, the following conversion table shall be in effect:

1. 90-100 =A
2. 80-89 =B
3. 70-79 =C
4. 69-below=actual number grade earned.

A student will not be issued a semester average grade lower than 50.

4. Remember that unsatisfactory work at school usually is caused by lack of studying, too many outside activities, irregular attendance or some other cause that might be removed by the close cooperation of student, parent and the teacher.
5. In most cases a student will have at least 10 grades recorded, including the six week exam grade, for each six weeks grading period. Grades 6 and below administer unit tests at the end of a unit of study instead of a six weeks exam. These grades will be recorded on a numerical basis and can result from quizzes, exams, themes, homework assignments, class work, and other types of work designed to show the student's progress and understanding of the course. A teacher will also evaluate a student's work habits and participation in class discussions and other class activities. Teachers will be discouraged from allowing "extra credit" assignments except for enrichment purposes. Students who are failing a course should spend their time on the basic course materials and every day assignments and not seek "extra credit" work to bring up their marks.
6. The six weeks numerical average for each course will be determined by averaging all exam grades, quizzes, and other daily grades or longer project grades. The teacher will weigh the importance of each type of grade and arrive at the final average in a fair and impartial manner.
In grades 7-12, the six-week exam will be used in the final numerical average according to the policy of each individual teacher. However, the exam grade should not count more than 1/4 of the final six-weeks grade.
7. In grades 7-12, the semester grade will be determined by averaging the three six-weeks numerical averages and using the semester exam grade to count 1/4 of the final semester average. Courses, which involve semester projects or term papers, can use such grades as part of the semester exam.
8. In grades 7-12, most courses are two-semester courses (all year) and a few are one-semester courses. During the academic year a student who fails one semester in a yearlong course and whose average for both semesters is 70 or above will receive credit for both semesters.
9. In grade six the semester average is based on the average of the preceding three (3) six-weeks.

SPORTSMANSHIP

Good sportsmanship will be the principal theme of all school activities. Visiting officials, teams, students, and adults will be treated with respect and courtesy at all times during their visit to Cisco schools. All students visiting neighboring schools, either as

participants or fans in a school activity, should conduct themselves in a friendly, respectable manner. Let's all work together to make Cisco known as a courteous, friendly school that always shows good sportsmanship.

STAAR (State of Texas Assessments of Academic Readiness) Grades 3–8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8
- Reading, annually in grades 3–8
- Writing, including spelling and grammar, in grades 4 and 7
- Science in grades 5 and 8
- Social Studies in grade 8

Successful performance on the reading and math assessments in grades 5 and 8 is required by law in order for the student to be promoted to the next grade level. For the 2011–2012 school year only, this requirement will be waived. See **Promotion and Retention** for additional information.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC).

End-of-Course (EOC) Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year, end-of-course (EOC) assessments will be administered for the following courses:

- Algebra I, Geometry, and Algebra II
- English I, English II, and English III
- Biology, Chemistry, and Physics
- World Geography, World History, and United States History

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate. Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added

together. If the student's total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

STAAR Modified and STAAR Alternate, for students receiving special education services, will be available for eligible students, as determined by the student's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of testing accommodation. Additional information will be provided to students and parents prior to the spring 2012 administrations as it becomes available to the district.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student. For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

TEXAS GRANT

The TEXAS (Toward Excellence, Access and Success) Grant is a new program that pays tuition and some fees for Texas high school graduates who complete the Recommended or Distinguished Achievement Programs and who need help paying for their college expenses. To obtain the TEXAS Grant, the student must 1) be a Texas resident, 2) apply for and demonstrate financial need, 3) graduate from high school no earlier than the fall of 1998, 4) complete the Recommended or Distinguished Program, 5) enroll at least three-quarter time in an undergraduate degree or certificate program, and 6) maintain a 2.5 GPA on a 4.0 scale. A student who stays in school and continues to meet the requirements may receive TEXAS Grant awards for up to 150 semester hours or for six years, whichever comes first. Candidates must not have a felony or a conviction on drug abuse.

TOP TEN PERCENT ADMISSION

Under House Bill 588 passed by the 75th Legislature in 1997, students who are in the top ten percent of their graduating class are eligible for automatic admission to any public university in Texas. To be eligible for automatic admission, a student must 1) graduate in the top ten percent of the class, 2) enroll in college no more than two years after graduating from high school, and 3) submit an application to a Texas public university for admission before the institution's deadline. The college or university may review a

student's high school record to determine if the student is prepared for college level work and may require a student lacking adequate preparation to attend summer school prior to enrolling for the first long semester.

EXTRACURRICULAR ORGANIZATIONS

Various clubs are available for students to join. Clubs such as FHA, FFA, Spanish, etc., are organized each year, depending upon student interest and need. Students should discuss their needs and interests with appropriate teachers and administrators.

Annual Staff:

The Annual staff exists for the purpose of publishing the school yearbook. Membership is limited and is gained by application to the sponsor. Scholarship is of special consideration. If interested, see the sponsor.

Athletics (See athletic handbook and athletic director)

Band (See band handbook and band director)

Cheerleaders (See Cheerleader sponsor)

National Honor Society:

The National Association of Secondary School Principals sponsors NHS. It is composed of those students considered to be outstanding in scholarship, character, leadership, and service.

The Cisco Chapter of the National Honor Society is governed by the adopted Constitution suggested by the national organization and by the bylaws enacted by the local chapter.

Members are elected using the following procedures:

1. Every member of the junior or senior class who has an academic high school grade weighted average of 5.0 or better is placed on the NHS eligibility list. Courses excluded from this computation include band, choir, athletics, physical education, aide, and annual.
2. Candidates must have attended Cisco High School for at least one complete semester.
3. Each eligible candidate is evaluated by the Academic Advisory Committee, which is appointed by the principal. The Committee members vote only on those students with whom they have had definite contact.
4. Eligible candidates must have an average score of "8" to be invited to join the National Honor Society. Students are rated using the following scale: 4 (very superior), 3 (superior), 2 (average), 1 (weak). Each student is rated in the areas of scholarship, leadership, character, and service. The point values in scholarship are established as follows: 100-99, 4; 98-96, 3; 95-93, 2; 92-90, 1. A copy of the rating sheet criteria is available upon request.
5. To be considered for the NHS, a student must take at least 2 courses that are Academic or Honors courses.

High School Student Council:

The purpose of the Student Council is to strengthen school and community relations and encourage cooperation between faculty and student body.

1. The Student Council officers are also the officers of the entire student body. The five officers are President, Vice-President, Secretary/Treasurer, Parliamentarian and Reporter.
2. Each class president, freshman through senior, automatically serves as a Student Council member.
3. Each class will elect a boy and a girl representative to serve on the Student Council.
4. The five Student Council officers, each class president, and each boy and girl representative will make up the Student Council. This will make a total of 17 members.
5. Any student, grades 9-12, who attends three (3) scheduled Student Council meetings, automatically becomes an additional member of the Student Council.
6. The sponsor of the Student Council shall be appointed by the Principal.

STUDENT SCHOOL ELECTIONS

ALL STUDENT ELECTIONS WILL USE THE FOLLOWING CRITERIA:

Election Process for all school elections:

1. Students meeting the criteria for a specific election will be placed on a ballot in alphabetical order.
2. The designated voting population will be allowed to cast ballots for their choices.
3. The ballots will be tabulated by the election coordinator and the results (along with the ballots) will be given to the Principal, not to be released until a date determined by the Principal and the election coordinator.
4. All ballots will be kept until the end of current school year.
5. In the event that a run-off election is deemed necessary by the election coordinator, steps 1-4 will be repeated.
6. A standing election committee composed of all election coordinators (Election coordinators will be named by the Principal at the beginning of the school year.) and the high school principal shall oversee the proper execution of all elections and shall verify the eligibility of all candidates.

ELECTIONS

Eligibility for officers, elected positions (student council officers and representatives, and class officers), and honors (Homecoming Queen, Football Sweetheart & Beau, Band Sweetheart, Basketball Sweetheart and Beau, FFA Sweetheart, FHA Beau, Cheerleaders, Mascot and class favorites.) The person receiving the highest number of votes is the winner, runoff elections occur only when there is a tie for a position and only those tied will be on the runoff ballot.

1. Must have been enrolled in Cisco schools for three six-weeks grading periods prior to the election.
2. Must have passing semester grades in all classes for the semester preceding the election and must have passing grades each

- six weeks of the semester in which the election is held.
3. Must have acceptable conduct. Unacceptable behavior may be grounds for disqualification or removal from office.

Additional criteria for specific offices and elected positions:

Student Council Officers:

Election Coordinator: Student Council Sponsor

Voting Population: All students in grades 8-11

Nomination Process: Candidates must file for the desired office.

Candidates must have been a member of Student Council for at least one complete semester prior to the semester in which the election is held.

*Candidates must comply with the campaign guidelines furnished by the sponsor.

Student Council Representatives:

Election Coordinator: Student Council Sponsor

Voting Population: Members of the respective class

Nomination Process: Candidates must file for the position.

*One girl and one boy will be selected from each class 8-11.

*Candidates must comply with the campaign guidelines furnished by the sponsor.

Class Officers:

Election Coordinator: Class Sponsors

Voting Population: Members of the respective classes

Nomination Process: Candidates must file for the position.

*Classification of the winners must be verified through the school office.

ADDITIONAL CRITERIA FOR SPECIFIC HONORS:

King and Queen Lobo:

Election Coordinator: Senior Sponsors

Voting Population: High School student body

Nomination Process: All eligible seniors are placed on a ballot and the senior class selects five girls and five boys to be voted on by the entire student body.

*The girl and boy with the highest number of votes will be declared the winners; no run-off election will be conducted.

*See coronation of King and Queen Lobo for additional information.

Coronation Representative:

Election Coordinator: Sponsors of respective classes

Voting Population: Members of respective classes

Nomination Process: All eligible students will be placed on a ballot and one boy and one girl will be selected from each class 9-11.

Homecoming Queen:

Election Coordinator: Student Council Sponsor

Voting Population: High School Student Body

Nomination Process: All eligible senior girls will be placed on a ballot and the entire high school student body will vote for the nominees. The six girls with the highest number of votes will be placed on the final ballot and the student body will vote again. The person receiving the most votes will be the winner.

*Ties will be broken by the toss of a coin. No run-off election will be conducted.

Football Sweetheart:

Election Coordinator: Cheerleader Sponsor

Voting Population: Varsity and JV football players.

Nomination Process: All eligible senior girls will be placed on the ballot.

Football Beau:

Election Coordinator: Cheerleader Sponsor

Voting Population: Varsity and JV Cheerleaders, female band members, Pep Squad, and Mascot

Nomination Process: All eligible senior boys on the varsity football team are placed on the ballot.

Band Sweetheart and Beau:

Election Coordinator: Band Director

Voting Population: High School band members

Nomination Process: All eligible senior girls and boys who have been a member of the band four years will be placed on the ballot.

Basketball Sweetheart and Beau:

Election Coordinator: Head Basketball Coaches

Voting Population: Members of the girls and boys varsity and JV basketball teams will vote on both Sweetheart and Beau.

Nomination Process: All eligible varsity basketball players will be placed on the ballot.

FFA Sweetheart:

Election Coordinator: FFA Sponsors

Voting Population: Members of FFA

Nomination Process: All eligible girls will be placed on the ballot.

FHA Beau:

Election Coordinator: FHA sponsor

Voting Population: Members of FHA

Nomination Process: All eligible boys will be placed on the ballot.

Class Favorites:

Election Coordinator: Respective class sponsors

Voting Population: Members of the respective classes

Nomination Process: All eligible students will be placed on the ballot. One boy and one girl will be selected.

*Classification of the winners must be verified through the school office.

Annual Dedication:

Election Coordinator: Annual Sponsor

Voting Population: Members of the senior class

Nomination Process: Any high school student may nominate an individual for this honor. These names will be placed on a ballot and the senior class will vote to determine the recipient.

CORONATION OF KING AND QUEEN LOBO

One boy and one girl are to be selected from each class in grades 6-11; five boys and five girls, from the senior class of Cisco High School.

Grades 6-8:

Qualifications for Representatives

1. Should have been enrolled in Cisco Public Schools for the fall election the entire spring semester preceding the election and a spring election the entire fall semester preceding the election.
2. Can serve once in Junior High School.
3. Must have passing semester grades in all classes for the semester preceding the election and must have passing grades each six weeks of the semester in which the election is held.

Dress Requirements

Girls: Formals (short or long--to be decided each year by coronation committee) of any color except white; nosegays; no gloves.

Boys: Suits and ties; boutonnières.

HIGH SCHOOL--Grades 9-12

Qualifications for Representatives

1. Must have been in Cisco High School for elections held in the fall the entire preceding spring semester and for elections held in the spring for the entire preceding fall semester.
2. Must have passing semester grades in all classes for the semester preceding the election and must have passing grades each six weeks of the semester in which the election is held.
3. May have participated in the coronation in Kindergarten, Primary, Intermediate or Junior High School and be eligible as a representative.

Qualifications for Representatives --SENIORS

Seniors must meet all the qualifications for all high school representatives. They must have good moral character and be representative of Cisco High School. Senior representatives should be students who have achieved outstanding records because of varied contributions to the life of Cisco High School. They may have participated in previous coronations.

Dress Requirements--Freshmen, Sophomores, and Juniors

Girls: Formals (long) of any color EXCEPT white; nosegays.

Boys: Dress suits; ties; boutonnieres.

Dress Requirements--SENIORS

Girls: Long white formals; nosegays.

Boys: Tuxedos; boutonnieres.

The senior class will nominate five girls and five boys. This should be done at least two weeks prior to coronation. The entire student body will then vote on these previously unannounced nominees. (Those students who are absent will have a ballot reserved for them and will be allowed to vote later). Senior sponsors will collect the ballots and count them just prior to coronation. Senior sponsors will be responsible for the crown bearers and senior candidates and will see that the proper pairings are placed on the scrolls. They are also responsible for crowns, pillows, and the King Lobo robe.

PROGRAM:

The program for the Coronation of King Lobo will be presented through combined efforts of the junior class, the band and the choir. It should be no longer than 30 minutes in length. Junior coronation representatives are not permitted to be in the program. Blackouts during the program are to be avoided. The following teacher-student committees will be appointed for the coronation: script, tickets and finance, advertising, flowers and representatives, decorations and props, costumes, programs, and King and Queen selections. Proceeds from the coronation go to the junior class.

REPRESENTATIVES FROM ELEMENTARY AND CISCO COLLEGE:

One boy and one girl are to be selected from each homeroom of Cisco Elementary School, kindergarten through fifth grade. Also, a boy and a girl will be selected from Cisco College.

Qualifications for Representatives--K-5:

1. Should have been enrolled during the first six weeks of the current school year in Cisco Public Schools.
2. Must not have participated in a previous coronation. (They may have been a crown bearer.)
3. Must be passing in all subjects.

Dress Requirements--K-5

Girls: Short church dress of any color except white; nosegays; no gloves.

Boys: Church attire; ties; boutonnieres.

(NO TUXEDOS)

CISCO COLLEGE representatives should be graduates of Cisco High School selected by College authorities.

MISCELLANEOUS

BAD WEATHER

The following statements pertain to the question of having school during severe winter weather. The question of whether or not to have school is a difficult one and also a serious one. It is important to keep schools open if it is possible to do so safely. If several days are lost, then it will be necessary to make up the time at the end of the year. There are times when it is not safe or reasonable to have school, and it becomes a problem of getting information to the homes of the community. This decision usually has to be made early in the morning of the day involved. The Administration will do its best by utilizing the following method: The district School Reach system will be utilized to call parents and staff. The information will be given to the following radio and television stations as early as possible. (By 7:00 a.m. if it is possible to do so.)

KCER Radio, Cisco

KVMX Radio, Eastland

KTAB TV, Abilene

KRBC TV, Abilene

KTXS TV, Abilene

NOTE: NO ANNOUNCEMENT WILL BE MADE UNLESS THE SCHOOLS WILL BE DISMISSED OR DELAYED.

PLAGIARISM

Plagiarism consists of using another person's original ideas or writing as one's without giving credit to the true author. Plagiarism will be considered cheating and the student shall be subject to disciplinary action. Cisco ISD allows grade point deductions for instances of plagiarism or cheating that are predetermined, have parental/student notification, and are applied equitably to all situations of Plagiarism.

POSTERS

The Principal must first approve signs and posters that students want to display. Posters displayed without authorization will be removed. Any student who posts printed material without approval shall be subject to disciplinary action. **LOCKER SPIRIT BOOSTERS WILL BE ALLOWED ON GAME DAYS ONLY!** All posters and signs are to be placed on panels above the lockers only.

PRINTED MATERIAL

School sponsored newspapers and/or yearbooks are under the complete supervision of the teacher and campus principal. All written material over which the District exercises editorial control or is intended for distribution to students shall be submitted to the Principal for review and approval within one week before publication. Disapproval may be appealed by submitting the disapproved material to the Superintendent. Material not approved by the Superintendent within three days is considered disapproved. This disapproval may be appealed to the Board at its next regular meeting. The student shall have a reasonable period of time to present his or her viewpoint at the next regular board meeting.

TORNADO DRILLS

Tornado drills are held from time to time without warning. Each drill is a serious matter and should be so conducted. Military discipline is required for tornado drills in schools everywhere. When the tornado alarm sounds, all students in each room should move quickly into the hall. Students are to sit on the floor next to the wall away from the door. In the event that a tornado does hit, students should crouch down and cover their heads. Students in the gym section should move into the hall in order to be away from the beamed ceiling. After the drill is completed, students should return to regular classrooms. Do not attempt to leave the building during the drill under any circumstances.

PLEASE DO NOT PANIC.

Signals used in a tornado drill are as follows:

Tornado Drill - 1 long continuous signal

Local City Alarm System

Take cover - 1 long continuous signal

FIRE DRILLS

Fire drills are held from time to time without warning. Each drill is a serious matter and should be so conducted. Military discipline is required for fire drills in schools everywhere. When the fire alarm sounds (three (3) short bells), all students in each room should move quickly and exit the building. After the drill is completed, students should return to regular classrooms. The all clear signal will be two (2) short bells. Electronic fire alarms may also be used in place of bells.

SCHOOL PROCEDURES

ASBESTOS MANAGEMENT PLAN

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have any questions or would like to examine the district's plan in more detail, please contact Rick Payne, the district's designated asbestos coordinator, at 254-442-3051.

ASSEMBLIES

For successful assemblies, students should:

1. Enter the assembly quietly and take their seats in their assigned sections.
2. Become silent and attentive immediately.
3. Applaud only at the proper time. Whistling is improper.
4. Remain seated until dismissed.

BOOKS

Students are responsible for all textbooks issued to them. They, or their guardians, are responsible for paying for all books lost or badly damaged by the student. The student

may not receive a report card or a transfer of credits until lost books are paid in full. All public school textbooks must be covered. Books must be kept clean and whole, and nothing should be written in them except the student's name in the proper place. Anything written in or on textbooks besides the student's name will result in the student's being charged a fine.

CAFETERIA

Students will remain seated while eating their lunch. Students will sit no more at a table than it is built to accommodate. Students are expected to practice proper manners at all times. They will not cut into line and will leave their seating area clean! Students eating lunch at junior high and high school will not leave the lunchroom with trays. Charges for school lunches are subject to change and will be posted at the beginning of the school year.

Free and Reduced Price Lunches:

Parents desiring free or reduced price lunches for their children should obtain a form from the Principal's office. The Superintendent will determine the eligibility of the family.

Charges

The Cisco ISD Food Service Department shall not allow charges for student meals for one child to exceed \$10.00 in one month, and the parents are responsible for staying current or making arrangements with the CISD Food Service Director to do so.

CARS, MOTOR BIKES, BICYCLES

Students may use automobiles, motor bikes, and bicycles for school transportation. Students must park in the designated areas. Any student operating a motorized vehicle must have a valid driver's license for such vehicle. Students are not to sit in parked cars or congregate around such vehicles. Students are not to return to their vehicles at any time during the school day without special permission. Any student guilty of speeding or reckless driving on or in the immediate area of the school campus will be subject to losing the privilege of bringing the vehicle to school. This includes bicycles as well as motorized vehicles.

CLASS CHANGES

No class changes can occur after the first week in a semester. Exceptions to this and all class changes can only occur with the permission of the Principal/Counselor.

CLOSED CAMPUS PLAN - SECONDARY

Targeted Areas of Concern:

- Improve Incident of Poor Attendance and Excessive Tardies;
- Improve Discipline (self-discipline of students, protection from violence, etc.);
- Improve Academic Performance of Students;
- Protection from Exposure to Alcohol and Drugs;
- Protection from Sexual Predators; and

- Protection from Vehicle Abuse.

At the beginning of the School Year the Cisco High School and Cisco Jr. High School Campuses will be Closed and all student will be required to eat on campus, subject to the stipulations herein described. The following grades will remain closed for the entire school year (6th, 7th, 8th, 9th, and 10th). Grades eleven (11) and twelve (12) will have Open Campus following the First Three Weeks progress report, and at the end of that grading period if a student, in these two grades, has met the following criterion; then, they will continue to earn the privilege of an Open Campus for the next six weeks and each successive six weeks period. The criterion will be checked at the end of each subsequent grading periods for the remainder of the school year, and at the beginning of the next grading period the C.H.S. Principal will post a list of those students having a Closed Campus and those students having an Open Campus.

OPEN CAMPUS QUALIFYING CRITERION

During the Six Weeks Grading Period:

1. The student must not be failing any classes.
2. The student shall have no major disciplinary referrals.
3. The student shall have no unexcused absences, and no more than three excused absences.
4. The student shall have no more than two total tardies to their classes.
5. A student receiving a speeding citation, during school hours, by any law enforcement agency shall have an immediate revocation of the Open Campus privilege.

Deliveries at school:

1. Deliveries of flowers, candy, etc. made to the school must be presented at the principal's office.
2. Deliveries must be picked up after school dismissal for the day.
3. Flowers, mums, garters, etc., may not be worn until after school dismissal.
4. Students are responsible for picking up deliveries at the end of school.

Discipline Level 1 and 2

Listing of Offenses and Consequences by Level

Level I Offenses

Level I acts of misconduct include repeated infractions of classroom management procedures or rules, or other misconduct that disrupts the educational process to the extent that the classroom teacher needs administrative support to correct the problem.

The following is a non-inclusive list of behavior infractions:

1. Being tardy to class.
2. Refusing to follow classroom rules.
3. Refusing to participate in classroom activities or fulfill assignments.
4. Failure to bring appropriate material to class.
5. Possessing and/or using nuisance items.
6. Eating, drinking, or gum chewing in an undesignated area.
7. Disruption of the orderly classroom process.

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8. Running, making excessive noise, or other disruptions in halls, buildings, classrooms, or other supervised settings.
 9. Violation of the dress code.

Level I Disciplinary Options

Any one or any combination of consequences may be used:

1. Teacher/student or administrator/student conference.
2. Parent conference or call.
3. In-class disciplinary action or assignment.
4. Withdrawal of student privileges.
5. Detention.
6. Counselor/student conference.
7. Confiscation of nuisance items or materials.
8. Supervised campus service assignment.

Level II Offenses

When a student's behavior does not change as a result of action taken on Level I, and the student is being seen for a second time in the principal's office for repeated Level I infractions, the student is moved to Level II for discipline purposes.

Level II Disciplinary Options

Any one or any combination may be applied:

1. Any combination of teacher, principal or appropriate administrator, parent and student conference.
2. Any discipline technique outlined in Level I
3. Corporal punishment.
4. In-school suspension for one, two, or three days.

DRESS CODE

The District's dress code is established to teach hygiene, instill discipline, prevent disruption, avoid safety hazards, and assert authority. Students are expected to come to school or school sponsored events looking clean and neat and dressed in a manner that is accepted as being in good taste. Students should dress in a manner, which shall not disrupt, interfere with, disturb, or detract from school activities. Dress or grooming will not create a health or other hazard to the student's safety or the safety of others.

Teachers are responsible for determining the impact of the distraction to instruction due to student attire and/or hairstyle. Any distraction to the delivery of instruction to students in the classroom will be considered to be inappropriate.

The Principal, sponsor, coach or other person in charge of an extra-curricular activity may regulate the dress and grooming of students who participate in that activity. The administration shall have the right to appraise any current fashion or fad and determine whether or not it is appropriate for school wear. Certain types of student dress are considered inappropriate. Students must be covered with the appropriate clothing from the neck to 4" of the top of the kneecap when standing. Examples are but not limited to:

PROHIBITED DECORATION

The following decorations and designs (including tattoos, either temporary or permanent)

attached to the body or clothing are prohibited:

- a. Symbols, mottoes, and words (including acronyms) that convey crude, vulgar, violent, gang-related, sexually explicit (or suggestive) messages.
- b. Symbols, mottoes, and words (including acronyms) advertising tobacco, alcohol, or drugs (including paraphernalia).
- c. Visible and permanent tattoos incompatible with these standards shall be covered to prohibit their display.

GARMENTS (Clothing)

Garments must meet appropriateness requirements while sitting and/or bending.

- a. Shorts may be worn at school. Acceptable shorts are those within 4” of the top of the kneecap when standing.
- b. Tank tops with at least a 2” wide strap and the armholes are not oversized are permitted.
- c. Fishnet shirts, halter tops, see through clothing, any clothing that exposes underwear, are unacceptable attire for school.
- d. Spaghetti strap tops and backless outfits are unacceptable attire for school.
- e. Pajama tops and/or bottoms are unacceptable attire for school.
- f. Necklines shall not expose cleavage in the front or be lower than the armpits in the back.
- g. Excessively baggy or lengthy pants are unacceptable for school. Pants and shorts must be appropriately zipped and worn at the waist.
- h. Swimwear is unacceptable for school.

ACCESSORIES, FOOTWEAR, and HEADGEAR

- a. Visible pierced jewelry is limited to the female ear. Disks shall not be worn in the ear.
- b. Billfold chains are unacceptable for school.
- c. Anything worn or carried that may be interpreted as gang sign is unacceptable for school.
- d. Sunglasses (unless prescribed by a physician) shall not be worn in class.
- e. Scarves, bandanas, curlers, or similar adornments are unacceptable for school.
- f. Students shall wear appropriate footwear that provides protection and is in a style considered safe for all activities. House slippers are unacceptable footwear.
- g. Caps, hats, or other head coverings of a similar nature are unacceptable for in building use unless prescribed by a physician, previously approved by school administration for religious reasons or, approved by school administration for special school activity.
- h. Gauges shall not be worn in the ear by either boys or girls.

HAIR

Hair must be clean and well kept. All hair must be kept out of eyes so as to not cause a safety concern. Distracting hairstyles (such as spiked, punk styles, and dreadlocks) and unnatural colors are prohibited. Boys’ hair will not be longer than dress shirt collar length. Moustaches, beards (including goatees), and sideburns below the earlobe, are inappropriate for school.

ANY DISREGARD OF THIS DRESS CODE WILL RESULT IN IMMEDIATE DISCIPLINARY ACTION. DISCIPLINARY ACTION IN REGARD TO DRESS IS LEFT TO THE DISCRETION OF THE CAMPUS ADMINISTRATOR. IT WILL BE FAIR AND EQUITABLE BASED ON WHAT IS ADMINISTERED FOR ALL CHILDREN.

RELIGIOUS OR CULTURAL EXCEPTIONS

Valid religious or cultural exceptions to any portion of this dress code may be granted by the Campus Administrator. Appropriate documentation will be required to verify the religious or cultural beliefs that necessitate the request. Any interested parties should contact the Campus Administrator.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) GUIDELINES

- A. Each school district shall provide an alternative education program that:
 - 1. is provided in a setting other than a student's regular classroom;
 - 2. is located on or off a regular school campus;
 - 3. provides for the students who are assigned to the alternative education program to be separated from students who are not assigned to the program;
 - 4. focuses on English language arts, mathematics, science, history, and self-discipline;
 - 5. provides for students' educational and behavioral needs.
- B. Objective of the alternative education program:
 - 1. The objective of the alternative education class is to provide an alternative educational program for the student who has engaged in persistent misbehavior or has been charged with a serious offense that has resulted in that student being removed from the regular education program.
- C. DAEP Rules:
 - 1. The CISD student Code of Conduct, policies, and guidelines, will be enforced at all times,
 - 2. Class day is from 8:00AM to 3:30PM.
 - 3. Students' class work will be provided by the DAEP classroom teacher, coordinated with the students' regular education instructors,
 - 4. Students assigned to the behavior class may not participate in any extra-curricular activities, practice, games, UIL, etc.,
 - 5. Students assigned to the behavior class may not be on any other CISD campus, or attend any school-sponsored activity until their DAEP term is completed.

HEALTH SERVICES

The school nurse will serve all four campuses. Certain other health services are offered through the nurse such as hearing and vision tests for all students. The student and his/her parents are notified if further examination or treatment is considered necessary. Parents should consult with the nurse and Principal concerning special health problems.

Exclusions from school due to the possibility of transmitting communicable disease or infection are established by the State Board of Health and approved by the Board of Trustees. 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 have been exposed to the disease can be alerted. These diseases include:

Amebiasis	Hepatitis, Viral A	Rubella(German Measles), including congenital
Campylobacteriosis	Impetigo	Salmonellosis, including
Chickenpox	Infectious mononucleosis	Typhoid fever
Common cold with fever	Influenza	Scabies
Fifth disease (Erythema Infectiosum)	Measles(Rubella)	Shigellosis
Gastroenteritis, Viral	Meningitis, Bacterial	Streptococcal disease, invasive
Giardiasis	Mumps	Tuberculosis, Pulmonary
Head Lice (Pediculosis)	Pinkeye (Conjunctivitis)	Whooping Cough (Pertussis)
	Ringworm of the scalp	

If a child has vomited, parents are requested to cooperate with the school by keeping the child home for twenty-four hours after being clear of fever (if the temperature was in excess of 100 degrees.) If a chronic condition exists in which any one of these symptoms is likely to occur and has been proven to be non-infectious, please make this known to the Principal and school nurse.

Vaccination and Immunization

All students transferring from another school district must bring records, validated by a doctor or clinic, showing immunization against polio, diphtheria, whooping cough and tetanus prior to their admission, unless they are exempted for certified medical or religious reasons. Students already attending school here, whose immunization records are complete, need bring only records showing new information, i.e., boosters. These requirements are made to comply with Texas' new immunization laws. Students will not be permitted to attend classes until cleared! The immunizations (as prescribed by law) which are required: diphtheria, rubella (measles), rubella, mumps, tetanus, hemophilus influenza type b, poliomyelitis, hepatitis B, and vermicelli chicken pox.

Medical Contradictions

The student must present an affidavit signed by a physician, duly registered and licensed under the Medical Practice act, in which it is stated that, in the physician's opinion, the immunization required would be injurious to the health and well-being of the applicant or any member of his/her family or household.

Religious Conflict

The student must present an affidavit signed by the applicant, or if a minor, by his or her parent or guardian, stating that the immunization conflicts with the tenets and practice of a recognized church or religious denomination of which the applicant is an adherent or member. However, this exemption does not apply in times of emergency or epidemic declared by the Commissioner of Health.

Emergencies and Illness

If a child becomes ill or is injured at school, the school nurse will render simple first aid and notify the parent if the illness or injury seems serious. Therefore, it is important that the parent fill out and sign an Emergency Care Form for each student giving phone numbers where the parents can be reached.

Medication During School Hours

For your child's safety and to comply with the state law, a very strict procedure for

giving medication at school must be followed. Therefore, if your child must take any medication at school, the following requirements must be fulfilled:

1. All prescription medications must be prescribed by a doctor.
2. The medication must be in the prescription bottle from the drug store or doctor's pharmacy.
3. The bottle must be properly labeled with the child's name and dosage and times for the medication to be given. If possible, the name of the drug should be on the label. Ask your pharmacist to type it on when he or she fills the prescription.
4. A signed note from the parent or guardian giving the nurse or the designated office personnel permission to give the medication at school must accompany the medication. This note must also give the time and instructions for administration. (Students taking long-term medications must fill out the form provided by school.)

This procedure must be followed for all medications at all times. This includes all over-the-counter drugs such as aspirin, Tylenol, cough syrups, etc. School personnel without parent permission on file will give no aspirin or Tylenol.

Head Lice Policy

Children being sent home for a head lice infestation must be **FREE OF ALL LIVE LICE AND BASICALLY ALL NITS** must be removed from the hair before the student returns to school.

Procedure to follow:

A. DAY ONE:

1. The student is assessed by the school nurse or nurse aide as to the possibility of infestation and possible needed treatment for head lice.
2. Parent is notified.
3. Teacher and Principal are notified.
4. Student is sent home with head lice treatment information and should be treated at this time. Student will be re-examined by the school nurse or other school official the next school day.

B. DAY TWO:

1. Parent or guardian will bring student to the school nurse or nurse aide to be re-checked. If live lice are found, the student will not be permitted to remain at school.
2. Student must return a note signed by the parent or guardian stating what treatment was given. This note must be submitted to the nurse's office.

C. DAY THREE, FOUR, FIVE, AND SIX:

1. Student will continue to be periodically checked by the school nurse or nurse aide. If live lice are found, the student will not be permitted to remain at school.
2. Parent or guardian needs to keep working to remove nits from hair until hair is free of all nits.

D. DAY SEVEN:

1. Student will be re-checked by the school nurse or nurse aide.
2. Treatment #2 should be administered on this day if medicated shampoo was used.

3. If live lice are found, the student will be again sent home with head lice treatment information.

E. DAY EIGHT, NINE, AND TEN:

1. Student will continue to be checked by school nurse or nurse aide. If live lice are found, the student will not be allowed to remain at school.
2. Parent or guardian needs to keep working to remove nits from hair until hair is free of all nits.

F. DAY TWELVE:

1. Student will be re-checked by school nurse or nurse aide. If live lice are found, the student will not be allowed to remain at school.
2. Parent is notified.
3. Teacher and Principal are notified.
4. Parent must take student to doctor.
5. Doctor will assess for need to file a report with Child Protective Services (i.e.—open sores on student head).
6. If no open sores are on head, student must receive appropriate treatment.
7. Student must return a note stating what treatment was given. This note must be submitted to the nurse's office and a copy to the principal's office. Student will not be readmitted until a note from the Doctor is received by principal stating what treatment was given.

***When a student has missed five consecutive days of school related to lice infestation, a warning letter will be sent to the parent(s) or guardian to notify them that the student's attendance is immediately required at school. With excessive absences, both the student and parent can be subject to truancy laws.

Food Allergies

The district requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school nurse or campus principal if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held 4 meetings. Additional information regarding the district's School Health Advisory Council is available from the School Health Services Director. The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness.

ILLICIT SUBSTANCES AND ALCOHOL SEARCHES

The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in FNCF(LEGAL), and alcohol. The program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in classroom, school officials may search it.

Students and parents are notified that:

1. Trained dogs may sniff lockers at any time.
2. Trained dogs may sniff vehicles parked on school property at any time.
3. Trained dogs may sniff classroom and other common areas at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to (cont.) appropriate disciplinary action in accordance with the Student Code of Conduct.

ISS GUIDELINES

1. Upon entering the ISS room the student will be directed to a carrel and will receive his/her work assignments.
2. There is to be no talking, and no candy, food, gum, or snacks of any kind in the ISS room. The snack machines in the kitchen are not available to ISS students. ISS time will be increased if a student chooses not to follow these rules. If hidden candy or gum continues to be a problem the student will be suspended. After the suspension the student will still have to serve his/her time in ISS.
3. Bathroom and drinking fountain: one student at a time, not to be used in excess and for short periods of time only.
4. Students caught smoking in the bathroom will be suspended for three days. When the student returns to school, that student still has to serve his time in ISS. Students that are suspended for any reason have to return to ISS and complete their time.
5. Students placed in ISS will not participate or attend any school-sponsored activities the day or days of their ISS placement. No sports, UIL, etc. (practice or games) while in ISS.
6. The teachers must send work for the students from the sending school. If a student runs out of work while in ISS, the ISS teacher will assign that student extra work.
7. Lunches: Students may bring a lunch with them and it will be kept in the refrigerator until lunchtime. A (class a) lunch will be provided by the cafeteria if the student is on the free lunch program. If a student is reduced or full price that student will have to purchase a lunch if they want to eat. A student may choose to do without lunch. Lunches may not be brought to students by parents or friends, (Sonic, Dairy Queen, etc.) and students may not leave ISS just for the purpose of eating lunch. While eating lunch there will be no talking in the kitchen area

- unless the student has a question for the ISS teacher.
8. End of the day: A high school student may choose to walk home from the CLC when the bus arrives to pick up the other students. Junior High and Elementary students must ride the bus and return to their home campus.
 9. Students who choose to disobey the ISS rules will receive extra ISS time or possible suspension.
 10. The Cisco ISD student code of conduct will be enforced at all times.
 11. High School students do not bring their cars to the CLC campus unless a job is involved. Students sent to ISS will obey ISS time lines.

LEAVING THE CAMPUS EARLY

1. A note signed by the parent requesting that the student be permitted to leave school early must be presented to the office. The student will be given a permission slip stating the time that the student is to leave.
2. In case of emergency or failure to send a note by the student, the parent should call the Principal's office, if the parent wishes the student to be excused from school early. The student will be notified, and the time of departure recorded.
3. At all campuses no student is permitted to leave the campus at any time during school hours without permission from the parents and the Principal, except during the lunch hour (see *SECONDARY CLOSED CAMPUS PLAN*). A student who arrives on campus by bus or auto is considered at school and must follow the above procedures in order to leave campus.
4. The procedure for a student leaving the elementary school early is as follows:
 - a. A parent must sign out his/her child in the school office.
 - b. A slip from the office will be sent to the appropriate school personnel to verify that the student has been checked out through the office.

LEAVING CLASS

1. No student is permitted to leave class without a permission slip signed by a teacher.
2. Any student desiring to see the nurse should receive a permission slip from the office or from a teacher.
3. Permission slips are signed by the teacher excusing the student and by the teacher or person to whom the student is sent. The time leaving and destination must be indicated on the permit.
4. High school students who have finished class before the end of the regular school day must leave campus and may not return without an office pass.
5. Elementary students will follow the policies set by the elementary principal.

LETTER JACKETS

- * A student will receive only one letter jacket during his/her high school career.
- * All letter jackets will be ordered through the high school principal's office.
- * Letter jackets are to be awarded upon instructor recommendation. Cost is not to exceed \$55.00.

ACADEMIC: Students will letter in academics by qualifying under any one (1) of four (4) criteria.

1. Receive a grade of 90 or above in all classes for the first 5 six week grading periods for the current school year, be enrolled in Cisco High School for the entire school year; and, be enrolled in the advanced or recommended program.
2. Place first, second, or third in any event at the annual UIL district academic meet. Upon approval of the academic advisory committee, students who excel in contests that are not sanctioned by the UIL could also qualify.
3. Be recognized as best actor/actress or placed on the all-star cast for participation in the UIL One-Act Play.
4. Be an active member of a local UIL academic team for at least 3 years; have the recommendation of the respective coach; and have approval of the academic advisory committee.

ATHLETIC:

1. An athlete letters upon recommendation of a coach, based on the athlete's having made considerable contributions toward the success of the team.
 - a). Baseball - Must be on a varsity team, play in 20 innings, and finish season.
 - b). Basketball - Must participate as a member of the varsity team and finish season.
 - c). Cross Country - Must finish in the top ten in at least one varsity meet and/or qualify as a team member for regional.
 - d). Football - Must participate as a member of the varsity team and finish the season.
 - e). Golf - Must participate on the varsity level and play in the district tournament.
 - f). Power-lifting - Must be a sophomore, junior, or senior and score in a meet. Be a regional qualifier or state qualifier by weight total.
 - g). Softball - Must be on a varsity team, play 20 innings, and finish season.
 - h). Tennis - Must participate on the varsity level and play in the district tournament.
 - i). Track - Score a point in a varsity meet.
 - j). Cross Country, golf, power-lifting, and tennis - four years of participation in one sport.
2. No athlete shall receive more than one letter jacket, regardless of the number of sports an athlete may participate in during his/her school career.
3. Varsity cheerleaders and mascot will receive jackets after the conclusion of one-year participation.

BAND - Letter jackets may be awarded by the band director.

1. A student has been enrolled for the fourth consecutive year.
2. Be placed on the all-district band or receive a one rating in solo at district UIL.
3. Upon approval of the band director, students who excel in contests that are not sanctioned by the UIL could also qualify.

LIBRARY

The library is a learning laboratory providing books and other materials for classroom assignments and additional opportunities for research and enjoyment. Courtesy and cooperation with all library regulations will assure all students equal opportunities to use the library resources to the fullest extent.

1. In junior high and high school classroom teachers will issue library passes. Upon entering the library, the student should present the pass so that arrival and departure times may be recorded.
2. At the high school and junior high school, books in the general collection may be checked out for a two-week period and may be renewed as necessary for an additional two weeks. A fine of 5 cents per day will be charged for books from the general collection which are kept overtime. Elementary books are checked out for one week. The fee for overdue books is 5 cents per school day.
3. Reference books and certain other designated materials may be checked out for one class period or overnight. Overnight items are checked out after 3:00 p.m. each day. A fine of 10 cents per period will be charged for reference item kept overtime.

At the elementary library, only teachers may check out reference books.

4. All overdue, lost, or damaged books must be paid for within the current six weeks period. Report cards will be withheld from students whose library record is not clear.
5. The charge for damaged or lost books will be based on replacement cost, with a minimum of \$5.00 for paperback and \$10.00 for hardback books. Any book which has been lost and paid for, but subsequently is found, may be returned and the money (less \$1.00) will be refunded.
6. All back issues of magazines may be obtained from and returned to the main desk. The student should request in writing the name and date of the magazine needed.
7. A copy machine is available in the school office if students wish to make copies of reference materials. A nominal fee is charged to defray costs.
8. Audiovisual equipment (machines) may be used in the library and in the classroom upon the teacher's request. The equipment will be limited to use at the school. All materials are to be returned to the library media center after use.
9. The librarian and staff are there to assist the student in locating materials and information. He/she should not hesitate to ask for help.

LOCKERS

1. Each student who has a locker assigned has the responsibility to keep it clean with books and materials arranged in orderly fashion at all times.
2. Lockers shall be closed at all times. If a locker will not close, the student should arrange books and materials so that the locker will close. It is the responsibility of the student to keep his/her locker neat and well arranged.
3. No student is permitted to put his or her books in a locker that has not been assigned to him or her. Books that are found in a locker not belonging to that

student should be taken to the Principal's Office.

4. A student taking things from a locker belonging to another student without his or her permission is subject to suspension.
5. A student who places a lock on his locker should register a duplicate key or the combination in the school office for use in cases of emergency. Students are encouraged to purchase a lock to insure security of their lockers.
6. Lockers are the property of the Cisco ISD and remain so at all times. Lockers are subject to search at anytime the administration deems necessary and removal of contraband.
7. Searches of lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

LOST AND FOUND

1. All articles that have been found should be turned in to the office.
2. All lost articles should be reported as soon as they are missed.

LUNCH DETENTION REGULATIONS

1. Students in grades 6-12 will be served a lunch from the cafeteria and report to detention immediately after lunch bell. (Failure to show qualifies the student for ISS, Saturday Class or corporal punishment (decided by Principal).
2. The student cannot leave campus before detention begins.
3. The student must clean up his food wrappers and trash before he leaves for class.
4. A student must have assignments to work on and be actively involved in assignments to receive credit for that day of detention. Extra credit time can be given.
5. A student cannot leave the detention room during detention. (Restroom break is before detention begins.)
6. There will be absolutely no talking.
7. Excessive placement in D-hall may result in ISS placement.

MARRIED STUDENTS

Students who are married must report that fact to the Principal within one week after the marriage occurs. Married students may participate in school activities, including athletics, and are eligible for all school offices and honors. Married students will not be given special privileges and must abide by all school policies.

PEST MANAGEMENT PLAN

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school

assignment area may contact Rick Payne, the district's IPM coordinator, at 254-442-3051.

PHYSICAL FITNESS ASSESSMENT

Annually, the district will conduct a physical fitness assessment of students in grades 3–12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, a parent may submit a written request to the campus principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

PUBLIC DISPLAY OF AFFECTION

Any public display of affection has always been considered socially improper. Students are instructed to refrain from acts of this nature. This rule applies to all school sponsored activities. Any acts of this nature will subject students to disciplinary action.

SATURDAY CLASS

The Saturday Class is designed to provide an alternative to student suspension from school in some areas. Some of the discipline problems that could be handled through an effective Saturday Class would be truancy, excessive tardy, parking lot violations, tobacco use and other assignments made by the Principal.

The basic goal of the Saturday Class is self-discipline to make the individual student aware of his personal responsibility in the school setting.

1. When a student is assigned Saturday Class, he will be given a written notification. He will be given a copy of the regulations for Saturday Class.
2. The parents will be notified by phone. In the absence of a home phone or business phone, a letter will be sent to the parents.
3. Students with unexcused absence to Saturday Class will be assigned additional Saturday Class or assigned to in-school suspension.
4. Two unexcused absences from Saturday Class will result in an automatic in-school suspension.

SATURDAY CLASS REGULATIONS:

A fee may be charged to cover the cost of staffing Saturday School.

1. Students must be on time for Saturday Class (8 a.m.).
2. Students must bring books or material related to academic subjects or they will not be permitted into Saturday Class.
3. Students will be seated upon entering.
4. There will be absolutely no talking.
5. There will be no sleeping.
6. Students will stay the full four hours from 8 a.m. to 12 p.m. unless they are assigned to full day Saturday school which will be from 8 a.m. to 3:00 p.m.
7. Students will have five minutes each hour for water and restroom.
8. Students who misbehave will be dismissed and scheduled for an additional Saturday Class. A second offense will result in a three-day in-school suspension.
9. Doors will be closed at 8:05 a.m.
10. Any student who is assigned additional days for not working will be told at the end of the Saturday Class.

SCHOOL CALENDAR

All school parties and activities must be approved and placed on the school calendar by the sponsor and Principal at least 15 school days in advance.

SCHOOL TRIPS

Students participating in extra school activities involving bus transportation will be required to ride the school bus to and from the activity. A student may ride with a parent, guardian, or adult guardian designee only when such parent or guardian makes a written request, signed and dated to the sponsor involved. The student may not ride with any other student or friend.

As a prerequisite for students to participate in a school sponsored field trip, students must demonstrate good citizenship and proper behavior. If student fails to meet the criteria, an alternate academic curriculum will be provided at campus level. Students who take a high school field trip must be passing at the date of the field trip and may not have excessive absences on the date of the field trip (calculated using the 90% attendance rule). Major office discipline will be reviewed by the principal on the date of the field trip.

STUDENT SALES/SCHOOL SALES/MONEY MAKING ACTIVITIES

1. Organizations should limit their sales to ONE major campaign.
2. The Principal must approve all sales.
3. Sales projects will be limited to respective campuses.
4. No school district employee may sell any unauthorized items in the school.
5. Any company submitting proposals for fund-raising activities for the school must submit in writing the following:
 - a. A list of products or items sold. The principal will determine if the items are being sold at excessive prices.
 - b. How the profits are divided.
 - c. What percentage the school gets and what percentage the company gets.
 - d. The company will submit references to establish its credibility.
 - e. The location of the home office will be stated and whom the company represents: Example--religious or political affiliations, etc.
6. All proceeds from fund-raisers conducted on school property or at school-sponsored functions must be deposited in the appropriate school account for use by the respective school-sponsored club or organization.
7. Only students may accept individual prizes, gifts, or incentive bonuses on sales. Generally prizes result in less money to the sponsoring group.
8. Identification cards and/or badges are required by students for all off campus sales.
9. No sales activities will be encouraged after nightfall or on Sundays.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

The district strives to assist any student who has been placed in either temporary or permanent conservatorship (custody) of the state of Texas with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

Please contact Julie Patterson, Special Populations Director, who has been designated as the district's liaison for children in the conservatorship of the state, at 254-442-4852 with any questions.

SUICIDE AWARENESS

The district is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please access the following Web sites or contact the school counselor for more information related to suicide prevention and to find mental health services available in your area:

- www.texassuicideprevention.org
- <http://www.dshs.state.tx.us/mhservices-search/>

TARDIES

Punctuality is an important trait for students to develop; therefore, students will be expected to be at school and in class on time. Upon arrival at school, if the student is tardy he/she must report to the office. Student tardiness will be categorized into the following two types:

- Excused Tardies: (Students must have note from parent.)
 - A. Illness of student or member of immediate family
 - B. Death of a member of the family
 - C. Medical or dental attention
 - D. Emergencies beyond the control of the child or parent making the tardy absolutely necessary in the judgment of the Principal.
- Unexcused Tardies:

Any tardy not meeting the criteria of the excused tardy including such things, but not limited to, car trouble, oversleeping, alarm not going off, and ride not showing up will be classified as unexcused tardies.

Consequences for excessive tardies will be determined by the campus administrator. The expectations regarding consequences shall be stated to the student body at the beginning of the school year.

A student is considered tardy if he comes to school any time in the morning after the tardy bell rings. In other words, one cannot avoid the penalty by staying out one or more periods if he sees that he is going to be tardy.

During the school day a student is considered tardy if he is not in his class when the tardy bell rings.

At elementary school, students who arrive late to school will receive a tardy pass from the office.

TELEPHONES

The telephones in the offices are business phones and may be used by the students for emergencies only. Students may use the phone between classes, or if in class, with written permission from the office (PRINCIPAL).

Elementary students will be allowed to make emergency phone calls at the office with a telephone pass from their teacher.

TEST EXEMPTION POLICY

Juniors and seniors may choose not to take the semester exam provided they meet the following criteria:

1. Two or fewer tardies the current semester.
2. Two or fewer absences with a semester average of 80 or above; all absences will count toward exemptions except the failure of the buses to run or participation in school activities as described by the attendance regulations (WINGS trips, UIL trips, stock shows). Missing class due to documented medical appointments will not count against the student's exemption if the student attended part of the school day.
3. No major office discipline record.
4. No excessive, reoccurring detention halls assigned in the semester.
5. Students must be enrolled in Cisco High School from the first day of the first/fifth six weeks in order to be considered for exemption.
6. Students meeting the above criteria may choose to take the semester exams in order to improve final grades.
7. Students will meet all scheduled classes on exam days except for those in which students have earned exemptions.
8. Students cannot be exempt in band or athletics.
9. Any student that has an unexcused absence will be required to take his/her tests.

Freshmen and sophomores are not eligible for exemptions from semester exams.

TOBACCO PROHIBITED

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities.

VIDEO TAPING OF STUDENTS

For safety purposes, video/audio equipment will be used to monitor student behavior (in common areas on campus). Students will not be told when the equipment is being used. The principal will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL.

VISITORS

All parents and visitors are to report to main office as soon as they come on campus. We will not allow visitors to disturb a class in progress. All visitors should report to the Principal's office and obtain necessary information. **NO STUDENT VISITORS WILL BE ALLOWED DURING CLASS.**

WITHDRAWAL

1. To withdraw from school, a student must present written permission signed by the parent or guardian whose name appears on the official school records.
2. He/She will report to the office where he or she will be provided with a withdrawal form.
3. He/She will report to each teacher to check in his textbooks and to receive

current grade averages and clearance.

4. He/She will report to the librarian to clear his or her library record.
5. He/She will then report to the Principal/Counselor for the final signatures. One copy will be given to the student and the other copy filed in the permanent folder.

Cisco Learning Center (CLC)

- School Day-----CLC students attend class 4 or 8 hours per day. Students must attend at least 4 hours per day to be considered in membership for one full day.
- Curriculum----- CLC students use a self-paced curriculum that meets the guidelines set forth by the state.
- Grades 7-12-----CLC students must obtain 80% mastery on the module tests, unless ARD documents state otherwise.
- Transfers – Districts may place two students per district, and if openings are available may place one extra student per district. If one district does not use their places, the CLC staff may choose to fill these vacancies from another district. As students complete their requirements other students may take their place. Student from these districts must meet the program guidelines and follow the procedures set forth for the Cisco ISD students.
- Students from other districts must complete graduation requirements for the school district in which they are enrolled.
- Intra-district transfers -- Procedures

Students may not be sent to the CLC who have proven to be chronic discipline problems unless specifically approved by the Academic Advisory Committee.

Students who fail to actively participate in the self-paced program will be dropped from the program. Excessive absenteeism, according to the student handbook, will be considered as non-participation.

1. Students will attend an interview with the Academic Advisory Committee or counselor to determine credit standing, and the courses needed for the student to complete graduation requirements. The interview will also determine the benefits and the disadvantages of a placement at the CLC.
2. The Academic Advisory Committee will make an evaluation of the student's maturity and ability to complete a self-paced, self-directed program. Criteria will include teacher\counselor observations and input from the student and parent.
3. In order for a student to be accepted, that student must fall within the guidelines of the programs offered at the CLC (PRS, At-Risk, in-school GED) or the student must be specifically approved by the Academic Advisory Committee.
4. The Academic Advisory Committee or the counselor will review the discipline records from the sending school district. Flagrant disciplinary infractions will be taken into consideration and may eliminate a student from attending the CLC.
5. After the interview the Academic Advisory Committee or counselor will determine if a placement at the CLC is in the best interest of the student.

STUDENTS SHOULD CONSIDER IT A PRIVILEGE TO ATTEND THE CISCO LEARNING CENTER. IF A STUDENT CANNOT ABIDE BY THE RULES AND FOLLOW INSTRUCTIONS GIVEN BY THE INSTRUCTORS, THAT STUDENT WILL BE DROPPED FROM THE CLC.

CLC GRACE PERIOD

Beginning with the first day of attendance, each student will experience a trial period of two weeks in which the student will be able to evaluate whether the CLC is for him/her. At the same time the CLC staff will observe the student's punctuality, attendance, and diligence in study to determine whether the student is sincere in his/her desire for an education at the CLC.

CLC GRADING POLICY

Every student must achieve 80% mastery of all tests, unless ARD documents state otherwise. Students will complete all assignments in the modules, then take the module test. If the student does not make a grade of 80, then he/she will ask an instructor for assistance in reviewing the material. When given permission by the instructor, the student will retest. This procedure will continue until 80% mastery is achieved. If a student has to drop from school, any credits completed are retained. If a student quits in the middle of a course, he/she will receive no credit for the course not completed. Progress reports will be sent at the end of six weeks. After each twelve-week period progress reports will be sent to parents. Parent signatures are required.

CLC GRADUATION POLICY

Students may receive a diploma any time through the school year upon completion of their graduation requirements. Students must meet the graduation requirements for the school where they are actually enrolled. Cisco students in good standing, as determined by CISD administration, have the option of participating in the graduation ceremony at the CLC or at CHS. Students planning to participate in the graduation at CHS must meet the same deadlines as students on the CHS camps.

CLC ATTENDANCE REQUIREMENTS

In order to maintain the state funding which keeps the CLC open, each student must abide by the following attendance requirements:

1. The CLC morning session begins at 8:00 a.m. each day, and ends at 12:00. The student is expected to be in the classroom at 8:00 ready to work. Morning session students may be required to remain at school for all or part of the afternoon session, depending upon the level of credit recovery necessary and the daily academic and behavioral performance of the student.
2. The CLC afternoon session will begin at 11:00 am and end at 3:30. Students will be appointed to the afternoon session at the discretion of the CLC teachers and administration.
3. Regular attendance is mandatory.
4. If a student is ill, that student must call and let the staff know that he/she will not be in attendance that day.
5. Schedule any appointments or interviews outside of school hours.
6. In unusual circumstances when the student's job requires him to miss school,

- he must bring a note from his employer or supervisor. The CLC staff will contact his employer.
7. When a student has seven absences in a semester, he will be placed on attendance probation. The attendance committee will meet and review his record of absences and consideration will be given for absences, which are documented by a doctor or employer note.
 8. If a student has acquired nine absences in a semester, the attendance committee will review his attendance record and documentation. If the student has not made up any of the absences nor produced a doctor's excuse, that student will be dropped from the CLC due to attendance.
 9. Tardies will not be tolerated. After five tardies discipline measures will be taken against the student.
 10. Make-up hours will be offered daily before or after the student's regular class session.
 11. If a student has missed five days in a row and has not contacted the CLC that student will be dropped due to non-attendance. The CLC staff will try to contact that student before dropping him from school.

PRE-ABSENCES are available to students at the CLC. If a student knows that he will be absent, he will be allowed to make up that time ahead of the absence and not be counted absent for that day. This time must be made up in two, two hour time periods prior to the absence.

CLC MINIMUM ATTENDANCE FOR CLASS CREDIT

Education Code 25.092

"Except as provided by this section, a student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered."

If a student is enrolled in a course for 40 days that student may not be absent more than 4 days in order to receive credit for that class.

The CLC has identified differences between this campus and the Cisco High School campus. Other than the differences listed the Code of Conduct for Cisco ISD applies to the students at the Cisco Learning Center.

CLC PROGRAM GUIDELINES

CLC DROP-OUT RECOVERY and AT-RISK PROGRAMS

Student Identification:

1. New students must not have been enrolled in school for at least one semester.
2. Students who are fifth year seniors are eligible.
3. Seniors who lack sufficient credits to graduate or who cannot get all the classes needed to graduate are eligible.
4. Students who are in at-risk situations and between the ages of 16 and 21 will be considered. The CLC committee according to policy guidelines will determine enrollment.

PREGNANCY RELATED SERVICES PLAN (PRS)

ENROLLMENT IN THIS PROGRAM BEGINS AFTER THE STUDENT OR PARENT\GUARDIAN HAS CONTACTED A STAFF MEMBER THAT THE STUDENT IS PREGNANT, AND AT THAT TIME THE STUDENT WILL BE REFERRED TO THE HIGH SCHOOL COUNSELOR.

Student Identification:

1. The student and/or parent\guardian or spouse must notify the school of the student's pregnancy.
2. The doctor or medical professional must provide written documentation verifying pregnancy, prognosis, and estimated delivery date.
3. The student must provide doctor's notes when she misses school for pregnancy related problems.
4. The student must keep the counselor or CLC staff informed of complications or problems arising due to the pregnancy. If the doctor recommends confinement of any length of time, the student must document the need for confinement with a signed note from the doctor.

PRENATAL

Documentation from a medical practitioner licensed to practice in the United States should be obtained recommending the period of confinement; and CEHI must be provided during the confinement period.

POSTPARTUM:

During the postpartum period, CEHI must be provided during the confinement period. The student may be served six calendar weeks after delivery. However, if there are complications from the pregnancy and/or delivery, documentation from a medical practitioner licensed to practice in the United States may extend the postpartum period beyond the six-week period for an additional period of up to four calendar weeks.

1. Under no circumstances will a student remain eligible for PRS beginning on the eleventh week after the delivery date.
2. The student must notify the counselor or a CLC staff member of her delivery or termination of her pregnancy.
3. The student must present to the counselor or CLC staff a release from the doctor allowing her to return to school.
4. During CEHI or Homebound Instruction, the student has the following responsibilities:
 - a) provide a quiet place for instruction
 - b) be present at pre-arranged time for instruction or notify instructor or counselor of need to change instructional visit
 - c) make every effort to do assigned work
 - d) keep counselor\instructor informed of problems arising due to pregnancy

5. A student in the PRS program will be returned to the regular campus at the end of the semester that she gives birth and after being released from her doctor.
6. A student wishing to remain at the CLC after giving birth will have to meet certain academic and personal requirements:
 - a) Student space must be available at the CLC.
 - b) The Academic Advisory Committee will determine if a student will be allowed to remain at the CLC after the end of the semester the student gives birth. Other teen mothers who have not participated in the PRS program may petition the committee to attend the CLC but will go to the bottom of the waiting list. This committee will consider requests from any teen mother wishing to attend the CLC.
 - c) Priority will be given to older students lacking four or fewer credits who have participated in the PRS program at the CLC.
 - d) Prioritized students must have demonstrated the ability to accelerate in the API curriculum and have the capability and self-determination to continue this accelerated pace even after giving birth. The accelerated pace will facilitate earlier completion of the student's graduation requirements as compared to the regular high school. This gives the student the opportunity to get on with her life, further her education, get a job, or whatever she needs to do to take care of her new responsibility.
- 7.. After giving birth, the student should make every effort to obtain childcare in order to expedite her education requirements. From past experience, school staff realizes that once a baby has reached about six months of age that child requires more attention from the mother. This extra attention takes away from the time the mother needs to spend on class work. Child care for the morning classes should be arranged if at all possible. If the baby becomes a distraction to other students the mother and baby will be sent home for the day. If the baby continues to be a disruption and distraction to the other students in the learning center the mother may be dropped from the CLC.

LEGAL NOTICES
EQUAL EDUCATION OPPORTUNITIES

General

No officer or employee of the District, when acting or purporting to act in official capacity, shall refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin.

Title IX

The Board shall adopt and publish grievance procedures providing for prompt and equitable resolution of student complaints alleging any action prohibited by Title IX of the Education Amendments of 1972, as amended.

The District shall designate at least one employee to co-ordinate its efforts to comply with Title IX of the Educational Amendments of 1972, as amended. The District shall notify all students of the name, office, address, and telephone number of the employee(s) so designated. (Kelly W. West, Superintendent Cisco ISD, Central Administration Office, 254-442-3056)

Handicapped

The District shall provide a free appropriate public education, including regular or special education and related services designed to meet the individual education needs of each qualified handicapped student, regardless of the needs of non-handicapped students. The District shall comply with federal law concerning education of the handicapped in the areas of educational setting, evaluation and placement, and procedural safeguards.

Vocational Programs

All students, including women, members of minority groups, handicapped students, disadvantaged students, and persons of Limited English Proficiency (LEP) shall have equal access to vocational education programs, services, and activities.

Appeals

See Cisco Independent School District Board Policy Manual. Manuals are located in the principal's office and the library.

Interpretation

Interpretation of all school publications in languages other than English is available from any school office upon request.

Cisco Independent School District Technology Acceptable Use Policy

Electronic Communication and Data Management

CQ (LOCAL)

The Superintendent, Principals and District Technology Director shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

AVAILABILITY OF ACCESS

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

1. Imposes no tangible cost on the District;
2. Does not unduly burden the District's computer or network resources;
3. Has no adverse effect on an employee's job performance or on a student's academic performance.

USE BY THE MEMBERS OF THE PUBLIC

Access to the District's electronic communications system, including the Internet, shall also be made available to members of the public, in accordance with administrative regulations. Such use may be permitted so long as the use:

1. Imposes no measurable cost on the District
2. Does not unduly burden the District's computer or network
3. Is submitted in writing with date and need and has written approval of the Principal and/or District Technology Director.

Members of the public who are granted access shall be required to comply with all District rules, regulations, and policies governing appropriate use of the system.

ACCEPTABLE USE POLICY

The Superintendent, Principals and District Technology Director shall develop and implement administrative regulations, guidelines, and user agreements, consistent with the purposes and mission of the District and with law and policy governing copyright. [See EFE]

Access to the district's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with District policies. [See DH, FNC, FNCJ, FO, and the Student Code of Conduct] Violations of law may result in criminal prosecution as well as disciplinary action by the District.

MONITORED USE

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use.

DISCLAIMER OF LIABILITY

The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

The Superintendent and District Technology Director will oversee the District's electronic communications system.

The District's system will be used for administrative and educational purposes and limited personal use consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.

The District will provide training to employees in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the District's system will emphasize the ethical use of this resource.

CONSENT REQUIREMENTS

Copyrighted software or data may not be placed on any system connected to the District's system without permission of the holder of the copyright. The District must have on file proof of license for all software, personal or District.

No original work created by any District student or employee will be posted on a web page under the District's control unless the District has received written consent from the student (and the student's parent) or employee who created the work. [See CQ(EXHIBIT)]

No personally identifiable information about a District student will be posted on a web page under the District's control unless the District has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Education Records Privacy Act and District policy. [See CQ(EXHIBIT) and policies at FL]

SYSTEM ACCESS

Access to the District's electronic communications system will be governed as follows:

1. With the approval of the District Technology Director and/or building Principal, District employees, students and community members will be granted access to the District's system.
2. The District will require that all passwords be changed at least every four months.
3. A teacher may apply for a class account and, in doing so, will be ultimately

responsible for use of the account. Teachers with accounts will be required to maintain password confidentiality by **not** sharing the password with students or others. Data storage will set according to need and availability of hard drive space.

4. Students completing required course work on the system will have first priority for use of District equipment before and after school hours.

5. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.

DISTRICT TECHNOLOGY DIRECTOR RESPONSIBILITIES

The District Technology Director for the District's electronic communications system will:

1. Be responsible for disseminating and monitoring applicable District policies and acceptable use guidelines for the District's system.

2. Ensure that all users of the District's system complete and sign an agreement to abide by District policies and administrative regulations regarding such use. All such agreements will be maintained on file in the technology office.

3. Ensure that employees supervising students who use the District's system provide training emphasizing the appropriate use of this resource.

4. Ensure that all software loaded on computers in the District is consistent with District standards and is properly licensed.

5. Be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system.

6. Be authorized to establish a retention schedule for messages on any electronic bulletin board and to remove messages posted locally that are deemed to be inappropriate.

7. Set limits for data storage within the Districts system, as needed.

INDIVIDUAL USER RESPONSIBILITIES

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

ON -LINE CONDUCT:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.

2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy or guidelines.

3. System users may not use another person's system account without written permission from the person who holds the account and the campus administrator or technology director, as appropriate.

4. Students may not distribute personal information about themselves or others by means of the electronic communication system.

5. System users must purge electronic mail in accordance with established retention guidelines.

6. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, District policy, and administrative regulations.
7. System users may upload domain programs to the system with permission from the Technology Director. System users may also download public domain programs for their own use or may non-commercially redistribute a public domain program. System users are responsible for determining whether a program is in the public domain.
8. System users may not send or post messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
9. System users may not purposefully access materials that are abusive, obscene, sexually oriented, threatening, harassing, and damaging to another's reputation or illegal.
10. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of the mail to assume they represent the District or school, whether or not that was the user's intention.
11. System users may not waste District resources related to the electronic communications system.
12. System users may not gain unauthorized access to resources or information.

VANDALISM PROHIBITED

Any malicious attempt to harm or destroy District equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating computer viruses.

Vandalism will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences. [See DH,FO series, and the Student Code of Conduct]

FORGERY PROHIBITED

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's ID and/or password is prohibited.

INFORMATION CONTENT/THIRD PARTY SUPPLIED INFORMATION

System users and parents of students with access to the District's system should be aware that use of the system might provide access to other electronic communications systems in the global electronic network that may contain

inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

An employee knowingly bringing prohibited materials into the school's electronic environment will be subject to disciplinary action in accordance with District policies.

PARTICIPATION IN CHAT ROOMS AND NEWSGROUPS

Teachers can apply for participation in a chat room or newsgroup for instruction related needs by submitting a written request to the Principal and/or Technology Director. Students are prohibited from participating in any unauthorized use of chat rooms or newsgroup accessed on the Internet.

DEVELOPMENT OF WEB PAGES

1. District Web Page. The district will establish a Web Page that will present information about the district. The District Technology Director will be designated the Webmaster, responsible for maintaining the district Web page.
2. Campus or Class Web Pages. Campuses and classes may establish Web pages that present information about the campus or class activities. The building principal will designate an individual to be responsible for managing the campus Web Page. Teachers will be responsible for maintaining their class Web Page.
3. Student Web Pages. With the approval of the building principal and Technology Director, students may establish personal Web pages. Material presented in the student's Web site must be related to the student's educational and career preparation activities. Student Web pages must include the following notice: "This is a student Web page. Opinions expressed on this page shall not be attributed to the district."
4. Extracurricular Organization Web Pages. With the approval of the building Principal and District Technology Director extracurricular organizations may establish Web pages. Material presented on the organization Web page must relate specifically to organization activities and may include student-produced material. Organization Web pages must include the following notice: "This is a student extracurricular organization Web page. Opinions expressed on this page shall not be attributed to the district."

NETWORK ETIQUETTE

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of

shouting and are considered rude.

2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is prohibited.
4. Transmitting obscene messages or pictures is prohibited.
5. Revealing personal addresses or phone numbers of the user or others is prohibited.
6. Using the network in such away that would disrupt the use of the network by other users is prohibited.

TERMINATION/REVOCAION OF SYSTEM USER ACCOUNT

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

Termination of an employee's account or of a student's access will be effective on the date the Principal or District Technology Director receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

DISCLAIMER

The District's system is provided on an "as is, as available" basis. The District does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The district does not warrant that the functions or services performed by, or that the information or software contained on, the system will meet the system user's requirements, or that the system will be uninterrupted or error-free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third party individuals in the system are those of the providers and not the District.

The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the District's electronic communications system.

G/T Guidelines for Cisco ISD

Nomination of Students for Gifted Program Services

Students from all populations at Cisco ISD may be nominated for program services. Nominations are accepted from parents, school staff members, students, and community members as well. The nomination process for service provided as part of the gifted program shall be an ongoing process. Nominations will be received at any time, but testing will be done only once a year for students not yet identified at the elementary, middle school, and high school levels.

Identification Criteria

Criteria to identify gifted and talented students shall include criteria specific to the state definition of gifted and talented, and shall ensure fair assessment of all students, including those with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Parental Consent

Written parental consent shall be obtained before any special testing is conducted as part of the identification process.

Assessment

Assessment of students to determine eligibility for gifted/talented services shall include measures collected from multiple sources, and shall include those both quantitative and qualitative in nature. Assessment tools may include, but not be limited to, the following: ability tests—both verbal and nonverbal; a creativity test; behavioral checklists completed by parents and teachers; and student production samples.

Selection

A selection committee composed of at least three professional educators who have received training in the nature and needs of gifted students shall evaluate, according to established criteria, the data collected for each nominee. District guidelines are as follows: Grades K-8, must qualify on 4 of 6 criteria at or above district line; Grades 9-12, must qualify on 3 of 5 criteria at or above district line. The committee shall recommend placement for nominated students whose identification profile reflects that program placement is the most appropriate educational setting.

Notification

Parents of nominees shall be notified in writing of the selection committee's recommendation. Participation in program services is voluntary. Written parent permission shall be obtained before a student is placed in the program.

Program Participation

The progress of each identified student shall be evaluated periodically to determine if placement in g/t program services remains beneficial and appropriate for the student's academic needs. Participating students are expected to demonstrate academic growth through a high level of achievement in the regular classroom, as well as through the depth and complexity of their g/t projects and products. Those who elect to participate also will be expected to maintain continuous participation and positive contribution in both the g/t class and in the regular classroom setting. Further, appropriate behavior in both is expected.

When there is documented concern in any of the above areas, a letter will be sent to parents/guardians advising them of the district's concern, and of the scheduling of a conference. The conference may result in a furlough, exit from program services, or no action due to extenuating circumstances or inadequate documentation.

Learning Opportunities

Students who qualify for the gifted program will be served during the regular school day in the four core subject areas: Language Arts, Math, Social Studies, and Science. Teachers who provide instruction are current on the required 30 hours of g/t training, as well as the 6 hour annual update.

- At the **Cisco Elementary** campus, pullout classes are conducted for identified students. Classes for each grade level will meet on a specified day and time each week. Learning opportunities offered these students may include, but not be limited to the following:
 - Texas Performance Standards Projects
 - Selections from the *Junior Great Books Series*, published by *The Great Books Foundation*
 - Selections from the *Math Rules!* curriculum, published by *Pieces of Learning*

- **Cisco Junior High** students identified for g/t services will be served in pullout classes. Options for these students may include, but not be limited to, the following:
 - Accelerated classes in Spanish I, and Speech, offering high school credit
 - Classroom instruction focusing on topics such as robotics and chess
 - Texas Performance Standards Projects, which may be implanted as an independent study
 - Independent Study in area of student's academic interest, under the guidance of a faculty mentor, as well as the teacher of g/t
 - Teen Leadership Classes
 - Participation in the *ALEKS* math program

-
- **Cisco High School** students identified for G/T services may participate in programming options that may include, but not be limited to, the following:
 - *Lobo Early Achievement Program*
 - Dual credit courses in Language Arts, Math, Science, and Social Studies
 - Opportunities for internships through the *CATE* program (Career and Technology Education)
 - Texas Performance Standards Projects, which may be implemented as an independent study, under the guidance of a faculty mentor and supervised by the teacher of g/t

Furlough

Those students who do not maintain satisfactory performance in the gifted program and/or in the regular classroom, may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. It affords the student opportunity to demonstrate improvement in designated areas. A furlough also may be granted at the request of a parent or the student.

A student may be furlough for a period of time deemed appropriate by the selection committee, but not for more than one year. At the end of the furlough, the student's progress shall be reassessed. The student may reenter the gifted program or may be removed from the program.

Exit Provisions

Classroom or g/t teachers, building principal, parent or student may initiate petition for removal of a student from the program. A student may be removed from the program at any time the selection committee determines, based on documented concern that it is in the student's best interest. Once a student exits the program, reentry may be accomplished only through the identification process.

Transferring Students

When a student identified as g/t by a previous district transfers into Cisco ISD, that student's record shall be reviewed by the selection committee to determine if placement in the local program for gifted/talented students is appropriate. Decision, within 30 days of the student's enrollment, shall be based on transferred records, the observation of Cisco ISD teachers who instruct the student, and student/parent conferences.

Cisco ISD
067902

STUDENT CONDUCT:
ASSAULTS

FNCH
(LEGAL)

ASSAULT PROHIBITED Students are prohibited from assaulting anyone on school property or at any school-related event. *Education Code 37.006; Penal Code 22.01*

DEFINITIONS Simple assault is defined as:

- SIMPLE ASSUALT
1. Intentionally, knowingly, or recklessly causing bodily injury to another. *Education Code 37.006(a)(1); Penal Code 22.01(a)(1)*
 2. Intentionally or knowingly, threatening another with imminent bodily injury. *Penal Code 22.01(a)(1)*
 3. Intentionally or knowingly causing physical contact with another when the person knows or should reasonably believe that the other will regard the contact as offensive or provocative. *Penal Code 22.01(a)(1)*

AGGRAVATED ASSAULT Aggravated assault is defined as causing serious bodily injury to another or using or exhibiting a deadly weapon during commission of the assault. *Education Code 37.007 (a)(2)(A); Penal Code 22.02(a)*

SEXUAL ASSAULT Sexual assault is defined as intentionally or knowingly causing physical sexual contact or sexual penetration or another person without that person's consent. Sexual assault is without consent of the other person if the actor compels the other person to submit or participate by use of physical force or violence, or threat of force or violence, and the other person believes the actor has the present ability to execute the threat; or the other person cannot consent. *Education Code 37.007(a)(2)(A); Penal Code 22.011*

AGGRAVATED SEXUAL ASSUALT Aggravated sexual assault is defined as sexual assault in which the actor:

1. Causes serious bodily injury or attempts to cause the death of the victim or another person in the course of the same criminal episode; or

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067902

STUDENT CONDUCT:
ASSAULTS

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2. By acts or words, places the victim in fear that death, serious bodily injury, or kidnapping will be imminently inflicted on any person; or
3. By acts or words occurring in the presence of the victim, threatens to cause death, serious bodily injury, or kidnapping; or
3. Uses or exhibits a deadly weapon in the course of the same criminal episode; or
4. Acts in concert with another, who commits a sexual assault directed toward the same victim and occurs during the same criminal episode; or
5. Is committed against a victim who is younger than 14 or is 65 or older

Education Code 37.007(a)(2)(A); Penal Code 22.021

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Cisco Independent School District

Discipline Management Plan and Student Code of Conduct

This plan and code is not a contract. The purpose of this document is to serve as a guide only. The policies and procedures contained in this document can be changed at any time to serve the best interest of the district.

P r e a m b l e

Administrators, teachers, parents, and community members of the district have developed the Student Code of Conduct for the Cisco Independent School District. It is based on the premise that one's education begins with discipline and ends in self-discipline. Basic to this premise is the belief that effective learning situations can best be provided and positive behavioral patterns enforced when unacceptable behavioral patterns and their consequences are outlined, communicated and understood by students, parents, and school personnel. When discord does arise, adherence to this code will assure that all parties are treated with courtesy, respect, and fairness, yet with a firmness that will direct students to conduct themselves in an acceptable manner.

Implementation of The Code of Conduct

Responsibility and Authority for Administration and Enforcement of the Code of Conduct:

- The building principal and/or other appropriate administrator shall have the responsibility of implementing the code of conduct. The administrator shall consider mitigating circumstances when applying appropriate disciplinary action. The campus administrator may consider discipline for behaviors on or off campus to the extent that it substantially disrupts school operations.
- The principal or other appropriate administrator may make assignment of a student to an alternative education program, in accordance with the code.
- Suspension of a student from school, not to exceed three days, who engages in conduct for which one may be placed in the alternative education program, may be imposed by the principal or other appropriate administrator.
- The superintendent or assistant superintendent shall have the authority to expel a student for disciplinary infractions and/or violations of the law in accordance with this code and state and federal law.
- The superintendent, principal, or appropriate administrator may order the immediate suspension, expulsion, or placement in an alternative education program of a student whose behavior is so unruly, disruptive, or abusive, that it seriously interferes with school operations or activities, and/or the administrator reasonably believes that such action is necessary to protect persons or property from imminent harm.
- The school administration shall provide each certified employee a copy of subchapter A of Chapter 37 on alternative settings for behavior management and a copy of the local discipline policies.
- The school administration shall inform each teacher of a student who has committed an expellable offense.
- The District has the right to revoke the transfer of a transfer student for violating the District's Student Code of Conduct.

Role and Responsibilities of Certified Personnel in Maintaining Acceptable Conduct:

- Administrators have the responsibility to:
 - a. Assure a safe and orderly climate for teaching and learning.
 - b. Enforce the Student Code of Conduct.
 - c. Provide appropriate support for teachers who seek help in discipline

- management.
- d. Notify parents within 24 hours of receipt of a report of violation of the Student Code of Conduct.
- e. Provide campus inservice related to the code of conduct.
- f. Communicate with parents when their child becomes a discipline problem.
- g. Secure a signed statement from parents acknowledging receipt of a copy of the code of conduct, and knowledge of the code.
- h. Report firearm offenses to TEA in accordance with 37.001(e).
- i. Schedule hearings within 3 days after a formal teacher removal of a student.
- j. Provide parents with notice of and an opportunity to participate in a proceeding before the board or board designee when student placement in an alternative education program (AEP) extends beyond the end of the next grading period.
- k. Provide minimal due process for suspensions and AEP placements.
- l. Provide 120 calendar day review of academic status of students in an AEP. If the student is in high school, the parent and school official shall review progress toward graduation and establish a specific graduation plan. The district is not required to provide a course necessary to fulfill a student's graduation requirement while the student is in an AEP, beyond that required by law.
- m. Make appropriate reports to law enforcement.
- n. Admit a student to school after the student has successfully completed any court disposition requirements if the student meets requirements for public school admission.
- Teachers and other certified personnel have the responsibility to:
 - a. Be knowledgeable of the code of conduct and sign a statement to that effect.
 - b. Develop, maintain, and communicate classroom rules and discipline management procedures.
 - c. Remove from class a student who commits certain offenses.
 - d. Maintain an orderly classroom and atmosphere.
 - e. Establish rapport and an effective working relationship with parents.
 - f. Report in writing, up to one page, to the principal or other appropriate administrator any known violation of the Student Code of Conduct.
 - g. Maintain confidentiality upon receipt of information that a student has committed an expellable offense.

Responsibility of Parents

Parents, which includes single parent, legal guardian, or person(s) having lawful control of the student, have the responsibility to:

1. Make every effort to provide for the physical needs of the student.
2. Teach the child to pay attention and obey rules.
3. Assure their child attends school regularly and report and explain absences and tardiness to school personnel.
4. Be sure the child is appropriately dressed at school and school-related activities.
5. Support school personnel in the enforcement of discipline imposed in accordance with school policy and the Student Code of Conduct.
6. Participate in meaningful conferences with school personnel regarding the child's

- progress, behavior or general welfare.
7. Discuss report cards and school assignments with the child.
8. Bring to the attention of school personnel any problem or condition that may relate to the child's education or well being.
9. Supply all records required for enrollment.
10. Submit a signed statement that they have received and reviewed the Student Code of Conduct and that they are knowledgeable of the responsibilities outlined in the code.
11. Control their child.

Placement Review Committee

Each school shall establish a 3-member committee. The campus faculty shall select two teachers to serve as members of the committee, and one additional teacher shall serve as alternate. The principal shall serve or select one member from the professional staff. The committee shall have the responsibility to:

1. Determine, in accordance with law and policy, the placement of a student, when a teacher refuses to readmit a student whom the teacher has removed from class.
2. Make recommendations regarding readmission of expelled students prior to completion of a court imposed disposition.

Parent Teacher Conferences

It is recognized that a close and cordial relationship between parents and school personnel will enhance student achievement. District personnel will communicate and work closely with parents in an effort to improve academic performance and/or establish workable solutions to student behavior problems.

All schools will schedule at least one general conference for parents to provide an overview of district and classroom behavior expectations. This conference may be accomplished through open house, meeting of the parent teacher organization or through a general meeting of parents and district or campus personnel.

Other conferences may be held at the request of the parent or school personnel when:

1. Problems arise relating to a student's academic achievement.
2. A. Student behavior problems arise.
b. Student behavior results in assignment to in-school suspension or an alternative education program.
3. There are excessive absences or tardies.

Student Records

Certain information about District students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Directory information includes: a student's name, address, telephone number, date and place of birth, participation in officially recognized activities and sports, weight and height of members of

athletic teams, dates of attendance, awards received in school, and most recent previous school attended.

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

The District's complete policy regarding student records is available from the principal's or superintendent's office.

Textbooks

State-approved textbooks are provided free of charge for each subject or class; a student is required to use these books carefully. The student as directed by the teacher must cover books; a student who is issued a damaged book should report that fact to the teacher. Any student failing to return a book issued by the school shall lose the right to have free textbooks assigned until the book is returned or paid for by the parent or guardian.

Visitors

Parents are welcome to visit the school. All visitors must first report to the principal's office. Visits to individual classrooms during instructional time are permitted only with the principal's approval, and such visits are not permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Student Code of Conduct

Philosophy

The mission of the school district is to produce academically competent, productive and responsible students. To this end, and in the belief that all students can learn, the school pledges to fulfill the educational requirements necessary for students to be successful in their career pursuits after leaving public school. These objectives may be met only when there is a school climate free from disruptions that interfere with the learning process. The purpose of this code is to communicate the expectations for responsible student behavior, and the consequences of irresponsible and disruptive behavior. It is expected that individual students will assume responsibility for self-discipline in accordance with stated expectations. However, when violations of the Code of Conduct do occur, discipline will be administered in order to correct disruptive behavior, to protect other students, school employees, or property, and/or to maintain a positive learning environment.

Student discipline shall be administered fairly and equitably, and based on a careful assessment of the circumstances of each case. Factors to be considered shall include:

1. The seriousness of the offense
2. The student's age
3. The frequency of misconduct
4. The student's attitude

5. The potential effect of the misconduct on the school environment

School District Authority and Jurisdiction

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities.

The district has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on district transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
6. When criminal mischief is committed on or off school property or at a school-related event;
7. For certain offenses committed within 300 feet of school property as measured from any point on the school's real property boundary line;
8. For certain offenses committed while on school property or while attending a school-sponsored or school-related activity of another district in Texas;
9. When the student commits a felony, as provided by Education Code 37.006 or 37.0081; and
10. When the student is required to register as a sex offender.

Abiding by the Law

Every student is expected to abide by federal laws and the laws of the State of Texas. Violation of certain federal and state laws shall constitute a violation of the Code of Conduct and appropriate discretionary or mandatory disciplinary measures will be imposed.

End of Semester/Year Offenses

Certain student offenses may result in long term assignment to an alternative education program for the remainder of the semester or year. Such placement may extend beyond the school year in accordance with TEC 37.009(c).

Rights and Responsibilities of Students

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The school will foster a climate of mutual respect for the rights of others. Students are expected to respect the rights and privileges of other students, teachers, and District staff. The District's rules of conduct and discipline are established to achieve and maintain order in the school. Students who

violate the rights of others or who violate District or school rules will be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to their responsibilities as citizens in the school community.

Student responsibilities for achieving a positive learning environment at school or school-related activities include:

1. Attending all classes, daily and on time.
2. Being prepared for each class with appropriate materials and assignments.
3. Being properly dressed.
4. Exhibiting respect toward others even when others do not.
5. Paying required fees and fines, unless they are waived.
6. Refraining from violations of the code of student conduct.
7. Obeying all school rules, including safety rules.
8. Exhibiting responsible conduct at school, on school buses and at all school functions on or off campus.
9. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense especially those relating to weapons at school or suggestions, either spoken or written, that a student is considering an illegal or violent action at some campus, school facility, or school activity.

Students at School or School-Related Activities are Prohibited From:

1. Cheating or copying the work of another student.
2. Throwing objects, outside supervised school activities, that can cause bodily injury or damage to property.
3. Leaving school-sponsored events without permission.
4. Use of profanity, vulgar language, or obscene gestures.
5. Insubordination, such as disobeying directives from school personnel or school policies, rules, and regulations.
6. Being disrespectful toward teachers or other school employees.
7. Playing with matches or fire, or committing arson.
8. Committing robbery or theft.
9. Damaging or vandalizing property owned by the District, other students, or District employees.
10. Disobeying school rules about conduct on school buses.
11. Fighting, committing physical abuse, or threatening physical abuse.
12. Committing extortion, coercion, or blackmail; that is obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
13. Engaging in verbal abuse, i.e., name-calling, ethnic or racial slurs, or derogatory statements that may substantially disrupt the school program or incite violence.
14. Engaging in inappropriate physical or sexual contact disruptive to the school environment or disturbing to other students.
15. Committing indecent exposure.
16. Being tardy or leaving school grounds when not permitted to do so.
17. Engaging in any conduct constituting felony criminal mischief as defined by law.
18. Engaging in any unruly, disruptive, or abusive behavior that seriously interferes with teacher's communications, with students, with students' ability to learn, or

with the educational process.

19. Engaging in any other conduct that disrupts the school environment or educational process.
20. Mooning
21. Speaking, writing or suggesting, even in jest, that consideration is being given to violent or illegal action toward some school-related person, or at some campus or school facility.
22. Discharging a fire extinguisher or pulling a fire alarm.

Attendance

To receive credit in a class, a student must be in attendance for at least 90% of the days the class is offered during a semester. A student who is in attendance less than 90% of the days the class is offered in a semester shall not be given credit for the class unless the attendance committee finds that the absence(s) are the result of extenuating circumstances. Ninety percent represents 9 days for the first semester and 9 days for the second semester a student is allowed to be absent before an attendance hearing is convened.

When returning to school after an absence, a student must bring a note signed by the parent or guardian that describes the reason for the absence. Verification of any illness may be required if the student's absences are more than 3 to 5 consecutive days, or if the reason given is suspect.

The District considers the following to be extenuating circumstances for the purpose of granting credit for a class:

1. An excused absence based on personal sickness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or any other unusual cause acceptable to the principal.
2. Days of suspension.
3. Participation in court proceedings or child abuse/neglect investigation.
4. A migrant student's late enrollment or early withdrawal.
5. Days missed as a runaway.
6. Completion of a competence-based program for at-risk students.
7. Late enrollment or early withdrawal of a student under Texas Youth Commission.
8. Teen parent absences to care for his or her child.
9. Participation in substance abuse rehabilitation program.
10. Homelessness, as defined in federal law.

An attendance committee will be appointed by each school to hear appeals from students who are in attendance less than 90% of the days the class is offered.

The attendance committee will have the authority to:

1. Grant excessive absences.
2. Offer alternative ways for students to make up time and schoolwork missed.
3. Deny credit.

Compulsory Attendance (see ATTENDANCE POLICIES AND REGULATIONS DOCUMENT)

Students between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. If an 18 or older student has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass. A student absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by a court of law against the student and his or her parents.

Upon enrollment in school, pre-kindergarten and kindergarten students will be required to attend school.

Saturday School

Students in grades K-12 may be assigned to Saturday School by an attendance committee for excessive absences that are not acceptable. A fee not to exceed \$50 may be charged for costs of providing an educational program. The program which is outside of regular school hours is designed for a student who has lost credit due to absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The campus administrator may require extended day assignment in place of Saturday School to meet academic compliance time requirements.

Refer to student handbook for Saturday class regulations.

Vandalism/Damage to School Property

Students shall not vandalize or otherwise damage or deface any property, including furniture and other equipment, belonging to or used by the District or District schools. Parents or guardians of students guilty of damaging school property shall be liable for damages in accordance with law. Students shall be responsible for the care and return of state-owned textbooks and may be charged for replacement of lost textbooks.

Damage to property in excess of \$1,500 is felony criminal mischief and requires placement in a disciplinary Alternative Education Program or expulsion.

Sexual Harassment

The District believes that every student has the right to attend school and school-related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The District considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors, that the other student regards as offensive or provocative.

Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, the superintendent, who serves as the District's Title IX coordinator for students.

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 Title IX Coordinator (Superintendent of Schools). The first conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student 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 is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the Superintendent or designee by following the procedure set out in Board Policy FNCJ (LOCAL). If the resolution by the Superintendent or designee is not satisfactory, the student or parent may present the complaint to the Board as provided by policy.

Hazing

Hazing includes any willful act done by a student, either individually or with others, to another student for the purpose of subjecting the other student to indignity, humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace.

No student shall engage in any form of hazing, nor shall any student encourage or assist any other person in hazing.

Tobacco Use

The use or possession of tobacco products by students is prohibited on all campuses. Students shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related activities.

Skateboards

The use of skateboards is prohibited on all CISD property at all times. Any person violating this prohibition shall have their skateboard confiscated by CISD staff and might have charges filed for public endangerment on school property.

Paging Devices, Including Cellular Telephones, Lasers, Paint guns

Students may have a paging device, including cellular telephones, while in school buildings or while attending a school-sponsored activity on or off school property. These devices must be turned off during the school day and be used only in the case of

emergencies. If the device goes off or is being used during instructional time, it will be confiscated and returned to the student's parent/guardian the following school day. There will be a \$10 fee for the return of confiscated cell phones. Funds will be used to award a local scholarship to a graduating senior. Continued abuse of the privilege may result in loss of privilege to the student. Special permission, due to extenuating circumstances, may be given by the campus administrator. Disciplinary action may also be taken for inappropriate use of cell phones on school buses or use of cellular phones in a manner that distracts the bus driver. A "paging device" is a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor. The school assumes no responsibility for lost or stolen devices.

Students shall not possess or use laser products, such as laser pointers or paint guns on school premises or at school-related activities.

Drug-Alcohol Use

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the influence of any of the following substances on school premises during any school term or off school premises at a school-related activity, function, or event:

1. Any controlled substance or dangerous drug as defined by law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
4. Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs prohibited under the Texas Controlled Substance Act or Federal Drug Abuse Prevention Control Act.

"Use" means a student has smoked, ingested, injected, imbibed, inhaled, drunk, or otherwise taken internally a prohibited substance recently enough that it is detectable by the student's physical appearance, actions, breath, or speech.

For the purpose of this and other sections school property extends to 300 ft. of property lines.

"Under the influence" means a student's faculties are noticeably impaired, but the student need not be legally intoxicated.

The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this rule.

NOTICE: At the regular school campuses the campus administrator has the discretion to search students with electronic devices if there is a reasonable suspicion that a student possesses a weapon or has a violent intent to harm others. At the Cisco Learning Center the search will occur on a regular basis as determined by the campus administrator.

Weapons

A student shall not be in possession of any prohibited weapon at school, on school

premises, or at any school-related activity, unless pursuant to written regulations or written authorization of the District. A student shall not possess or use articles not generally considered being weapons when the principal or designee determines that a danger exists for any student, school employee, or school property by virtue of possession or use.

Weapons include, but are not limited to:

1. Firearms of any kind
2. Fireworks or concussion devices of any kind
3. Knives of any size, including pocket knives
4. Razors
5. Clubs or night sticks
6. Metallic or hard surfaced knuckles
7. Chains
8. Pellet guns, BB guns or slingshots
7. Any other object used in a way that threatens to inflict harm to another person
8. Mace or pepper spray

School personnel may inspect lockers and cars parked on school premises if there is a reasonable suspicion to believe they contain weapons.

Assaults

Students are prohibited from assaulting anyone at school, on school property, or at any school-related event. An assault is defined as:

1. Intentionally, knowingly, or recklessly causing bodily injury to another.
2. Intentionally or knowingly threatening another with imminent bodily injury.
3. Intentionally or knowingly causing physical contact with another when the student knows or reasonably believes that the other will regard the contact as offensive or provocative.
4. Administrator will call law enforcement officials if necessary when fighting occurs.

Disturbing School or Classes

For purpose of this rule, “school property” includes the public school campuses or school grounds upon which any public school is located and any grounds or buildings used by District schools for assemblies or other school-related activities, and “public property” includes any street, highway, alley, public park, or sidewalk.

No student shall be permitted, on school property or on public property within 500 feet of school property, to willfully disrupt, alone or in concert with others, the instructional program or other school activities. Conduct that disrupts the educational activities of a school includes:

1. Emitting noise of an intensity that prevents or hinders classroom instruction.
2. Enticement or attempted enticement of students away from classes or other school activities that students are required to attend.
3. Prevention or attempted prevention of students from attending classes or other school activities that students are required to attend.
4. Entrance into a classroom without consent of either the principal or teacher and either through acts of misconduct and/or use of loud or profane language causing

disruption of class activities.

Disruption of Lawful Assembly

No student or group of students acting in concert may willfully engage in disruptive activity or disrupt a lawful assembly on the campus or property of any school in the District. Disruptive activity means:

1. Obstructing or restraining the passage of persons in an exit, entrance, or hallway of any building without the authorization of the administration of the school.
2. Seizing control of any building or portion of a building for the purpose of interfering with any administrative, educational, research, or other authorized activity.
3. Preventing or attempting to prevent by force or violence or the threat of violence any lawful assembly authorized by the school administration.
4. Disrupting by force or violence or the threat of force or violence a lawful assembly in progress.
5. Obstructing or restraining the passage of any person at an exit or entrance to said campus or property, or preventing or attempting to prevent by force or violence or by threats thereof the entrance or exit of any person to or from said property or campus without the authorization of the administration of the school.

A lawful assembly is disrupted when any person in attendance is rendered incapable of participating in the assembly due to the use of force or violence or due to a reasonable fear that force or violence is likely to occur.

Conduct by students, either in or out of class, that for any reason - whether because of time, place, or manner of behavior - materially disrupts class work or involves substantial disorder or invasion of the rights of other students or employees at school or school-related activities, is prohibited.

Student demonstrations and similar activities shall be prohibited when there is evidence that may reasonably lead school authorities to forecast substantial disruption of, or material interference with, normal school operations or approved school activities.

Distribution of Materials

Distribution of written materials may be restricted, subject to the following guidelines:

1. Distribution may be limited in order to prevent material and substantial interference with normal school operations in circumstances where there is evidence that reasonably supports forecast that disruption will likely result directly from the distribution.
2. Reasonable administrative regulations as to the time, place, and manner of distribution may be prescribed to promote orderly administration of school activities by preventing disruption, but shall not be designed to stifle expression.
3. Content of the materials to be distributed shall conform to the following standards:
 - a. Materials that are sexually inappropriate for the age and maturity of the audience or that endorse actions endangering the health and safety of students shall not be distributed.
 - b. Material may not be forbidden if the portions or specific language objected to

- may also be found in material that is made available to students through school facilities, i.e., the school library or reading assigned by teachers.
- c. Libelous material may be prohibited from distribution.
 - d. Publications that criticize board members or school officials or advocate violation of school rules may be prohibited when there is evidence that reasonably supports a forecast that material and substantial disruption of normal school operations will result from the publication. Advocacy directed toward inciting or producing imminent lawless or disruptive action and that is likely to incite or produce such action shall be restricted.
 - e. Hate literature that attacks ethnic, religious, or racial groups, and similar irresponsible publications aimed at creating hostility and violence will be banned.

Prior Review

All student publications and other written material intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the building principal or a designee for review.
2. The principal or a designee shall approve or disapprove submitted material within twenty-four hours of the time the material is received. Failure to act within the twenty-four hour period shall be interpreted as approval.
3. The student may appeal disapproval to the superintendent, who shall decide the appeal within three days of its receipt. Failure of the superintendent to act within the three-day period shall be interpreted as approval.
4. The student may appeal disapproval by the superintendent to the Board. The student shall notify the superintendent of the appeal and request the matter be placed on the agenda for the next Board meeting. At that Board meeting, the student shall be given a reasonable period of time to present his or her viewpoint.

Student Conduct on School Buses

School buses shall be considered an extension of the classroom and students are expected to conduct themselves accordingly. Students being transported in school-owned vehicles shall comply with the Student Code of Conduct. Behavior which is not permitted includes but is not limited to the following:

1. Being disobedient or disrespectful to the driver.
2. Standing or moving around while the bus is in motion
3. Sticking the head or hands out of a window.
4. Throwing object(s) out of a window.
5. Loud talking or laughing.
6. Using tobacco.
7. Scuffling or fighting.
8. Using obscene and/or unacceptable language.
9. Littering the bus.
10. Disturbing others.
11. Tampering with the bus and/or equipment.
12. Possessing or being under the influence of marijuana, alcohol, a controlled substance, a dangerous drug, or a "look-alike" (something represented to be a

prohibited substance).

Should the rules be broken, the following consequences will be invoked:

(The Campus Administrator has the discretion to determine the severity and/or frequency of misbehavior in transportation.)

• **First Bus Report**

The student will have a conference with the principal, or designee, and/or other disciplinary action may be taken. The student will retain bus privileges contingent upon not receiving another bus report.

The parent **will be notified** of the offense, the conference, or other disciplinary action**

• **Second Bus Report**

The student will lose bus privileges for a time to be determined by the campus administrator, up to and inclusive of the remainder of the semester or remainder of the school year. In each instance, the parents will be notified.

** **In the event of initiation and/or participation in a major offense, a student may lose bus privileges for an undetermined length of time and this could carry over into the next school year.**

Ineligible Bus Riders are Defined As:

According to the Cisco ISD Transportation District, in order to be eligible to ride the school bus you must live: South of Interstate 20, North of the railroad tracks, and East of Beech Street. If you do not reside according to these boundaries, your children are not actually eligible to ride the school bus. However, Cisco ISD affords your children the Courtesy of riding the bus because we understand that even though it is not within the Transportation District, it is still a long way for young children to walk.

Students being transported in school-owned vehicles shall comply with the Student Code of Conduct

Closed Campuses

Students attending Elementary or Junior High schools shall not be allowed to leave campus during the lunch hour. The principal or designee shall consider special circumstances on a case-by-case basis. **SEE SECONDARY CLOSED CAMPUS PLAN**

Students leaving campus without administrative approval shall be subject to disciplinary action.

Secret or Self Perpetuating Societies

Students shall not become members or promise to become members of any organization composed wholly or in part of students in public schools which seeks to perpetuate itself by taking in additional members from the students enrolled in such school on the basis of the decision of its members, rather than upon the free choice of any student in the school, who is qualified under the rules of the school, to fill the special aims of the organization.

Misuse of Technology Resources and the Internet

Students shall not:

- Violate policies, rules, or agreements signed by the student or the student's parent regarding the use of technology resources.
- Attempt to access or circumvent passwords or other security-related information of the district, students, or employees or upload or create computer viruses, including off school property if the conduct causes a substantial disruption to the educational environment.
- Attempt to alter, destroy, or disable district technology resources including but not limited to computers and related equipment, district data, the data of others, or other networks connected to the district's system, including off school property if the conduct causes a substantial disruption to the educational environment.
- Use the Internet or other electronic communications to threaten district students, employees, or volunteers, including off school property if the conduct causes a substantial disruption to the educational environment.
- Send, post, or possess electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting," either on or off school property, if the conduct causes a substantial disruption to the educational environment.
- Use e-mail or Web sites to engage in or encourage illegal behavior or threaten school safety, including off school property if the conduct causes a substantial disruption to the educational environment.

General Guidelines for Assessing Discipline

Definitions

The following words and terms, when used in this code, shall have the stated meaning unless the context clearly indicates otherwise:

Class Disruption: Any behavior which violates the rules of a particular classroom and interferes with a teacher's opportunity to present or other students' opportunity to

concentrate on the presentation or assignment.

Discipline Management: Any action which is intended to promote proper behavior and/or discourage misconduct.

In-School Suspension: An on or off campus setting, apart from the regular classroom, where the student continues to receive instruction in each course to the extent possible, for students who commit disciplinary infractions.

Suspension: Removal of a student from school and school activities for a period not to exceed three days at a time, for disciplinary infractions.

Discipline Alternative Education Program (DAEP): An instructional setting other than the regular classroom, completely apart from students who are not assigned to the program, located on or off the regular campus, with instruction that focuses on English language arts, mathematics, science, history, and self-discipline, and provides for behavioral needs through supervision and counseling. The District in cooperation with other school districts, juvenile agencies, or other entities may operate a DAEP. The length of student placement in a DAEP will be determined by the building principal.

Expulsion: Suspension of a student from school for more than three consecutive days. Expulsion for periods up to one year is required by law for certain student offenses and may contain a provision that prohibits attendance to school activities.

Parents: Includes single parent, legal guardian, or person in lawful control.

School Premises: Any property owned by the school district or over which the school district or its personnel exert lawful control, including property visited by students in connection with a school-operated activity, such as a field trip or an extracurricular activity.

Reassignment of Classes: A student may be removed from the assigned classroom and placed in another class on the same campus. To the extent possible the student should continue to receive instruction in the course from which removed. The purpose of this type of removal is to remove the student from a potentially dangerous or explosive situation. The administrator shall determine length of removal or stay.

Level III Offenses

Level III acts of misconduct include those student infractions which are somewhat more serious than those in Levels I and II in their effect on the orderly process of the school program. Examples of misconduct include but are not limited to the following:

1. Cheating or copying the work of another student.
2. Leaving the classroom, building, grounds, or assigned activity without permission.
3. Cutting class or other scheduled activity.
4. Using profane, obscene, indecent, or racially or ethnically offensive language

- and/or physical gestures.
5. Failure to comply with lawful directives issued by school personnel.
 6. Truancy.
 7. Altering school records or documents, or forgery of a name on school documents.
 8. Vandalism to or defacing schools property.
 9. Excessive absences or tardies.
 10. Inappropriately engaging in acts of familiarity with other students.
 11. Possession of lasers in the buildings.
 12. Throwing or irresponsible use of objects that can cause bodily injury or damage to property.
 13. Exhibiting any unacceptable or unwanted physical contact that could but do not result in injury.
 14. Recklessness in an automobile.
 15. Possession of a paint gun
 16. Use of cell phone or paging device during instructional time.
 17. Possession of a skateboard on school premises.

Level III Disciplinary Options

Any one or any combination of the following may be applied:

1. Any combination of teacher, principal or appropriate administrator, student and parent conference.
2. Grade penalty for copying or cheating.
3. Detention.
4. Exclusion from extracurricular activities.
5. In-school suspension.
6. Corporal punishment.
7. Restoration and/or restitution as applicable.
8. Withdrawal of selected student privileges.
9. Supervised campus service assignment.
10. Saturday school.
11. Involvement of law enforcement personnel.

Level IV Serious Offenses

Level IV offenses include those acts of misconduct that seriously disrupt the educational process, endanger or seriously affect other students, and perhaps violate the law. Examples include but are not limited to the following:

1. Any repeated offense of Level III, or a new violation while being disciplined for a Level III offense.
2. Repeated acts of disobedience or disorderly behavior which may prove to be detrimental to the school, harmful to health and safety, or inhibiting to the rights of others.
3. Being disrespectful toward school personnel or refusing to comply with lawful requests or directions of school personnel.
4. Threats, oral or written, to do bodily harm to another, or to the property of another or to the property of the school district.
5. Interfering with school authorities or school programs through boycotts, sit-ins, or trespassing.

6. Fighting, which is defined as physical conflict between two or more individuals. A fight has occurred if a student who is attacked strikes back. To avoid penalty, a student under attack should seek to detach himself/herself from the situation and get school personnel or adult help.
7. Stealing, robbery, extortion, gambling, or arson.
8. Using profane, obscene, indecent, immoral, or offensive language and/or gestures directed toward school personnel.
9. Failure to comply with assigned disciplinary consequences.
10. Possessing a device, object, or substance that could cause bodily harm to individuals in any school setting.
11. Failure to report to school personnel the knowledge of an event, device, object, or substance that could cause bodily harm to individuals in any school setting, or that could cause destruction to school property.
12. Possession, use, or distribution of any substance represented to be a drug or alcohol.
13. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
14. Possession or use of tobacco products.
15. Indecent exposure, sexual misconduct, and/or sexual harassment.
16. Hazing.
17. Gang-related behavior or activity, or gang membership.
18. Possession of drug paraphernalia.
19. Burglary of a school facility or major vandalism to District property.
20. Posting or distributing unauthorized communicative materials on school premises.
21. Assault.
22. Placing or discharging fireworks.
23. Pledges to join, solicit membership in a public school fraternity, sorority, secret society, or gang as defined in TEC 37.121.

Level IV Disciplinary Options

Any one or any combination of the following may be applied:

1. Any discipline technique outlined in Level III.
2. Suspension from school not to exceed three days at a time.
3. Citation by law enforcement personnel.
4. Alternative education placement.
5. Reassignment of classes.
6. A student 10 years of age or older may be expelled if the student:
 - a. Continues to engage in serious or persistent misbehavior that violates the code of conduct or DAEP classroom rules while placed in an alternative education program for disciplinary reasons.
 - b. Engages in criminal mischief under Penal Code 28.03, if the conduct is punishable as a felony, whether committed on or off of school property or at a school-related activity, (intentional or knowing damage to school property resulting in a loss of \$1,500 or more).
 - c. Sells, gives, delivers to another person, uses or is under the influence of any amount of marijuana, a controlled substance, a dangerous drug or alcohol, at school or at a school sponsored event.
 - d. Engages in conduct that contains the elements of an offense relating to abusable glue or aerosol paint or volatile chemical while at school or a school sponsored event.

Level V - Permissible Removal, Mandatory Removal, and Expulsion Offenses

Permissible Removal

A student may be removed from class and placed in a DAEP based on conduct occurring off campus even while the student is not in attendance at a school-sponsored or school-related activity if the superintendent or superintendent's designee has a reasonable belief that the student engaged in a felony offense.

A student may be suspended from school pending the outcome of an investigation by law enforcement personnel and/or school officials of threats or suggestions given at any time or place, either spoken or in writing, of violent or illegal action at any campus, school facility, or school activity.

Mandatory Removal

A student who is younger than 10 years of age shall be removed from class and placed in a DAEP if the student engages in expellable conduct.

If a student commits any of the following acts while on or within 300 feet of school property, or while attending a school-sponsored or school-related activity on or off the property, he or she shall be removed to a DAEP:

1. Commits assault as defined by Penal Code 22.01(a)(1).
2. Makes a terroristic threat as defined by Penal Code 22.07.
3. Sells, gives, delivers, uses, or possesses marijuana, a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code.
4. Commits a serious offense under the influence of alcohol.
5. Commits an offense relating to abusable glue or aerosol paint under 485.031 through 483.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and Safety Code.
6. Engages in public lewdness under Penal Code 21.07.
7. Engages in indecent exposure under Penal Code 21.08
8. Engages in retaliation against a school employee under Penal Code 36.06 except, if the student commits a mandatory expellable offense against any employee in retaliation for or as a result of the employee's employment with the school district, the student must be expelled under 37.007(c).
9. Receives deferred prosecution under Family Code 35.03 for conduct defined as a felony under Title 5 of the Penal Code.
10. A court or jury finding of delinquent conduct under Family Code 54.03 for conduct defined as a felony in Title 5 of the Penal Code.
11. A finding by the superintendent or designee that he or she has a reasonable belief that the student has engaged in conduct defined as a felony offense in Title 5 of the Penal Code.
12. Engagement in any conduct punishable as a felony. The terms of removal **will** prohibit the student from attending or participating in school-sponsored or school-related activities.

Mandatory Expulsion

A student 10 years of age or older shall be expelled from school for a period of time determined by the Board if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property, uses, exhibits, or possesses:

1. A firearm.
2. An illegal knife, as defined in Penal Code 46.01(6). A pocketknife shall not be considered a bladed instrument if not opened or exhibited in a threatening manner, and not otherwise illegal under the penal code.
3. A club as defined by Penal Code 46.01(1).
4. A weapon listed as a prohibited weapon under Penal Code 46.05, including:
 - a. explosive weapons
 - b. a machine gun
 - c. a short-barreled firearm
 - d. a switchblade knife
 - e. knuckles
 - f. armor-piercing ammunition
 - g. a chemical dispensing device
 - h. a zip gun

A student 10 years of age or older shall be expelled from school for a period of time determined by the Board if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property commits:

1. Aggravated assault under Penal Code 22.02.
2. Sexual assault under Penal Code 22.011.
3. Aggravated sexual assault under Penal Code 22.021.
4. Arson under Penal Code 28.02.
5. Murder under Penal Code 19.02.
6. Capital murder under Penal Code 19.03.
7. Criminal attempt to commit murder or capital murder under Penal Code 15.01.
8. Indecency with a child under Penal Code 21.11.
9. Aggravated kidnapping under Penal Code 20.04.

PERMISSABLE EXPULSION

A student 10 years of age or older may be expelled from school for a period of time determined by the Board if the student, on school property or while attending a school-sponsored or school-related activity on or off of school property, commits:

1. The offense of selling, giving, or delivering, using, or possessing marijuana, and/or a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. 801 et seq., a dangerous drug as defined by Chapter 483, Health and Safety Code, or an alcoholic beverage as defined by 1.04 of the Alcoholic Beverage Code if the conduct is punishable as a felony.
2. An offense relating to abusable glue, aerosol paint under 485.031 through 485.035, Health and Safety Code, or other volatile chemicals under Chapter 484, Health and

Safety Code if the conduct is punishable as a felony.

A student 10 years of age or older may be expelled from school for a period of time determined by the Board if the student engages in conduct that contains the elements of assault (intentionally, knowingly, or recklessly causes bodily injury to another, including a person's spouse) against a school district employee or volunteer in retaliation for or as a result of a person's employment or association with a school district, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property.

Terms of expulsion shall deny the student access to all District activities and school property.

Federal law requires that a student expelled for a firearms violation must be expelled from the student's regular campus for a period of at least one year, subject to individual modifications made by the superintendent or his designee.

Conference Procedures

Discipline Alternative Education Program (DAEP)

Before placing a student in a DAEP, the principal or appropriate school administrator shall conduct an informal hearing at which the student shall be advised of the conduct with which he or she is charged and shall be given the opportunity to explain his or her version of the incident. The District shall make reasonable efforts to notify the parent prior to placing a student in a DAEP. If the parent cannot be notified prior to placement, the parent shall be notified as soon as possible of the placement and the reason for the placement.

If the placement extends beyond the end of the next grading period, the student or student's parents have a right to notice and participation in a hearing before the Board or designee. If a student appeals the principal's decision for DAEP, the student shall remain in the DAEP during the appeal process. A decision to place a student in a DAEP beyond the end of a grading period may not be appealed beyond the Board. After hearing the appeal the Board or its designee shall set the terms for the student's placement in a DAEP and deliver a copy of the order placing the student in the DAEP to the student and the student's parent. The student's status must be reviewed by the superintendent or designee at intervals of not more than 120 days.

For placement in a DAEP to extend beyond the end of the school year, the board or designee must determine that:

1. The student's presence in the regular classroom or campus presents a danger of physical harm to students or others; or
2. The student has engaged in serious or persistent misbehavior that violates the student code of conduct; or
3. School action on the offense for which the student is placed in a DAEP takes place during the final grading period of the year.
4. Students placed in DAEP/ABC class will not participate or attend any school sponsored activities the day(s) of their placement. No sports, UIL, etc.(practice or games)

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5. Seniors placed in a DAEP who are eligible to graduate, will continue the placement in the program through graduation and the student will **not** be allowed to participate in the graduation ceremony and related graduation activities.

Expulsion

Before a student is expelled he or she shall have the right to a hearing before the Board or its designee that meets the standards for due process under the federal constitution, which includes the following:

1. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation.
2. Right to a full and fair hearing before the Board or its designee.
3. Right to representation by legal counsel, by a parent or guardian, or by any other adult who is not an employee of the school district.
4. Opportunity to testify and present evidence and witnesses in one's defense.
5. Opportunity to examine the evidence presented by school administrators and right to question school administration witnesses. Special consideration may be given the victim or witnesses depending on the age, health, sensitivity and well being of the witness or victim.
6. Level 2 grievance hearings are before the Superintendent of Schools and Level 3 grievance hearings are before the school district board of trustees.

A notice of the hearing and an invitation to attend shall be sent to the student's parent or guardian. The written notice shall advise of the nature of evidence and the names of any witnesses whose testimony may be used against the student. The Board decision shall be based exclusively on evidence presented at the hearing.

The final decision of the Board shall be communicated promptly to the student and parent. If the decision to expel is made, the superintendent shall provide a written order outlining terms of and length of the expulsion. The expulsion may not extend beyond the end of the school year unless the conduct leading to the expulsion occurred during the final grading period. If the unacceptable conduct occurs during the final grading period of the year the expulsion may extend into the next school year, but not beyond the end of the first semester.

A copy of the expulsion order will be delivered to the authorized officer of the juvenile court of the county in which the student resides no later than the second business day following the hearing. Parents are responsible for supervision of the student during the expulsion term.

Appeal of Board's Decision to Expel

If a student appeals a Board's decision to expel, the student shall remain expelled pending further appeal. No educational service will be provided, except as determined by the ARD or 504 committee for disabled students. The Board's decision may be appealed to the district court of the county in which the school administration office is located.

Emergency Placement or Expulsion

Emergency Placement

The principal or appropriate administrator may order a student to be immediately placed in DAEP if it is reasonably believed that the student's behavior is so unruly, disruptive, or abusive that it interferes with:

1. A teacher's ability to communicate effectively with students in a class;
2. The ability of the student's classmates to learn;
3. The operation of the school or school sponsored activity; or
4. If the appropriate administrator reasonably believes that imminent harm is likely.

At the time of the emergency placement the student shall be given oral notice of the reasons for emergency placement in an DAEP. Within a reasonable time the student will be afforded Procedural Due Process as outlined in this code. The principal or appropriate administrator shall not be liable for civil damages for an emergency placement.

Emergency Expulsion

The principal or appropriate administrator has the right to order the immediate expulsion of a student if the administrator reasonably believes that the action is necessary to protect persons or property from imminent harm.

At the time of the emergency expulsion the student shall be given a notice of the reason for the emergency expulsion. A due process hearing for expulsion will be provided within 10 days, unless the parent or guardian agrees in writing to an extension of time. The principal or appropriate administrator is not liable for civil damages for an emergency expulsion.

The conditions of an emergency placement or emergency expulsion may restrict the student's extracurricular activities according to the Student Code of Conduct.

Teacher Removal of a Student

Informal Discretionary Removal

A teacher may seek the help of the principal in an effort to maintain effective discipline. When a student is sent to the principal's office under this provision, the principal shall employ appropriate discipline management techniques consistent with Levels I, II or III of this Student Code of Conduct.

The teacher must file a written report, not to exceed one page in length, with the principal or appropriate administrator, before leaving school the day the violation of the Student Code of Conduct occurs. A copy of the letter will be sent to the parents or guardian with 24 hours.

Formal Discretionary Removal

A teacher may remove a student from class:

1. If a student behaves in a way that is documented by the teacher to repeatedly interfere with classroom learning; or
2. The teacher determines the student to be so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the

students in the class or with the ability of the student's classmates to learn.

If the behavior is a violation of the Student Code of Conduct the teacher must file a written report that day, not to exceed one page in length, with the principal, and a copy will be sent to the parent or guardian within 24 hours.

When a student is removed from class by a teacher under this provision, the principal shall schedule a removal conference within three class days. The removal conference shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement. At the removal conference, the student shall be advised of the conduct with which he or she is charged and given an opportunity to explain his or her version of the incident.

When a teacher removes a student from class under this provision, the principal may:

1. Place the student into another appropriate classroom, or
2. Place the student into in-school suspension, or
3. Place the student into an alternative education program (DAEP).

If the principal's decision is that the student should be returned to that teacher's classroom and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal may prohibit the student from attending or participating in school sponsored or schools related activities.

Mandatory Removal by a Teacher

A teacher **shall** remove from the classroom a student who engages in conduct described under Level V of the Student Code of Conduct. The principal shall either place a student removed under this provision into a DAEP or expel the student, as appropriate. When a student is removed from class by a teacher under this provision, the principal shall schedule a hearing within three days. The hearing shall include the principal, parent/guardian, student, and the teacher who removed the student, when appropriate. Even if all persons are not present, the principal may still order the appropriate placement and the duration of that placement.

If the principal's decision is that the student should be expelled, the student shall be provided a due process hearing for expulsion consistent with this Code of Student Conduct.

If the principal's decision is that the student should be returned to that teacher's classroom following completion of the assignment to a DAEP and the teacher withholds his or her consent for that return, the placement review committee shall determine the student's placement. The committee shall not return the student to that teacher's classroom unless it determines that placement is the best or only alternative available.

Terms of removal **shall** prohibit the student from attending or participating in school-sponsored or school-related activities.

Suspension

The principal or other appropriate administrator may suspend a student who commits a Level IV offense. A suspension may not exceed three school days, and the student shall be responsible for all class work missed during the period of suspension. Multiple suspensions for subsequent offenses are permissible.

Before suspending the student, the principal shall conduct an informal hearing at which:

1. The student is advised of the conduct of which he or she is charged;
2. The student is given the opportunity to explain his or her version of the incident.

District personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to removal, the parent shall be notified as soon as possible and shall be informed of the reasons for suspension.

It is the responsibility of the parent to provide adequate supervision of the student during the period of suspension.

Placement of Students With Disabilities

Placement of Students With Disabilities in an DAEP

Only a constituted admissions, review and dismissal (ARD) committee may make the long-term placement of a student with a disability that receives special education services. Such student may not be placed in a DAEP solely for educational purposes if the student does not also meet the criteria for alternative placement in TEC 37.006(a) or 37.007(a). Due process or minimal due process procedures as appropriate shall apply.

Emergency Removal of Students With Disabilities

The principal or appropriate administrator may order the immediate suspension of a student with a disability for emergency reasons if it is believed that such action is necessary to protect the student, other persons or property from imminent harm. Removal shall be made only in emergency situations and shall not exceed three days unless the ARD or 504 committee determines that the student poses an immediate threat to himself/herself or others, or disrupts the safety of the learning environment.

If emergency removals, suspensions, or removal to DAEP total ten school days in a year, the ARD or 504 committee shall review the student's IEP, unless the discipline management portion of the IEP specifies otherwise.

Suspension of Students With Disabilities

A student with a disability may be suspended for a period not to exceed three consecutive school days for each separate offense. Before such students are suspended members of the special education support staff, qualified to determine whether a link exists between the misconduct and the disability or placement, may be contacted for advice on whether or not a connection exists between the disability and the conduct.

A student with a disability shall not be removed to a DAEP for more than ten days unless

the ARD or 504 committee first determines whether the alleged behavior in question was related to the disabling condition. If the ARD or 504 committee determines there is a connection, they must also determine what action is appropriate. Removal for more than ten consecutive school days requires ARD or 504 committee action, subject to the parents' right to appeal.

If a student with a disability is removed from school premises for any reason for a total of 16 days or more in the school year, the ARD or 504 committee shall review the student's IEP, unless the IEP specifies otherwise.

Expulsion of Students With Disabilities

A student with a disability may be expelled for engaging in conduct that would warrant such action for a non-disabled student only if the ARD or 504 committee determines the misconduct is not related to the disabling condition or inappropriate placement.

In determining whether a student's disruptive behavior was related to a student's disabling condition, the ARD or 504 committee shall base its decision on currently effective evaluation and assessment data and on review of the current IEP documentation rather than on established eligibility or previous committee decisions. The ARD or 504 committee shall consider whether the student's behavior indicates the need for new assessment or evaluation data. Unless the parents agree otherwise, the student must be returned to his current placement after ten days while additional assessments are being made.

The ARD or 504 committee shall determine the instructional and related services to be provided during the time of expulsion. The student's IEP shall include goals and objectives designed to assist in returning the student to school and preventing significant regression.

If the ARD or 504 committee determines that the student's disruptive behavior is related to the disabling condition or inappropriate placement, the student shall not be expelled. If the disruptive behavior on the part of the student indicates an inappropriate placement, the ARD or 504 committee shall review the placement and recommend alternatives. If the ARD or 504 committee determines that the behavior was related to the disabling condition, it should either rewrite the IEP to address the student's behavioral and educational needs or, when appropriate, consider the extension of an emergency removal.

Appeal of A Student With Disabilities Expulsion

A decision of the Board's designee to expel a student may be appealed to the Board. A student may be denied the privileges of the home campus pending appeal of an expulsion.

A student with a disability shall not be excluded from school pending appeal to the Board for more than ten days without ARD or 504-committee action. During an appeal to a special education hearing officer, the student shall remain in his current classes unless the District and parent agree otherwise or the hearing officer grants an interim order to authorize the exclusion.

Request for a Board hearing to appeal a decision to expel a student shall be made in writing to the superintendent within three school days after receipt of the written decision. The superintendent shall provide the parent written notice of the date, time, and place of the review within five days of receipt of the appeal request. The Board shall conduct a hearing that complies with required due process for expulsion hearings outlined in this code and shall base its decision on the evidence presented at that hearing.

If the decision to expel the student with the disability is upheld by the Board, the superintendent shall mail a copy of the expulsion order to the student and the student's parent. A copy of the order shall also be mailed to the authorized officer of the juvenile court of the county in which the student resides.

Corporal Punishment

Corporal punishment is permitted as a corrective action to certain rules infractions in order to preserve an effective and orderly educational environment. Factors of student size and age, and the physical, mental and emotional conditions of the student shall be considered before the administration of any corporal punishment.

Corporal punishment shall be limited to spanking or paddling and shall be administered only in accordance with the following guidelines:

1. The student will be informed of the reason(s) for corporal punishment.
2. The teacher, school principal, or assistant principal may administer corporal punishment.
3. The instrument to be used in administering corporal punishment shall be approved by the principal.
4. The administration of corporal punishment shall be performed in the presence of one other professional employee of the district, and in a designated place out of view of other students.

A record shall be maintained on each administration of corporal punishment.

Detention

For minor infractions of the code of conduct or other policies or regulations, teachers or administrators may detain students. Before assigning one to detention the teacher or administrator shall inform the student of the conduct that allegedly constitutes a rules violation, and the student shall be given an opportunity to explain his or her version of the incident.

When after-school detention is used, one day's notice shall first be given to the student's parent or guardian to inform them of the reasons for detention and to permit arrangements for necessary transportation of the student. If the student is a minor the parent or guardian will be required to provide necessary transportation when a student has been assigned to after school detention.

Readmission of Expelled Students

On recommendation of the placement review committee or on its own initiative, the District may readmit an expelled student while the student is still fulfilling court-imposed

sanctions. After a student completes the sanctions, the district must readmit the student; however, the District may place the student in a DAEP. The student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

Interrogations and Searches

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. School officials may search a student or a student's property upon reasonable suspicion or with the student's free and voluntary consent. However, consent obtained through threat of contacting law enforcement agents is not considered to be free and voluntarily given. Vehicles on school property are subject to search under the same standard.

Lockers are property of the school and remain under school jurisdiction when assigned to an individual student. The school reserves the right to inspect all lockers at any time. A student has full responsibility for security of his or her locker. Searches of lockers may be conducted at any time there is reasonable suspicion to do so whether or not the student is present.

Searches of student's outer clothing and pockets may be conducted if reasonable suspicion exists. Certified school personnel have the authority to question students regarding their conduct or the conduct of others.

Reasonable suspicion for search exists if there is reasonable suspicion that the student is currently possessing, ingesting, or under the influence of alcohol or other controlled substances. The following are a few, but not all of the examples of circumstances supporting reasonable suspicion:

1. Smell of alcohol on breath.
2. Present inability to communicate coherently.
3. Dilated pupils.
4. Odor of marijuana.
5. Habitually sleeping in class.
6. Bloodshot eyes.
7. Canine alert on one's locker, books, car, etc.

Physical Restraint

If in the performance of duties an employee of Cisco ISD is required to utilize physical restraint for the protection of the child or other children, compliance with existing federal/state laws/rules will be observed.

Any District employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect a person, including the employee, from physical injury.

2. Obtain possession of a weapon or dangerous object.
3. Protect property from serious damage.
4. Restrain an irrational student.
5. Remove from a specific location a student refusing a lawful command of a school employee, including from a classroom or other school property, in order to restore order or impose disciplinary measures.

Cooperation With Law Enforcement Officials

The District and district personnel will cooperate with law enforcement agencies within reason. Law enforcement officials may be summoned to keep or restore order at school or school related activities. They may also be summoned to conduct an investigation of alleged criminal conduct on school premises or at school sponsored activities. Administrators shall have the responsibility and authority to determine when law enforcement officers' assistance is needed within their respective jurisdiction. However, district administrators shall at all times act in a manner that protects and guarantees the rights of students and parents.

Police 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 at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- The principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Arrested Students

If a student at school is subject to arrest or apprehension by law enforcement officer(s), the principal or appropriate administrator, after consultation, shall deliver the student into the officer's custody. The principal shall immediately make reasonable efforts to notify the student's parents and the superintendent.

Student Placement

The District will decide on a case-by-case basis the placement of a student who is subject to an expulsion order from another district and who requests admission into the District. If the student is accepted into the district they will be placed directly into DAEP until the period specified in the expulsion order has expired.

STUDENT AGREEMENT FOR ACCEPTABLE USE OF CISCO ISD'S ELECTRONIC COMMUNICATIONS SYSTEM

You are being given access to the District's electronic communications system. Through this system, you will be able to communicate with other schools, colleges, organizations, and people around the world through the Internet and other electronic information systems/networks. You will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity comes responsibility. It is important that you read the District policy, administrative regulations, and agreement form and ask questions if you need help in understanding them. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is a network of many types of communication and information networks. It is possible that you may run across areas of adult content and some material you (or your parents) might find objectionable. While the District will take reasonable steps to restrict access to such material, it is not possible to absolutely prevent such access. It will be your **responsibility** to follow the rules for appropriate use.

Rules for Appropriate Use

- You will be assigned an individual account, and you are responsible for not sharing the password for that account with others.
- The account is to be used mainly for identified educational purposes, but some limited personal use is permitted.
- You will be held responsible at all times for the proper use of your account, and the District may suspend or revoke your access if you violate the rules as stated in the District Acceptable Use) Policy.

Inappropriate Uses

- Using the system for any illegal purpose.
- Borrowing someone's account without permission.
- Posting personal information about you or others (such as addresses and phone numbers).
- Downloading or using copyrighted information without permission from the copyright holder.
- Posting messages or accessing materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
- Wasting school resources through the improper use of the computer system.
- Gaining unauthorized access to restricted information of resources.

Consequences for Inappropriate Use

- Suspension of access to the system.
- Revocation of the computer system account; or
- Other disciplinary or legal action, in accordance with the Student Code of Conduct and applicable laws.

Agreements must be renewed each academic year.

Student agreement

I understand that my computer use is not private and that the District will monitor my

activity on the computer system. I have read the District's electronic communications system policy and administrative regulations and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Parent or Guardian Agreements

In consideration for the privilege of my child using the District's electronic communications system, and in consideration for having access to the public networks, I hereby release the District, its operations, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitation, the type of damage identified in the District's policy and administrative regulations.

Please sign indicating that you have reviewed these policies with your child. Failure to return this form by September 1st means agreement and/or acceptance of the policies as stated.

Signature of Parent or Guardian

Signature of Student

Typed or Printed Name of Parent or Guardian

Typed or Printed Name of Student

Home Address_____

Phone Number_____

Date_____

ACKNOWLEDGMENT FORM

My child and I have been given notification that the Student Handbook and Code of Conduct is posted electronically on the Cisco ISD website at www.ciscoisd.net under the Parents and Community Tab. I also understand that I can request a print copy at the campus office. I understand that the handbook and code contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

Interactive Television Waiver

I understand that in an interactive television environment, including but not limited to, distance learning, virtual field trips, and video conferencing, my voice, physical presence, and participation in activities will be transmitted to distance sites. I hereby agree that my voice, presence, and participation in these activities will not be a violation of my personal rights and hereby release any claims for the use of such during the duration of the interactive television activity.

Parent Signature: _____

Student's Name: _____

Publishing Student Pictures

I grant Cisco ISD permission to publish my child's pictures on the Cisco ISD website, any news publications, and other media.

Parent Signature: _____

Student's Name: _____

Failure to sign and return signature pages will constitute your acceptance as parent/guardian.

RELEASE OF STUDENT DIRECTORY INFORMATION

*(If you wish to restrict the release of your child's information,
you must sign and return this form.)*

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Cisco ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction at this school. Cisco ISD has designated the following information as directory information: student's name, address, telephone listing, e-mail addresses, photograph, degrees, date and place of birth, major field of student, degrees, honors and awards received, dates of attendance, grade level, most recent school previously attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Please check the statement that applies.

ALL STUDENTS:

YES. Cisco ISD may release my child's "directory information" for **school or district sponsored purposes ONLY, including** yearbook, newsletters, school/district websites, award, honors, local newspaper, artwork displays, photos, videos, extracurricular programs or events, class rosters given to other parents but **NOT to external sources.**

No. Cisco ISD may **NOT** release my child's "directory information" for **ANY purpose, including school or district publications and positive publicity** without my prior consent.

FOR SECONDARY STUDENTS ONLY:

Federal law requires school districts receiving assistance under the Elementary and Secondary Education Act of 1965 (20 U.S.C. § 6301 et seq.) to provide a military recruiter or an institution of higher education, on request, with the name, address, and telephone number of a secondary student unless the parent has advised the district that the parent does not want the student's information disclosed without the parent's prior written consent.

Yes. Cisco ISD may release my child's name, address, and telephone listing to **military recruiters and institutions of higher education** upon their request, without my prior written consent.

NO. Cisco ISD may **NOT** release my child's name, address, and telephone listing to **military recruiters and institutions of higher education** upon their request, without my prior written consent.

Student's Name: _____

Campus: _____

Parent/Guardian

Name (printed): _____

Parent/Guardian Signature: _____

Date: _____