



**HIGH SCHOOL  
STUDENT AND PARENT HANDBOOK**

**2018-2019**

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The Board of Trustees meets on the second Tuesday of each month in the Board Room of the Simpson Administration Building, 1700 Ninth Avenue North. Notices of the meetings are distributed to the news media 72 hours in advance of the meetings and are posted in the TCISD Simpson Administration Building.

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# Texas City High School

## Parent/Student Handbook

2018 – 2019



## **Texas City High School**

1431 Ninth Avenue North

Main Office: (409) 916-0800 Fax: (409) 942-2764

**Campus Office Hours** 8:00 am- 4:30 pm

Students should not arrive on campus before 8:00 am unless they are supervised by a parent or guardian. Students are not allowed to enter the building without a written hall pass before 8:00 am.

<b>Principal</b>	<b>Holly LaRoe</b>	<b>(409) 916-0855</b>
<b>Dean of Instruction</b>	<b>Courtney Ramirez</b>	<b>(409) 916-0804</b>
<b>Assistant Principal-12th</b>	<b>Randy Baker</b>	<b>(409) 916-0803</b>
<b>Assistant Principal-11th</b>	<b>Earl Hall</b>	<b>(409) 916-0806</b>
<b>Assistant Principal-10th</b>	<b>Matthew Cooper</b>	<b>(409) 916-0805</b>
<b>Assistant Principal-9th</b>	<b>Lincoln Hypolite</b>	<b>(409) 916-0807</b>
<b>12th Counselor-</b>	<b>Leslie Sarno</b>	<b>(409) 916-0860</b>
<b>11th Counselor-</b>	<b>Lonnie Senegal</b>	<b>(409) 916-0817</b>
<b>10th Counselor-</b>	<b>Tamara Jones</b>	<b>(409) 916-0843</b>
<b>9th Counselor</b>	<b>Harriet McCune</b>	<b>(409) 916-0816</b>
<b>Counselor Secretary</b>	<b>Sue Madere</b>	<b>(409) 916-0815</b>
<b>Nurse</b>	<b>Lisa Meija</b>	<b>(409) 916-0840</b>
<b>Principal Secretary</b>	<b>Liz Trader</b>	<b>(409) 916-0802</b>
<b>Dean of Instruction Secretary</b>	<b>Mandy Thomas</b>	<b>(409) 916-0814</b>
<b>A.P. Secretary- 11th/12th</b>	<b>Sylvia Zaro</b>	<b>(409) 916-0856</b>
<b>A.P. Secretary-10th</b>	<b>Jan Cash</b>	<b>(409) 916-0811</b>
<b>A.P. Secretary-9th</b>	<b>Dalia Chapa</b>	<b>(409) 916-0813</b>
<b>Receptionist</b>	<b>Tracy Stapleman</b>	<b>(409) 916-0800</b>
<b>Attendance Clerk</b>	<b>Elissa Gorom</b>	<b>(409) 916-0808</b>

# La Marque High School

## Parent/Student Handbook 2018 – 2019



## **La Marque High School**

397 Duroux Rd

La Marque, TX 77568

Main Office: (409) 938-4261 Fax: (409) 908-5036

**Campus Office Hours** 8:20 am- 4:20 pm

Students should not arrive on campus before 8:00 am unless they are supervised by a parent or guardian. Students are not allowed to enter the building without a written hall pass before 8:00 am.

Principal	Ricky Nicholson	<a href="mailto:mnicholson@tcisd.org">mnicholson@tcisd.org</a>	Ext. 5506
Dean of Instruction	Lisa Herrera	<a href="mailto:lherrera@tcisd.org">lherrera@tcisd.org</a>	Ext. 5508
Assistant Principal- A-J	Kathryn Aaron	<a href="mailto:kbean@tcisd.org">kbean@tcisd.org</a>	Ext. 5515
Assistant Principal- K-Z	Andrew Callis Jr.	<a href="mailto:acallis@tcisd.org">acallis@tcisd.org</a>	Ext. 5512
Counselor- A-J	Richelle Cooper	<a href="mailto:rcooper@tcisd.org">rcooper@tcisd.org</a>	Ext. 5511
Counselor- K-Z	Tami Wilson	<a href="mailto:twilson@tcisd.org">twilson@tcisd.org</a>	Ext. 5510
Principal Secretary	Melissa Bristow	<a href="mailto:mbristow@tcisd.org">mbristow@tcisd.org</a>	Ext. 5505
A.P. Secretary	Simone Mouton	<a href="mailto:smouton@tcisd.org">smouton@tcisd.org</a>	Ext. 5513
Counselor Secretary	Edna Ramos	<a href="mailto:eramos@tcisd.org">eramos@tcisd.org</a>	Ext. 5514
Nurse	Gia Robinson	<a href="mailto:grobenson@tcisd.org">grobenson@tcisd.org</a>	Ext. 5509
Receptionist	Taylor Bellard	<a href="mailto:tbellard@tcisd.org">tbellard@tcisd.org</a>	Ext. 5500
Attendance Clerk	Ashley Megress	<a href="mailto:amegress@tcisd.org">amegress@tcisd.org</a>	Ext. 5501

## Consent/Opt-Out Form

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as a "protected information survey" that concerns one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student's parents;
2. Mental or psychological problems of the student or student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom the student has a close family relationship;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings.

Following are activities requiring parental notice and consent or opt-out for the 2018-2019 school year. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches 18 or is an emancipated minor under state law.

<b>Opt-out for nonemergency physical exam or screening</b>
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Date: Fall and Spring Semester

Grades: 7-12

Activity: EKG Exam

Summary: An EKG screening (sometimes referred to as an ECG) can help identify young athletes who are at risk for sudden cardiac death, a condition where death results from an abrupt loss of heart function. The first screening is offered free of charge through a generous donation from Mainland Hospital, Texas City ISD, and the Cody Stephens Foundation. All students participating in all athletic activities including but not limited to all sports, band, cheerleading, dance, etc. are required to participate in an EKG screening.

To opt out: Contact the program sponsor/director at (409) 916-0147 no later than 5 days after enrolling in the program if you do not want your child to participate in this activity.

## Table of Contents

PREFACE.....	14
SECTION I: PARENTAL RIGHTS .....	16
<b>CONSENT, OPT-OUT, AND REFUSAL RIGHTS.....</b>	<b>16</b>
Consent to Conduct a Psychological Evaluation .....	16
Consent to Display a Student’s Original Works and Personal Information .....	16
Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age .....	16
Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law .....	16
Prohibiting the Use of Corporal Punishment .....	17
Limiting Electronic Communications with Students by District Employees.....	17
Objecting to the Release of Directory Information.....	17
Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only) .....	18
Participation in Third-Party Surveys.....	18
Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation .....	18
“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information .....	18
<b>REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION.....</b>	<b>19</b>
Human Sexuality Instruction.....	19
Reciting a Portion of the Declaration of Independence in Grades 3–12.....	19
Reciting the Pledges to the U.S. and Texas Flags .....	20
Religious or Moral Beliefs.....	20
Tutoring or Test Preparation.....	20
<b>RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES.....</b>	<b>20</b>
Instructional Materials .....	20
Notices of Certain Student Misconduct to Noncustodial Parent.....	20
Participation in Federally Required, State-Mandated, and District Assessments .....	21
Student Records .....	21
Accessing Student Records.....	21
Authorized Inspection and Use of Student Records .....	21
Teacher and Staff Professional Qualifications .....	24
<b>STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES.....</b>	<b>24</b>
Children of Military Families .....	24

Parental Role in Certain Classroom and School Assignments.....	24
Multiple Birth Siblings .....	24
Safety Transfers/Assignments.....	24
Service/Assistance Animal Use by Students.....	25
Students in the Conservatorship of the State (Foster Care) .....	25
Students Who Are Homeless.....	25
Students Who Have Learning Difficulties or Who Need Special Education Services .....	26
Students Who Receive Special Education Services with Other School-Aged Children in the Home.....	27
Students Who Speak a Primary Language Other than English.....	27
Students with Physical or Mental Impairments Protected Under Section 504 .....	27
<b>SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS ...</b>	<b>28</b>
<b>ABSENCES/ATTENDANCE .....</b>	<b>29</b>
Compulsory Attendance .....	29
Age 19 and Older .....	29
Between Ages 6 and 19.....	29
Prekindergarten and Kindergarten .....	29
Exemptions to Compulsory Attendance.....	29
All Grade Levels .....	29
Secondary Grade Levels .....	30
Failure to Comply with Compulsory Attendance.....	30
All Grade Levels .....	30
Age 19 and Older .....	31
Between Ages 6 and 19.....	31
Attendance for Credit or Final Grade (Kindergarten–Grade 12).....	31
Official Attendance-Taking Time (All Grade Levels) .....	34
Documentation After an Absence (All Grade Levels) .....	34
Doctor’s Note After an Absence for Illness (All Grade Levels) .....	34
Driver License Attendance Verification (Secondary Grade Levels Only) .....	35
<b>EARLY DISMISSAL .....</b>	<b>35</b>
<b>COLLEGE VISITS .....</b>	<b>36</b>
<b>BELL SCHEDULE.....</b>	<b>36</b>
<b>ACCOUNTABILITY UNDER STATE AND FEDERAL LAW (All Grade Levels).....</b>	<b>36</b>
<b>BULLYING (All Grade Levels).....</b>	<b>36</b>
<b>CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS (Secondary Grade Levels Only) .....</b>	<b>38</b>

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN (All Grade Levels).....	39
COLLEGE AND UNIVERSITY ADMISSIONS (Secondary Grade Levels Only) .....	40
COLLEGE CREDIT COURSES (Secondary Grade Levels Only) .....	41
COMPLAINTS AND CONCERNS (All Grade Levels) .....	42
CONDUCT (All Grade Levels) .....	42
Applicability of School Rules .....	42
Campus Behavior Coordinator.....	42
Disruptions of School Operations.....	43
Social Events.....	43
COUNSELING .....	44
Academic Counseling .....	44
High School Grade Levels .....	44
Personal Counseling (All Grade Levels).....	44
COURSE CREDIT (Secondary Grade Levels Only).....	45
CREDIT BY EXAMINATION—If a Student Has Taken the Course/Subject (All Grade Levels).....	45
CREDIT BY EXAMINATION FOR ADVANCEMENT/ACCELERATION—If a Student Has Not Taken the Course/Subject.....	45
Students in Grades 6–12 .....	45
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION (All Grade Levels).....	46
Dating Violence .....	46
Discrimination.....	47
Harassment.....	47
Sexual Harassment and Gender-Based Harassment .....	47
Retaliation .....	48
Reporting Procedures .....	48
Investigation of Report.....	49
DISCRIMINATION .....	49
DISTANCE LEARNING .....	49
All Grade Levels .....	49
Texas Virtual School Network (TxVSN) (Secondary Grade Levels).....	49
DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS (All Grade Levels) .....	50
School Materials .....	50
Non-school Materials .....	50

From Students .....	50
From Others .....	51
DRESS AND GROOMING (All Grade Levels).....	51
ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES (All Grade Levels) .....	54
Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones .....	54
Possession and Use of Other Personal Electronic Devices .....	54
Instructional Use of Personal Telecommunications and Other Electronic Devices.....	56
Acceptable Use of District Technology Resources.....	56
Unacceptable and Inappropriate Use of Technology Resources.....	56
END-OF-COURSE (EOC) ASSESSMENTS .....	57
ENGLISH LANGUAGE LEARNERS (All Grade Levels) .....	57
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS (All Grade Levels) .....	58
Standards of Behavior.....	59
Offices and Elections .....	60
FEES (All Grade Levels) .....	60
FUNDRAISING (All Grade Levels) .....	62
GANG-FREE ZONES (All Grade Levels).....	62
GENDER-BASED HARASSMENT .....	62
GRADE-LEVEL CLASSIFICATION (Grades 9–12 Only).....	62
GRADING GUIDELINES (All Grade Levels) .....	62
GRADUATION (Secondary Grade Levels Only).....	62
Requirements for a Diploma for a Student Enrolled in High School Prior to the 2014–15 School Year .....	62
Requirements for a Diploma Beginning with the 2014–15 School Year.....	62
Testing Requirements for Graduation .....	63
Minimum, Recommended, and Advanced/Distinguished Achievement Graduation Programs .....	63
Foundation Graduation Program.....	66
Personal Graduation Plans for Students Under the Foundation Graduation Program .....	68
Available Course Options for All Graduation Programs .....	69
Certificates of Coursework Completion .....	69
Students with Disabilities .....	69
Graduation Activities .....	70
Graduation Speakers .....	70
Graduation Expenses .....	70

Scholarships and Grants.....	71
HARASSMENT .....	71
HAZING (All Grade Levels) .....	71
HEALTH-RELATED MATTERS .....	71
Student Illness (All Grade Levels).....	71
Bacterial Meningitis (All Grade Levels).....	72
Food Allergies (All Grade Levels).....	73
Head Lice (All Grade Levels).....	74
School Health Advisory Council (SHAC) (All Grade Levels).....	74
Student Wellness Policy/Wellness Plan (All Grade Levels).....	74
Other Health-Related Matters .....	75
Physical Fitness Assessment (Grades 3–12).....	75
Vending Machines (All Grade Levels).....	75
Tobacco and E-Cigarettes Prohibited (All Grade Levels and All Others on School Property) .....	75
Asbestos Management Plan (All Grade Levels).....	75
Pest Management Plan (All Grade Levels).....	75
HOMELESS STUDENTS (All Grade Levels).....	76
HOMEWORK (All Grade Levels) .....	76
ILLNESS.....	76
IMMUNIZATION (All Grade Levels).....	76
LAW ENFORCEMENT AGENCIES (All Grade Levels).....	77
Questioning of Students .....	77
Students Taken Into Custody .....	77
Notification of Law Violations .....	78
LEAVING CAMPUS (All Grade Levels).....	78
During Lunch .....	79
At Any Other Time During the School Day.....	80
LIMITED ENGLISH PROFICIENT STUDENTS	80
LOST AND FOUND (All Grade Levels) .....	81
MAKEUP WORK.....	81
Makeup Work Because of Absence (All Grade Levels).....	81
DAEP Makeup Work .....	82
Grades 9–12 .....	82
In-School Suspension (ISS) Makeup Work (All Grade Levels).....	82
MEDICINE AT SCHOOL (All Grade Levels) .....	82

Psychotropic Drugs.....	84
NONDISCRIMINATION STATEMENT (All Grade Levels).....	84
NONTRADITIONAL ACADEMIC PROGRAMS (All Grade Levels).....	84
OVERNIGHT STAY POLICY... ..	85
PARENT AND FAMILY ENGAGEMENT (All Grade Levels).....	88
Working Together.....	88
PHYSICAL EXAMINATIONS/HEALTH SCREENINGS .....	89
Athletics’ Participation (Secondary Grade Levels Only).....	89
Other Exams and Screenings (All Grade Levels).....	89
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE (All Grade Levels).....	90
PRAYER (All Grade Levels) .....	90
PROMOTION AND RETENTION .....	90
High School Grade Levels .....	90
RELEASE OF STUDENTS FROM SCHOOL .....	92
REPORT CARDS/PROGRESS REPORTS AND CONFERENCES (All Grade Levels).....	92
RETALIATION.....	93
SAFETY (All Grade Levels) .....	93
Accident Insurance.....	94
Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies .....	94
Emergency Medical Treatment and Information .....	95
Emergency School-Closing Information.....	95
SAT, ACT, AND OTHER STANDARDIZED TESTS .....	97
SCHEDULE CHANGES (Middle/Junior High and High School Grade Levels) .....	97
SCHOOL FACILITIES .....	98
Use by Students Before and After School (All Grade Levels).....	98
Conduct Before and After School (All Grade Levels).....	98
Use of Hallways During Class Time (All Grade Levels).....	99
Cafeteria Services (All Grade Levels) .....	99
Outside Food and Open Containers .....	100
Library (All Grade Levels).....	101
Meetings of Noncurriculum-Related Groups (Secondary Grade Levels Only).....	101
SEARCHES .....	101
Students’ Desks and Lockers (All Grade Levels) .....	101
Telecommunications and Other Electronic Devices (All Grade Levels).....	102
Vehicles on Campus (Secondary Grade Levels Only) .....	102
Trained Dogs (All Grade Levels).....	103

Metal Detectors (All Grade Levels).....	103
Drug Testing (Secondary Grade Levels Only) .....	103
SEXUAL HARASSMENT .....	103
SPECIAL PROGRAMS (All Grade Levels) .....	103
STANDARDIZED TESTING.....	105
Secondary Grade Levels .....	105
SAT/ACT (Scholastic Aptitude Test and American College Test) .....	105
TSI (Texas Success Initiative) Assessment .....	105
STAAR (State of Texas Assessments of Academic Readiness) .....	105
Grades 3–8 .....	105
High School Courses—End-of-Course (EOC) Assessments .....	105
STEROIDS (Secondary Grade Levels Only).....	106
STUDENT ID'S AND STUDENT REGISTRATION .....	107
STUDENTS IN FOSTER CARE (All Grade Levels) .....	108
STUDENT SPEAKERS (All Grade Levels) .....	109
SUBSTANCE ABUSE PREVENTION AND INTERVENTION (All Grade Levels) .....	110
SUICIDE AWARENESS (All Grade Levels) .....	110
SUMMER SCHOOL (All Grade Levels) .....	110
TARDIES (All Grade Levels).....	110
TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS (All Grade Levels) .....	111
TRANSCRIPT REQUEST .....	111
TRANSPORTATION (All Grade Levels).....	111
School-Sponsored Trips .....	111
Buses and Other School Vehicles .....	112
VANDALISM (All Grade Levels) .....	113
VIDEO CAMERAS (All Grade Levels).....	114
VISITORS TO THE SCHOOL (All Grade Levels).....	114
General Visitors .....	114
Visitors Participating in Special Programs for Students .....	115
VOLUNTEERS (All Grade Levels) .....	115
VOTER REGISTRATION (Secondary Grade Levels Only) .....	115
WITHDRAWING FROM SCHOOL (All Grade Levels) .....	115
Glossary .....	117
APPENDIX I: Freedom from Bullying Policy .....	120
APPENDIX II: Acknowledgment Form—Amendment .....	135

Public Notification in Career and Technology Education Programs..... 136  
APPENDIX III: District Acknowledgment Forms ..... 137

## PREFACE

To Students and Parents:

Welcome to school year 2018-19! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The High School Student Handbook is designed to provide basic information that you and your child will need during the school year. The handbook is divided into two sections:

**Section I—PARENTAL RIGHTS**—with information to assist you in responding to school-related issues. We encourage you to take some time to closely review this section of the handbook.

**Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**—organized alphabetically by topic, and, where possible, further divided by applicability to ages and/or grade levels, for quick access when searching for information on a specific issue.

Please be aware that the term “parent,” unless otherwise noted, is used to refer to the parent, legal guardian, any person granted some other type of lawful control of the student, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the **Texas City ISD** Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found on the district’s website at <http://tcisd.schooldesk.net/Parents/tabid/30523/Default.aspx> and is available in hard copy upon request.

The Student Handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance.

In case of conflict between board policy (including the Student Code of Conduct) and any provisions of the Student Handbook, the current provisions of board policy and the Student Code of Conduct are to be followed.

Also, please be aware that the Student Handbook is updated yearly, while policy adoption and revision may occur throughout the year. The district encourages parents to stay informed of proposed board policy changes by attending board meetings. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at any time, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

If you or your child has questions about any of the material in this handbook, please contact your campus principal at (409) 916-0800 for Texas City and (409) 938-4261 for La Marque.

Your child’s school will request that you provide contact information, such as your current phone number and e-mail address, in order for the school to communicate items specific to your child, your child’s school, or the district. If you consent to receive such information through a landline or wireless phone, please ensure that you notify the school’s administration office immediately

upon a change in or disconnection of your phone number. The district or school may generate automated or pre-recorded messages, text messages, or real-time phone or e-mail communication, so prompt notification of any change in contact information will be crucial to maintain timely communication with you. Standard messaging rates of your phone carrier may apply. If you have specific requests or needs related to how the district contacts you, please contact your child's principal. Please see **Safety** on page 87 for information regarding contact with parents during an emergency situation.

Also, please complete and return to your child's campus the following forms provided in the forms packet distributed at the beginning of the year or upon the student's enrollment:

1. Acknowledgment of Electronic Distribution of Student Handbook;
2. Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information;
3. Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education, if you choose to restrict the release of information to these entities; and
4. Consent/Opt-Out Form.

[See **Objecting to the Release of Directory Information** on page 17 and **Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation** on page 18 for more information.]

Please note that references to policy codes are included so that parents can refer to current board policy. The district's official policy manual is available for review in the district administration office, and an unofficial electronic copy is available at <http://pol.tasb.org/Home/Index/502>.

## **SECTION I: PARENTAL RIGHTS**

This section of the High School Student Handbook includes information related to certain rights of parents as specified in state or federal law.

### **CONSENT, OPT-OUT, AND REFUSAL RIGHTS**

#### **Consent to Conduct a Psychological Evaluation**

A district employee will not conduct a psychological examination, test, or treatment without obtaining prior written parental consent unless the examination, test, or treatment is required under state or federal law regarding requirements for special education or by the Texas Education Agency (TEA) for child abuse investigations and reports.

#### **Consent to Display a Student's Original Works and Personal Information**

Teachers may display students' work, which may include personally identifiable student information, 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, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or classroom website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

#### **Consent to Receive Parenting and Paternity Awareness Instruction if Student is Under Age 14**

A child under the age of 14 must have parental permission to receive instruction in the district's parenting and paternity awareness program; otherwise, the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

#### **Consent to Video or Audio Record a Student When Not Otherwise Permitted by Law**

State law 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 co-curricular or extracurricular activity;
- When it relates to media coverage of the school; or
- When it relates to the promotion of student safety as provided by law for a student receiving special education services in certain settings.

The district will seek parental consent through a written request before making any other video or voice recording of your child not otherwise allowed by law.

[See **Video Cameras** on page 105 for more information, including a parent's right to request video and audio equipment be placed in certain special education settings.]

## **Corporal Punishment**

Corporal punishment—spanking or paddling the student—is prohibited in Texas City ISD and may not be used as a discipline management technique in accordance with the Student Code of Conduct and policy FO (LOCAL) in the district’s policy manual.

## **Limiting Electronic Communications with Students by District Employees**

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.

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity. The employee is required to include his or her immediate supervisor and the student’s parent as recipients on all text messages.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

## **Objecting to the Release of Directory Information**

The Family Educational Rights and Privacy Act, or FERPA, permits the district to disclose appropriately designated “directory information” from a child’s education records without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school wide or classroom recognition; a student’s name and photograph posted on a district-approved and -managed social media platform; and the names and grade levels of students submitted by the district to a local newspaper or other community publication to recognize the A/B honor roll for a specific grading period. Directory information will be released to anyone who follows procedures for requesting it.

However, a parent or eligible student may object to the release of a student’s directory information. 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. [See the “Notice Regarding Directory Information and Parent’s Response Regarding Release of Student Information” included in the forms packet.]

The district has identified the following as directory information: Student’s name; Address; Telephone listing; E-mail address; Photograph; Date and place of birth; Major field of study; Degrees, honors, and awards received; Dates of attendance; Grade level; Most recent school previously attended; Participation in officially recognized activities and sports; Weight and height, if a member of an athletic team. If you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that

information for school-sponsored purposes, such as the honor roll, school newspaper, the yearbook, recognition activities, news releases, and athletic programs.

Also review the information at **Authorized Inspection and Use of Student Records** on page 20.

### **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education (Secondary Grade Levels Only)**

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 included in the forms packet is available if you do not want the district to provide this information to military recruiters or institutions of higher education.

### **Participation in Third-Party Surveys**

#### ***Consent Required Before Student Participation in a Federally Funded Survey, Analysis, or Evaluation***

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. [For further information, see policy EF (LEGAL).]

#### ***“Opting Out” of Participation in Other Types of Surveys or Screenings and the Disclosure of Personal Information***

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, selling, or otherwise disclosing that information. Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing,

evaluating, or providing educational products or services for, or to, students or educational institutions.

- 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. [See policies EF and FFAA.]

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

## **REMOVING A STUDENT FROM INSTRUCTION OR EXCUSING A STUDENT FROM A REQUIRED COMPONENT OF INSTRUCTION**

### **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 (HIV) or acquired immune deficiency syndrome (AIDS) 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.

As a parent, you are entitled to review the curriculum materials. In addition, you may remove your child from any part of the human sexuality 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.

### **Reciting a Portion of the Declaration of Independence in Grades 3–12**

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 U.S. government extends diplomatic immunity. [See policy EHBK(LEGAL).]

### **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 U.S. 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. [See **Pledges of Allegiance and a Minute of Silence** on page 84 and policy EC(LEGAL).]

### **Religious or Moral Beliefs**

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 state law.

### **Tutoring or Test Preparation**

Based on informal observations, evaluative data such as grades earned on assignments or tests, or results from diagnostic assessments, a teacher may determine that a student is in need of additional targeted assistance in order for the student to achieve mastery in state-developed essential knowledge and skills. The school will always attempt to provide tutoring and strategies for test-taking in ways that prevent removal from other instruction as much as possible. In accordance with state law and policy EC, the school will not remove a student from a regularly scheduled class for remedial tutoring or test preparation for more than ten percent of the school days on which the class is offered, unless the student's parent consents to this removal.

The school may also offer tutorial services; which students whose grades are below 70 will be required to attend.

[Also refer to policies EC and EHBC, and contact your student's teacher with questions about any tutoring programs provided by the school.]

## **RIGHT OF ACCESS TO STUDENT RECORDS, CURRICULUM MATERIALS, AND DISTRICT RECORDS/POLICIES**

### **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.

You are also entitled to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so by the child's teacher.

### **Notices of Certain Student Misconduct to Noncustodial Parent**

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. [See policy FO(LEGAL) and the Student Code of Conduct.]

## **Participation in Federally Required, State-Mandated, and District Assessments**

You may request information regarding any state or district policy related to your child's participation in assessments required by federal law, state law, or the district.

## **Student Records**

### ***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 school counselor evaluations,
- Reports of behavioral patterns,
- State assessment instruments that have been administered to your child, and
- Teaching materials and tests used in your child's classroom.

### ***Authorized Inspection and Use of Student Records***

A federal law, known as the Family Educational Rights and Privacy Act, or FERPA, affords parents and eligible students certain rights with respect to student education records. For purposes of student records, an "eligible" student is one who is age 18 or older or who is attending an institution of postsecondary education. These rights, as discussed in this section as well as at **Objecting to the Release of Directory Information** on page 17 are:

- The right to inspect and review student records within 45 days after the day the school receives a request for access.
- The right to request an amendment to a student record the parent or eligible student believes is inaccurate, misleading, or otherwise in violation of FERPA.
- The right to provide written consent before the school discloses personally identifiable information from the student's records, except to the extent that FERPA authorizes disclosure without consent.
- The right to file a complaint with the U.S. Department of Education concerning failures by the school to comply with FERPA requirements. The name and address of the office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education

400 Maryland Avenue, SW  
Washington, DC 20202-5901

Both FERPA 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.

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

Inspection and release of student records is primarily restricted to an eligible student or a student's 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 reaches the age of 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.

FERPA permits the disclosure of personally identifiable information from a student's education records, without written consent of the parent or eligible student, in the following circumstances:

- When district school officials have what federal law refers to as a “legitimate educational interest” in a student's records. School officials would include board members and employees, such as the superintendent, administrators, and principals; teachers, school counselors, diagnosticians, and support staff (including district health or district medical staff); a person or company with whom the district has contracted or allowed to provide a particular institutional service or function (such as an attorney, consultant, third-party vendor that offers online programs or software, auditor, medical consultant, therapist, school resource officer, 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 to the school and the student; or investigating or evaluating programs.
- To authorized representatives of various governmental agencies, including juvenile service providers, the U.S. Comptroller General's office, the U.S. Attorney General's office, the U.S. Secretary of Education, TEA, the U.S. Secretary of Agriculture's office, and Child Protective Services (CPS) caseworkers or other child welfare representatives, in certain cases.
  - To individuals or entities granted access in response to a subpoena or court order.
  - To another school, school district/system, or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.
  - In connection with financial aid for which a student has applied or which the student has received.
  - To accrediting organizations to carry out accrediting functions.

- To organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests; administer student aid programs; or improve instruction.
- To appropriate officials in connection with a health or safety emergency.
- When the district discloses information, it has designated as directory information [see **Objecting to the Release of Directory Information** on page 17 for opportunities to prohibit this disclosure].

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

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

A parent or eligible student who wishes to inspect the student’s records should submit a written request to the records custodian identifying the records he or she wishes to inspect. 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. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records. The address of the superintendent’s office is 1700 Ninth Avenue North, Texas City, TX 77590.

The address of the principal’s office is listed on page iiiii of this handbook.

A parent (or eligible student) may inspect the student’s records and request a correction or amendment 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 appropriate records custodian. 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 or on an examination is handled through the general complaint process found in policy FNG(LOCAL). 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. [See FINALITY OF GRADES at FNG(LEGAL), **Report Cards/Progress Reports and Conferences** on page 85, and **Complaints and Concerns** on page 41 for an overview of the process.]

The district’s policy regarding student records found at policy FL is available from the principal’s or superintendent’s office or on the district’s website at [http://pol.tasb.org/Policy/Download/502?filename=FL\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/502?filename=FL(LOCAL).pdf).

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—such as a teacher’s personal

notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

## **Teacher and Staff Professional Qualifications**

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 whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

## **STUDENTS WITH EXCEPTIONALITIES OR SPECIAL CIRCUMSTANCES**

### **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, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent’s return from deployment.

Additional information may be found at <http://tea.texas.gov/index2.aspx?id=7995>.

### **Parental Role in Certain Classroom and School Assignments**

#### ***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. [See policy FDB(LEGAL).]

#### ***Safety Transfers/Assignments***

As a parent, you may:

- Request the transfer of your child to another classroom or campus if your child has been determined by the district to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the campus principal for information.

- Consult with district administrators if your child has been determined by the district to have engaged in bullying and the board decides to transfer your child to another classroom or campus. Transportation is not provided for a transfer to another campus.
  - [See **Bullying** on page 36, policy FDB, and policy FFI.]
- 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. [See policy FDE.]
- Request the transfer of your child to another district 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. If the victim does not wish to transfer, the district will transfer the assailant in accordance with policy FDE.

### **Service/Assistance Animal Use by Students**

A parent, of a student who uses a service/assistance 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/assistance animal on campus.

### **Students in the Conservatorship of the State (Foster Care)**

A student who is currently in the conservatorship (custody) of the state and who enrolls in the district after the beginning of the school year will be allowed credit-by-examination opportunities outside the district's established testing windows, and the district will grant proportionate course credit by semester (partial credit) when a student only passes one semester of a two-semester course.

A student who is currently in the conservatorship of the state and who is moved outside of the district's or school's attendance boundaries, or who is initially placed in the conservatorship of the state and who is moved outside the district's or school's boundaries, is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 transfers to another district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

[See also **Credit by Examination For Advancement/Acceleration** on page 44, **Course Credit** on page 43 and **Students in Foster Care** on page 100 for more information.]

### **Students Who Are Homeless**

Children who are homeless will be provided flexibility regarding certain district provisions, including:

- Proof of residency requirements;
- Immunization requirements;
- Educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness;

- Credit-by-examination opportunities;
- The award of partial credit (awarding credit proportionately when a student passes only one semester of a two-semester course);
- Eligibility requirements for participation in extracurricular activities; and
- Graduation requirements.

If a student in grade 11 or 12 is homeless and transfers to another school district but does not meet the graduation requirements of the receiving district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Federal law also allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing.

[See also **Credit by Examination for Advancement/Acceleration** on page 44 **Course Credit** on page 43, and **Homeless Students** on page 73 for more information.]

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

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district’s overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RTI has the potential to have a positive impact on the ability of districts 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 the timeline prescribed by law once the district receives written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with prior written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents 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*. Both documents may also be found at <http://framework.esc18.net/display/Webforms/LandingPage.aspx>.

The following websites 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>

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is the Texas City ISD Special Education Director at (409) 916-0106.

### **Students Who Receive Special Education Services with Other School-Aged Children in the Home**

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. However, the district is not required to provide transportation to the other children in the household. The parent or guardian should speak with the principal of the school regarding transportation needs prior to requesting a transfer for any other children in the home. [See policy FDB(LOCAL).]

### **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.

### **Students with Physical or Mental Impairments Protected Under Section 504**

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

The designated person to contact regarding a referral for evaluation applicable to Section 504 is the Texas City ISD Special Education Director at (409) 916-0106.

[Also see policy FB.]

## **SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS**

Topics in this section of the Student Handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Where possible, the topics are also organized to alert you to the applicability of each topic based on a student's age or grade level. Should you be unable to find the information on a particular topic, please contact your campus principal at the phone numbers listed on page iv in this handbook.

### **Standards of Student Conduct**

Each student is expected to behave in a responsible manner by observing the following standards:

- Demonstrating courtesy and respect for others
- Attending all classes, regularly and on time
- Preparing for each class and taking appropriate materials and assignments to the class
- Being well-groomed and dressing appropriately as defined by Texas City ISD and/or campus dress code
- Adhering to all campus and classroom rules
- Respecting the rights of other students, staff, and other adults on campus or at school-related activities, on or off campus
- Respecting the property of others, including Texas City ISD property and facilities. Cooperating with or assisting the school staff and school liaison officers in maintaining safety,
  - order, and discipline
- Paying required fees and fines unless waived
- Representing Texas City ISD and Texas City High School in extra-curricular and co-curricular activities with dignity, pride, and sportsmanship
- Adhering to the Student Code of Conduct

The district or school may impose campus or classroom rules in addition to those found in the Student Code of Conduct or Student Handbook. The rules may be listed in the Texas City High School Handbook or posted in classrooms, and violations of these rules may or may not constitute violations of the Student Code of Conduct.

## **Student Rights**

Students who are accused of misconduct have the right to know exactly what the charges are and to express their version of what happened. If the student or the student's parent(s)/guardian(s) believe that the student has been unjustly accused or penalized, they have the right to appeal to the next higher authority as outlined in School Board policies. [See policy FNG.]

## **ABSENCES/ATTENDANCE**

Regular school attendance is essential for a student to make the most of his or her education—to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a child's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents. They are discussed below.

### **Compulsory Attendance**

#### ***Age 19 and Older***

A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If a student age 19 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 thereafter would be unauthorized and may be considered trespassing. [See policy FEA.]

#### ***Between Ages 6 and 19***

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

State law requires attendance in an accelerated reading instruction program when kindergarten, first grade, or second grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

A student will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

### **Exemptions to Compulsory Attendance**

#### ***All Grade Levels***

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining U.S. citizenship;
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders, if the student comes to school or returns to school on the same day as the appointment. A note from the health-care provider must be submitted upon the student’s arrival or return to campus; and
- For students in the conservatorship (custody) of the state,
  - An activity required under a court-ordered service plan; or
  - Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student’s participation in the activity outside of school hours.

As listed in Section I at **Children of Military Families**, absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

### ***Secondary Grade Levels***

In addition, a junior or senior student’s absence of up to two days related to visiting a college or university will be considered an exemption, provided this has been authorized by the board under policy FEA(LOCAL), the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Absences of up to two days in a school year will also be considered an exemption for:

- A student serving as an early voting clerk, provided the district’s board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; and
- A student serving as an election clerk, if the student makes up any work missed.

An absence of a student in grades 6–12 for the purpose of sounding “Taps” at a military honors funeral for a deceased veteran will also be excused by the district.

### **Failure to Comply with Compulsory Attendance**

#### ***All Grade Levels***

School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction, termed “accelerated instruction” by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action.

A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- Is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent without excuse on three or more days or parts of days within a four-week period.

If a student age 12 through age 17 violates the compulsory attendance law, both the parent and student could be charged with an offense.

[See policy FEA(LEGAL).]

### ***Age 19 and Older***

After a student age 19 or older incurs a third unexcused absence, the district will send the student a letter as required by law explaining that the district may revoke the student’s enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student’s enrollment, the district may implement a behavior improvement plan.

### ***Between Ages 6 and 19***

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student’s parent, as required by law, to remind the parent that it is the parent’s duty to monitor his or her child’s attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

If you have questions about your student and the effect of his or her absences from school, please contact the facilitator at (409) 916-0854 or any other campus administrator.

A court of law may also impose penalties against a student’s parent if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six-month period in the same school year.

If a student ages 12–18 incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).]

### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student in kindergarten–grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but

fewer than 90 percent of the days the class is offered may receive credit or a final grade for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class.

### **Possible Make up Hours Options**

- Saturday Class
- Before/After school program
- Summer school or supervised activity
- Attending a flexible school day program
- Academic computer-based program
- Taking an examination to earn credit (Credit by Exam)
- Approved community service hours.
- Summer Programs – MCJROTC
- Testing Time (SAT/ACT, TSI)

If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. [See policy FEC.]

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- If makeup work is completed, absences for the reasons listed above at **Exemptions to Compulsory Attendance** will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will review absences incurred based on the student's participation in board-approved extracurricular activities. These absences will be considered by the attendance committee as extenuating circumstances in accordance with the absences allowed under FM(LOCAL) if the student made up the work missed in each class.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the

student or the student's parent could exercise any control.

- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board by following policy FNG(LOCAL).

The actual number of days a student must be in attendance in order to receive credit or a final grade will depend on whether the class is for a full semester or for a full year.

### **Official Attendance-Taking Time**

The district must submit attendance of its students to the TEA reflecting attendance at a specific time each day.

Official attendance is taken every day during second period or at 10:20 am.

A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

You will receive a phone call from the school if your child is not present in every class. It is the responsibility of the parent to ensure the school has accurate up to date contact information.

### **Documentation after an Absence**

When a student is absent from school, the student—upon arrival or return 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 age 18 or older or is an emancipated minor under state law. An email from the parent may be accepted, but the district requires a **written note within 3 school days**. The note must contain:

- Full name of the student
- Date(s) of the absence
- Specific reason for absence each day
- Parent signature and daytime phone number

If the note is not received within 3 school days of an absence, the absence (even if for a “legitimate” reason) will be considered unexcused.

***\*These absences will count toward the number of days missed in order to gain credit and exemptions.***

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.

### **Doctor’s Note After an Absence for Illness**

Upon returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student’s extended absence from school. Otherwise, the student’s absence may be considered unexcused and, if so, would be considered to be in violation of compulsory attendance laws.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school in order to determine whether the absence or absences will be excused or unexcused.

*\*These absences will count toward the number of days missed in order to gain credit and exemptions.*

[See policy FEC(LOCAL).]

### **Driver License Attendance Verification**

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS. A verification of enrollment (VOE) form may be obtained from the office, which the student will need to submit to DPS upon application for a driver license. To receive a VOE, the student must have a 90% daily attendance rate in the previous semester when requesting a VOE form.

### **Early Dismissal**

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time.

A student who will need to leave school during the day must bring a note from his or her parent that morning and have the following information:

- Reason for Early Dismissal
- Time to leave campus
- How student will leave (i.e., parent pick up, own car, etc.)
- Parent contact (i.e., home phone number, cell phone number, or work number)

Students should provide the note to the attendance clerk in the morning in order to receive an Early Dismissal Slip. Otherwise, a student will not be released from school at times other than at the end of the school day. Unless the grade level principal or principal has granted approval because of extenuating circumstances, or unless a parent comes to the attendance office to sign the student out, a student will not regularly be released before the end of the instructional day.

If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Please remember to have the student bring documentation to the attendance office after an early dismissal **within 3 school days**.

*\*If the student commences school before or after the dismissal for a medical appointment, it will not count toward the number of days missed in order to gain credit or against exemptions.*

### College Visits

Prior arrangement must be made for a student to take a college day. One day prior notice will be required to approve a college visit. When a college day is taken by a student, an affidavit signed by a college official on college stationery must be turned in to the assistant principals’ office the day the student returns to school. Juniors and seniors are allowed to take a college day. No more than 2 college days are allowed, unless the principal decides there is a need for extra days.

### Bell Schedule

Periods	A Lunch Schedule	Periods	B Lunch Schedule	Periods	Pep Rally Schedule A Lunch	Periods	Pep Rally Schedule B Lunch
1 <sup>st</sup>	8:35 - 9:20	1 <sup>st</sup>	8:35 - 9:20	1 <sup>st</sup>	8:35 - 9:20	1 <sup>st</sup>	8:35 - 9:20
Tutoring	9:25 - 9:50	Tutoring	9:25 - 9:50	2 <sup>nd</sup>	9:25 – 10:10	2 <sup>nd</sup>	9:25 – 10:10
2 <sup>nd</sup>	9:55 - 10:40	2 <sup>nd</sup>	9:55 - 10:40	3 <sup>rd</sup>	10:15 – 11:00	3 <sup>rd</sup>	10:15 – 11:00
3 <sup>rd</sup>	10:45 -11:30	3 <sup>rd</sup>	10:45 - 11:30	Lunch	11:00 – 11:30	4 <sup>th</sup>	11:05 – 11:50
Lunch	11:30 - 12:00	4 <sup>th</sup>	11:35 -12:20	4 <sup>th</sup>	11:35 – 12:20	Lunch	11:50 - 12:20
4 <sup>th</sup>	12:05 - 12:50	Lunch	12:20 - 12:50	5 <sup>th</sup>	12:25 – 1:10	5 <sup>th</sup>	12:25 – 1:10
5 <sup>th</sup>	12:55 - 1:40	5 <sup>th</sup>	12:55 - 1:40	6 <sup>th</sup>	1:15 – 2:00	6 <sup>th</sup>	1:15 – 2:00
6 <sup>th</sup>	1:45 - 2:30	6 <sup>th</sup>	1:45 - 2:30	7 <sup>th</sup>	2:05 – 2:50	7 <sup>th</sup>	2:05 – 2:50
7 <sup>th</sup>	2:35 - 3:20	7 <sup>th</sup>	2:35 - 3:20	8 <sup>th</sup>	2:55 – 3:40	8 <sup>th</sup>	2:55 – 3:40
8 <sup>th</sup>	3:25 – 4:10	8 <sup>th</sup>	3:25 – 4:10	Pep Time	3:45 – 4:10	Pep Time	3:45 – 4:10

The Attendance Office at Texas City High School is open from 8:00 A.M. until 4:20 P.M. each school day.

The Attendance Office at La Marque High School is open from 8:00 A.M. until 4:30 P.M. each school day.

The “tutoring” period at La Marque High School will be referred to as “academic enrichment.”

The administration office hours are from 8:00 A.M. until 4:30 P.M. each day.

The switchboard hours are from 8:00 A.M. until 4:30 P.M.

[See **Schedule Changes** on page 91 for information related to student requests to revise their course schedule.]

### ACCOUNTABILITY UNDER STATE AND FEDERAL LAW

Texas City ISD and each of its campuses are held to certain standards of accountability under state and federal law. A key component of the accountability requirements is the dissemination and publication of certain reports and information, which include:

- The Texas Academic Performance Report (TAPR) for the district, compiled by TEA, the state agency that oversees public education, based on academic factors and ratings;
- A School Report Card (SRC) for each campus in the district compiled by TEA based on academic factors and ratings;
- The district’s financial management report, which will include the financial accountability rating assigned to the district by TEA;
- The performance ratings of the district’s evaluation of community and student engagement using the indicators required by law; and
- Information compiled by TEA for the submission of a federal report card that is required by federal law.

Information about all of these can be found on the district’s website at [www.tcisd.org](http://www.tcisd.org). Hard copies of any reports are available upon request to the district’s administration office.

TEA also maintains additional accountability and accreditation information at <http://www.texaschoolaccountabilitydashboard.org> and <http://www.tea.texas.gov>.

## **BULLYING**

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student’s property;
- Places a student in reasonable fear of physical harm or of damage to the student’s property; or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student’s education or substantially disrupts the operation of the school.

Bullying is prohibited by the district and could include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or 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, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the district. [Also see **Safety Transfers/Assignments** on page 103.]

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website.

A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

[Also see **Safety Transfers/Assignments** on page 103, **Dating Violence, Discrimination, Harassment, and Retaliation** on page 46, **Hazing** on page 68, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS**

The district offers career and technical education programs. For information regarding admission to these programs, please see the Course Offering Handbook or contact Richard Chapa, TCISD CTE Director, at (409)916-0024.

Students who participate in CTE courses on another campus may be provided school transportation. If school transportation is provided, then the student must utilize the appropriate school transportation. If school transportation is not supplied, then the student will see the high school administrator, Earl Hall at TCHS and Andrew Callis, Jr. at LMHS.

These programs will be offered without regard to race, color, national origin, sex, or disability. Texas City ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. [Also see **Nondiscrimination Statement** on page 116 for the name and contact information for the Title IX coordinator and Section 504 coordinator, who will address certain allegations of discrimination.]

## **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 at

[http://pol.tasb.org/Policy/Download/502?filename=FFH\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/502?filename=FFH(LOCAL).pdf). 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. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to 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 school 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](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

The following websites might help you become more aware of child abuse and neglect:

- <https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>
- <http://kidshealth.org/en/parents/child-abuse.html>
- <http://taasa.org/resources-2/>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1>
- <https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2>

Reports of abuse or neglect may be made to:

The CPS division of the TDFPS (1-800-252-5400 or on the web at <http://www.txabusehotline.org>).

## **Reporting Procedures for Any Type of Abuse**

All adults with first hand, original actual knowledge are required by law to report abuse or neglect to Child Protective Services or local police. An adult may not delegate someone else to report an abuse case. All district employees are required to submit the oral or written report within 48 hours. If there is a failure to report abuse, you may be charged with a Class A or Class B misdemeanor. Also, it is against board policy that could lead to termination of an employee.

**The identity of any person that reports abuse is confidential. They will be immune from Civil or Criminal liability and are not required to share information with parent(s)/guardians(s).**

**For more information, you may contact the State of Texas Child Abuse Hotline at 1-800- 252-5400 or visit online at <https://reportabuse.ws/>.**

## **CLASS RANK/HIGHEST-RANKING STUDENT**

[For further information, see policy EIC.]

## **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 on the SAT.

\*Beginning with ninth graders in the 2014–15 school year, to be eligible for automatic admission to a Texas four-year college or university, a student must be on track to graduate with the distinguished level of achievement under the foundation graduation program. This means that a student must graduate with at least one endorsement and must have taken Algebra II as one of the four required math courses.

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university. The student is ultimately responsible for ensuring that he or she meets the admission requirements of the university or college to which the student submits an application.

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 during the summer or fall 2017 term, the University will be admitting the top seven percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through a holistic 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 school counselor for further information about automatic admissions, the application process, and deadlines.

<b>ACT</b>		<b>SAT</b>	
<b>Test Date</b>	<b>Registration Deadline</b>	<b>Test Date</b>	<b>Registration Deadline</b>
Sept. 8, 2018	Aug. 10, 2018	Aug. 25, 2018	July 27, 2018
Oct. 27, 2018	Sept. 28, 2018	Oct. 6, 2018	Sept. 7, 2018
Dec. 8, 2018	Nov. 2, 2018	Nov. 3, 2018	Oct. 5, 2018
Feb. 9, 2019	Jan. 11, 2019	Dec. 1, 2018	Nov. 2, 2018
Apr. 13, 2019	Mar. 8, 2019	Mar. 9, 2019	Feb. 8, 2019
June 9, 2019	May 4, 2019	May 4, 2019	Apr. 5, 2019
July 13, 2019	June 14, 2019	Jun. 1, 2019	May 3, 2019

[See **Graduation** on page 60 for information associated with the foundation graduation program].

## **COLLEGE CREDIT COURSES**

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP) or college preparatory;
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with College of the Mainland, which may be offered on or off campus and eligibility is gained through an application process;
- Enrollment in courses taught at other colleges or universities; and
- Certain CTE courses.

Note that if a student wishes to enroll in a community college course that also results in the award of high school course credit at a college that does not include the high school within its service area, the student is limited by state law to enroll in no more than three courses at that particular college or more with principal approval.

All of these methods have eligibility requirements and must be approved prior to enrollment in the course. Please see the school counselor for more information. Depending on the student's grade level and the course, a state-mandated end-of-course assessment may be required for graduation.

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.

## **COMPLAINTS AND CONCERNS**

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office or on the district's website at <http://pol.tasb.org/Policy/Code/502?filter=FNG>.

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

## **CONDUCT**

### **Applicability of School Rules**

As required by law, the board has adopted a *Student Code of Conduct* that prohibits certain behaviors and defines standards of acceptable behavior—on and off campus as well as on district vehicles—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the *Student Code of Conduct*, as well as campus and classroom rules. During any periods of instruction during the summer months, the Student Handbook and *Student Code of Conduct* in place for the year immediately preceding the summer period shall apply, unless the district amends either or both documents for the purposes of summer instruction.

### **Campus Behavior Coordinator**

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinator at each district campus is listed below:

- Lincoln Hypolite, 9th Grade-Texas City High School
- Matthew Cooper, 10th Grade-Texas City High School
- Earl Hall, 11th Grade-Texas City High School
- Randy Baker, 12th Grade-Texas City High School
- Kathryn Aaron, A-J- La Marque High School
- Andrew Callis, Jr., K-Z- La Marque High School
- Lisa Herrera, Collegiate High School, Dual Credit, Full-Time REACH

### **Disruptions of School Operations**

Disruptions of school operations are not tolerated and may constitute a misdemeanor offense. As identified by law, disruptions include the following:

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving district property without authorization from an administrator.
- Disruption of classes or other school activities while on district property or on public property that is within 500 feet of district property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; and entering a classroom without authorization and disrupting the activity with loud or profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

### **Social Events**

School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.

A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.

## **Prom**

All social event criteria apply to Prom. In addition, students must have attendance recovery hours completed before being able to attend Prom. All grade levels attending Prom need to be in good standing according to credits, discipline and attendance. *Students cannot have any fines or fees owed.* Non TCISD students must receive approval from an campus administrator to attend. Students must be within the age range of 14-20 years of age that are attending.

## **CONTAGIOUS DISEASES / CONDITIONS**

[See **Student Illness** under **Health-Related Matters** on page 79.]

## **COUNSELING**

### **Academic Counseling**

High school students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each year, high school students will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities, as well as information on the importance of postsecondary education.

To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission, financial aid, housing, and scholarships as these relate to state colleges and universities. The school counselor can also provide information about workforce opportunities after graduation or technical and trade school opportunities, including opportunities to earn industry-recognized certificates and licenses.

### **Personal Counseling**

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, emotional or mental health issues, or substance abuse. A student who wishes to meet with the school counselor should their teacher, go by the counseling office, put their name on the sign in sheet, and the counselor will visit with them on a first come first serve basis. If the counselor is not in the office the student must return to class. The counselor will call for the student when available. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

[Also see **Substance Abuse Prevention and Intervention** on page 102 and **Suicide Awareness** on page 103.]

## **COURSE CREDIT**

A student in grades 9–12, or in a lower grade when a student is enrolled in a high school credit-bearing course, will earn credit for a course only if the final grade is 70 or above. For a two-semester (1 credit) course, the student’s grades from both semesters will be averaged and credit will be awarded if the combined average is 70 or above. Should the student’s combined average be less than 70, the student will be required to retake the semester in which he or she failed.

### **CREDIT BY EXAMINATION—If a Student Has Taken the Course/Subject**

A student who has previously taken a course or subject—but did not receive credit or a final grade for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam approved by the district’s board of trustees on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school. The opportunity to take an examination to earn credit for a course or to be awarded a final grade in a subject after the student has had prior instruction is sometimes referred to as “credit recovery.”

The school counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject.

The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam.

Texas City High School will use Credit by Exams developed at Texas Tech University or the University of Texas at Austin.

[For further information, see the school counselor and policy EHDB(LOCAL).]

### **CREDIT BY EXAMINATION—If a Student Has Not Taken the Course/Subject**

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement or to accelerate to the next grade level. The exams offered by the district are approved by the district’s board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2017-2018 school year will be published in appropriate district publications and on the district’s website. The only exceptions to the published dates will be for any exams administered by another entity besides the district or if a request is made outside of these time frames by a student experiencing homelessness or by a student involved in the foster care system. When another entity administers an exam, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

The district will no longer cover the cost of CBE exams.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 60 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

### **Credit Recovery**

Texas City High School provides students the opportunity to recover credit through a computer-based program Edgenuity. Students must receive permission from the Dean of Instruction in order to take a course. Priority will be given to graduating seniors. Students must complete an application and be approved in order to be accepted into the credit recovery program.

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation 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 and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office  
[http://pol.tasb.org/Policy/Download/502?filename=FFH\(LOCAL\).pdf](http://pol.tasb.org/Policy/Download/502?filename=FFH(LOCAL).pdf) . [See policy FFH.]

### **Dating Violence**

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, 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; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

### **Discrimination**

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

### **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

### **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, romantic and other inappropriate social

relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

### **Retaliation**

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

### **Reporting Procedures**

Any student who believes that he or she has experienced dating violence, discrimination, harassment, or retaliation should immediately report the problem to a teacher, school counselor, principal, or other district employee. The report may be made by the student's parent. [See policy FFH(LOCAL) and (EXHIBIT) for other appropriate district officials to whom to make a report.]

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

## **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

If the district's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and, in some cases, corrective action, will be taken to address the conduct. The district may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act (FERPA).

A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy FNG(LOCAL).

## **DISCRIMINATION**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 45.]

## **DISTANCE LEARNING**

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies such as mail, satellite, Internet, video-conferencing, and instructional television.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the Texas Virtual School Network (TxVSN), as described below, in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not recognize and apply the course or subject toward graduation requirements or subject mastery.

### **Texas Virtual School Network (TxVSN)**

The Texas Virtual School Network (TxVSN) has been established by the state as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation.

Depending on the TxVSN course in which a student enrolls, the course may be subject to the "no pass, no play" rules. [Also see **Extracurricular Activities, Clubs, and Organizations** on page

56.] In addition, for a student who enrolls in a TxVSN course for which an end-of-course (EOC) assessment is required, the student must still take the corresponding EOC assessment.

If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the school counselor. Unless an exception is made by the campus principal, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

A copy of policy EHDE will be distributed to parents of middle and high school students at least once each year. If you do not receive a copy or have questions about this policy, please contact campus principal.

The additional distance learning opportunities available to district students are by correspondence course recognized by the district.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the principal prior to enrolling in the course or subject. If the student does not receive prior approval, the district may not have recognized and apply the course or subject toward graduation requirements or subject mastery

## **DISTRIBUTION OF LITERATURE, PUBLISHED MATERIALS, OR OTHER DOCUMENTS**

### **School Materials**

Publications prepared by and for the school may be posted or distributed, with the prior approval of the principal or designee. Such items may include school posters, brochures, flyers, etc.

The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

### **Non-school Materials...from students**

Students must obtain prior approval from the Campus Principal before selling, posting, circulating, or distributing any copies of written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

The campus principal has designated the Main Office for approved non-school materials to be placed for voluntary viewing or collection by students. [See policy FNAA.]

A student may appeal a decision in accordance with policy FNG(LOCAL). Any student who sells, posts, circulates, or distributes non-school material without prior approval will be subject to

disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

### **Non-school Materials...from others**

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any non-school material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the Campus Principal for prior review. The Campus Principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

The Campus Principal has designated the Main Office for approved non-school materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

- Distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy GKD(LOCAL) or a non-curriculum-related student group meeting held in accordance with FNAB(LOCAL).
- Distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from district property immediately following the event at which the materials are distributed.

### **DRESS AND GROOMING**

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

- **Visible tattoos** must be covered.
- **Skirts and shorts may be no shorter than 4 inches from the top of the knee.** (This includes shorts or skirts that are worn with leggings; they must be 4 inches from the knee as well)
- **Use of earbuds** during passing periods and meal period is at the discretion of campus administration.

- Visible body piercing (other than the ears and a small nose stud piercing) and related jewelry is prohibited. Prohibited areas of the body include, but are not limited to eyebrow, cheek, tongue, and lips. Band-Aids to cover jewelry or spacers are not allowed.
- **Spiked jewelry** including earrings are prohibited.
- Pants, jeans and/or skirts must be worn above the hip bones (**no sagging**). Clothing must be appropriately sized and remain at the waistline. *Belts must be worn with pants and shorts that have belt loops.*
- **Holes in jeans or pants must be at the knee or below.**
- **Tight fitting workout attire** (tights, spandex, etc.) are not acceptable outside of a designated activity period such as dance or athletics.
- Pajama, sleepwear and blankets are prohibited.
- Shoes and sandals must be worn. **House shoes are prohibited.** For safety reasons, during recess and Physical Education Class (P.E.), tennis shoes or an equivalent type shoe (must have a closed toe and back, and a level rubber sole) are to be worn. Shoes such as flip flops, Crocs, sandals, etc. are not permitted during P.E. For students' protection, all footwear may be reviewed by P.E. teachers and/or campus administrators to determine if it meets safety requirements. All sandals must have a back for safety reasons.
- **Sunglasses worn in the building are not acceptable**, unless approved by the principal or as a result of a doctor's authorization submitted to the principal and nurse.
- **The torso (shoulders, back, stomach, hips and buttocks) must be covered.** Tank tops, crop tops, undershirts or muscle shirts are not allowed. Revealing clothing and see-through materials are not acceptable. Low cut necklines and /or revealing clothing including see-through materials, are not acceptable. All undergarments must be covered.
- Students may not wear attire such as leggings **without acceptable clothing over them**, or jogging / biker's shorts designed for more casual settings. District approved shorts may be worn in Physical Education classes.
- Trench coats, long capes, and dusters are not allowed.
- **Hats, bandanas, sweat bands, or any other head covering are not allowed** on campus unless specifically approved by the principal or designee. Unapproved head coverings worn on campus will be confiscated.

- Chains, billfold/wallet chains, large beaded chains, bicycle chains are prohibited.
- Uniforms or costumes approved by the principal or designee are acceptable.
- Facial hair will be allowed if neatly groomed and non-disruptive.
- Hair must be a natural color including extensions. Colors such as pink, purple, green, orange, blue or variations of these colors are not allowed. Hair should be clean and neatly groomed. Extreme hairstyles are not acceptable. Hairstyles, which pose safety hazards in certain classes, may require that the hair be secured in such a manner as to create the least potential problem. Students may not wear hair rollers to school.
- Observe the basic standards of cleanliness, modesty, good grooming, and dress. All students also have the responsibility to wear clothing, which contributes to their own health and safety as well as that of others.
- Rosary beads worn as jewelry are prohibited.
- Any article of clothing that represents another school or district such as a jersey, letterman's jacket, t-shirts, etc. may not be worn to school and will be confiscated.
- Any other article of clothing or accessory or hairstyle deemed inappropriate, unacceptable, inflammatory, and/or disruptive (such as clothing with lettering, pictures, patches, slogans, symbols, or advertisements that are distracting) may be confiscated by the school. Confiscated items may be claimed by the parent before June 15 annually. Unclaimed articles will be discarded. The district is not responsible for missing items.
- Personal bags, such as purses, must be smaller than 12 inches wide by 12 inches long. All other school related bags for athletics, band, dance, etc., must be stored in an appropriate area during the school day as determined by each coach or director.
- In addition to the District's Dress and Grooming policy, all Extra-curricular including UIL, clubs and organizations may have stricter policies regarding Dressing and Grooming as deemed by their coach, sponsor or administration.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student may be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the ***Student Code of Conduct***. \*This Dress Code Policy applies to all students including Collegiate students while on TCHS and LMHS campuses.

## **ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES**

### **Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones**

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved purposes.

A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The student who is 18 years old or older and/or parent may pick up the confiscated telecommunications device from the principal's office for a fee of \$15.

*1<sup>st</sup> Occurrence-Phone will be confiscated, and student 18 years or older and/or parent will sign an agreement, receive a warning and phone will be returned at the end of the school.*

*2<sup>nd</sup> Occurrence- Phone will be confiscated and student 18 years or older and/or parent and can be pick up at the end of the school day for a fee of \$15.*

*3<sup>rd</sup> Occurrence- Phone will be confiscated and student 18 years or older and/or parent and can be pick up 10 school days later for a fee of \$15.*

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law after June 15<sup>th</sup> annually. [See policy FNCE.]

In limited circumstances and in accordance with law, a student's personal telecommunications device may be searched by authorized personnel. [See **Searches** on page 65 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for damaged, lost, or stolen telecommunications devices.

### **Possession and Use of Other Personal Electronic Devices**

Except as described below, students are not permitted to possess or use personal electronic devices such as MP3 players, video or audio recorders, DVD players, cameras, games, e-readers, or other electronic devices at school, unless prior permission has been obtained. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items.

In limited circumstances and in accordance with law, a student's personal electronic device may

be searched by authorized personnel. [See **Searches** on page 85 and policy FNF.]

Any disciplinary action will be in accordance with the Student Code of Conduct. The district is not responsible for any damaged, lost, or stolen electronic device.

## **Instructional Use of Personal Telecommunications and Other Electronic Devices**

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use (separate from this handbook). When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Acceptable Use of District Technology Resources**

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutext.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology. In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

## END-OF-COURSE (EOC) ASSESSMENTS

[See **Graduation** on page 60 and **Standardized Testing** on page 98

### Semester Exam Exemptions

In order for a student to be eligible for exemption from any final exam, students, teacher(s), and parent(s)/guardian(s) must sign the “Request for Exemption” form. Students should only obtain signatures for classes in which they are requesting an exam exemption if they meet the following criteria:

Student must be passing with an 80 or higher for the semester in the course for which an exemption is sought. Pre-AP and AP courses must have a 90 average or higher.

All obligations must be cleared the day before the first exam.

Students may not have more than 2 excused absences, no unexcused absences and not more than 3 tardies in the exempted class.

A student may not have been assigned SAC for more than two days during the semester.

A student may not have been suspended, assigned DAEP or JJAEP within that school year.

Students are allowed 1 exemption for freshman, 2 for sophomores, 3 for juniors, and 4 for seniors. Subjects with EOC testing requirements may not be exempt.

Any exemption must be approved by the teacher of the exempted exam.

**In general, anytime a student is absent from school, it will count against exam exemptions. However, the following will not count against exemption status: court, extra-curricular, co- curricular, medical appointments if the student comes to school during the day.**

**\*The Exemption policy is subject to change.**

## ENGLISH LANGUAGE LEARNERS

A student who is an English language learner is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student’s parent must consent to any services recommended by the LPAC for an English language learner. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student’s level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services, and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs that the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student’s continued eligibility

for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR L, as mentioned at Standardized Testing on page 98, may be administered to an English language learner, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I end-of-course (EOC) assessment. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to English language learners who qualify for services.

If a student is considered an English language learner and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. You may see a list of various organizations, requirements, and officers on the district website at [www.tcisd.org](http://www.tcisd.org).

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity's coach or sponsor. [Also see **Transportation** on page 104.]

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing inter-district competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uil texas.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or [curriculum@tea.texas.gov](mailto:curriculum@tea.texas.gov).

[See <http://www.uil texas.org> for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district's records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

In addition, the following provisions apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic

class—other than an Advanced Placement (AP) or International Baccalaureate (IB) course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks.

- A student who receives special education services and who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse but may not participate in any competitive activity.
- A student is allowed in a school year up to 10 absences not related to post-district competition, a maximum of 5 absences for post-district competition prior to state, and a maximum of 2 absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.
- All students that participate in UIL Activities will be assessed a \$25.00 fee per year regardless of the number of activities.

Co-Curricular Activities: Students are allowed a maximum of 10 absences each school year. These include field trips, community recognition, or other competition sponsored by the school will not count as absences for attendance purposes. A student may miss a total of 10 days. The student must have a passing grade of 70 or higher in all classes

Extracurricular Activities: An absence from class because of participation in extracurricular activities such as athletics, UIL competition, or other competition sponsored by the school will not count as absences for attending purposes. A student may miss a total 10 days. The student must have a passing grade of 70 or higher in all classes.

## **Standards of Behavior**

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by board policy will apply in addition to any consequences specified by the organization's standards of behavior.

[For further information, see policies at FM and FO.]

## **UIL Academics**

The University Interscholastic League offers the most comprehensive literary and academic competitive program in the nation. It offers more than any other UIL division in terms of activities,

with 22 high school contests. More than half million students participate in UIL academic contests. In addition, the UIL sponsors the Interscholastic League Press Conference, one of the nation's oldest, largest and most highly respected student press associations. These activities, which exist to complement the academic curriculum, are designed to motivate students as they acquire higher levels of knowledge, to challenge students to confront issues of importance, and to provide students with the opportunity to demonstrate mastery of specific skills. You may find needed information on the website at <http://www.uil.utexas.edu/academics/about.html>.

The following is a list of the various events in academic contest: accounting, calculator application, computer application, computer science, current events, literary criticism, mathematics, number sense, ready writing, science, science, spelling, editorial writing, feature writing, headline writing, news writing, social studies, informative speaking, persuasive speaking, poetry interpretation, prose interpretation, CX debate, and LD debate. Students can compete on the district level and advance to regional or state meets. Please contact your classroom teacher if interested.

### **UIL Athletics**

The UIL provides services to its member schools in the organization and administration of region and state championships in 14 sports. The athletics homepage is designed to provide links to all UIL sponsored sports and sports-related information. You may find needed information on the website at <http://www.uil.utexas.edu/athletics/>.

Currently, Texas City High School has the following UIL athletic programs: baseball, basketball, cross-country, football, golf, power lifting, soccer, softball, swimming, tennis, track, and volleyball.

**\*Fees for extra-curricular activities and organizations are subject to change throughout the year.**

### **Offices and Elections**

Certain clubs, organizations, and performing groups will hold elections for student officers.

### **FEES**

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

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

- **Voluntarily** purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- **Voluntarily** purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Any UIL Activity(\$25)
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees (\$15) and student identification cards (\$15).
- Fees for lost, damaged, or overdue library books.
- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that requires use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles** on page 104.]
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit or has not been awarded a final grade because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

**Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the Campus Principal. [For further information, see policy FP.]**

### **Field Trips**

Field trips are intended to enhance or supplement the schools' instructional program. Texas City I.S.D. requires parent permission and emergency information forms to be signed and returned before students are permitted to leave the campus.

Transportation of students in private vehicles driven by a parent, chaperone, employee, or fellow students, is not recommended. Any request of this type must receive approval from the campus principal or sponsor 24 hours prior to the event. Daily attendance, grades and discipline records will be considered prior to granting approval for students to attend field trips. Students needing remediation during the six-weeks review times, may be subject to denial of field trips

## FUNDRAISING

Student groups or classes and/or parent groups may be permitted to conduct fundraising drives for approved school purposes. An application for permission must be made to the Deputy Superintendent of Curriculum and Instruction at least 10 business days before the event. The fundraising must be signed off by the principal and sponsor before it will be considered. Texas City ISD does not allow raffles or awarding one or more prizes by chance at a single occasion among a pool or group of persons who have paid for a ticket that represents a chance to win a prize [For further information, see policies FJ and GE].

## 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.

## GENDER-BASED HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 45.]

## GRADE-LEVEL CLASSIFICATION (Grades 9–12 Only)

After the ninth grade, students are classified according to the number of credits earned toward graduation.

Credits Earned	Classification
0-5.5	Grade 9 (Freshman)
6-11.5	Grade 10 (Sophomore)
12+	Grade 11 (Junior)
19+	Grade 12 (Senior)

## GRADING GUIDELINES

[See information on grading guidelines refer to the *Secondary Grading and Reporting Handbook*.]

## GRADUATION

### Requirements for a Diploma for a Student Enrolled in High School Prior to the 2014–15 School Year

Beginning with students who entered grade 9 in the 2014–15 school year, as well as any currently enrolled high school student who decides to graduate under the foundation graduation program, a student must meet the following requirements to receive a high school diploma from the district:

- Complete the required number of credits established by the state and any additional credits required by the district;
- Complete any locally required courses in addition to the courses mandated by the state;
- Achieve passing scores on certain end-of-course (EOC) assessments or approved substitute assessments, unless specifically waived as permitted by state law; and
- Demonstrate proficiency, as determined by the district, in the specific communication skills required by the State Board of Education (SBOE).

## **Testing Requirements for Graduation**

Students are required, with limited exceptions and regardless of graduation program, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and U.S. History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments or on the state-developed assessment used for entrance into Texas public universities to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment, should a student choose this option. See the school counselor for more information on the state testing requirements for graduation.

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. This may require participation of the student before or after normal school hours or at times of the year outside normal school operations.

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may still be eligible to graduate if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate.

[Also see **Standardized Testing** on page 98 for more information.]

## **Minimum, Recommended, and Advanced/Distinguished Achievement Graduation Programs**

For students who were enrolled in high school prior to the 2014–15 school year, the district offers the graduation programs listed in this section. Students enrolled in high school prior to the 2014–15 school year also have the option to pursue the foundation graduation program as described below. Note that permission to enroll in the Minimum Program as described in this section 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 school 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).]

All students who were enrolled in high school prior to the 2014–15 school year must meet the following credit and course requirements for graduation under the programs listed or may choose to pursue the foundation graduation program as described on page 60:

<b>Courses</b>	<b>Number of Credits: Minimum Program</b>	<b>Number of Credits: Recommended Program</b>	<b>Number of Credits: Advanced/ Distinguished Achievement Program</b>
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2 or 3	4	4
Social Studies, including Economics	3 or 4	4	4
Physical Education*	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts	1	1	1
Electives**	6.5 credits	5.5 credits	4.5 credits
Miscellaneous			Completion of 4 Advanced Measures***
<b>TOTAL</b>	<b>22 credits</b>	<b>26 credits</b>	<b>26 credits</b>

A student who is unable to participate in physical activity due to a disability or illness maybe able to substitute a course in English language arts, mathematics, science, or social studies for the required credit of physical education. This determination will be made by the student’s ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\* State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit

requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

\*\*\* A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

1. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
2. Test data where a student receives:
  - a. A score of 3 or above on an Advanced Placement (AP) exam;
  - b. A score of 4 or above on an International Baccalaureate (IB) exam; or
  - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
3. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

\* the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\* State rules prohibit a student from combining a half-credit of a course for which there is an EOC assessment with another half-credit of an elective credit course to satisfy an elective credit requirement. However, the district will allow a student to satisfy a graduation requirement for which there are multiple options with one-half credit of one allowable option and one-half credit of another allowable option, if neither course has an EOC assessment.

\*\*\*\* A student graduating under the Advanced/Distinguished Achievement Program must also achieve a combination of four of the following advanced measures:

4. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
5. Test data where a student receives:
  - a. A score of 3 or above on an Advanced Placement (AP) exam;

- b. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
6. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.
7. An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.
8. Test data where a student receives:
  - a. A score of 3 or above on an Advanced Placement (AP) exam;
  - b. A score of 4 or above on an International Baccalaureate (IB) exam; or
  - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
9. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

## **Foundation Graduation Program**

Every student in a Texas public school who entered grade 9 in the 2014–15 school year and thereafter will graduate under the “foundation graduation program.” Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (STEM); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. A personal graduation plan

will be completed for each high school student, as described on page 60. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to the school counselor for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgments” that will be acknowledged on a student’s transcript. Performance acknowledgments are available for outstanding performance in bilingualism and biliteracy, in a dual credit course, on an AP or IB exam, on certain national college preparatory and readiness or college entrance exams, or for earning a state recognized or nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgments are prescribed by state rules, and the school counselor can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–15 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to that student. See the school counselor for additional information.

The foundation graduation program requires completion of the following credits:

<b>Course Area</b>	<b>Number of Credits: Foundation Graduation Program</b>	<b>Number of Credits: Foundation Graduation Program With an Endorsement</b>
English/Language Arts	4	4
Mathematics	3	4*
Science	3	4
Social Studies, including Economics	3	3
Physical Education**	1	1
Language other than English***	2	2
Fine Arts	1	1
Electives	5	7

<b>Course Area</b>	<b>Number of Credits: Foundation Graduation Program</b>	<b>Number of Credits: Foundation Graduation Program With an Endorsement</b>
Miscellaneous		Available Endorsements****: Science, Technology, Engineering, and Mathematics Business and Industry Public Services Arts and Humanities Multidisciplinary Studies
<b>TOTAL</b>	22 credits	26 credits

\* In order to obtain the distinguished level of achievement under the foundation graduation program, which will be denoted on a student's transcript and is a requirement to be considered for automatic admission purposes to a Texas four-year college or university, a student must complete an endorsement and take Algebra II as one of the 4 mathematics credits.

\*\* A student who is unable to participate in physical activity due to a disability or illness may be able to substitute a course in English language arts, mathematics, science, social studies, or another locally determined credit-bearing course for the required credit of physical education. This determination will be made by the student's ARD committee, Section 504 committee, or other campus committee, as applicable.

\*\*\* Students are required to earn two credits in the same language other than English to graduate. Any student may substitute computer programming languages for these credits. In limited circumstances, a student may be able to substitute this requirement with other courses, as determined by a district committee authorized by law to make these decisions for the student.

\*\*\*\* A student must specify upon entering grade 9 the endorsement he or she wishes to pursue.

### ***Personal Graduation Plans for Students Under the Foundation Graduation Program***

A personal graduation plan will be developed for each high school student who is subject to the requirements of the foundation graduation program. The district encourages all students to pursue a personal graduation plan that includes the completion of at least one endorsement and to graduate with the distinguished level of achievement. Attainment of the distinguished level of achievement entitles a student to be considered for automatic admission to a public four-year college or university in Texas, depending on his or her rank in class. The school will review personal graduation plan options with each student entering grade 9 and his or her parent. Before the end of grade 9, a student and his or her parent will be required to sign off on a

personal graduation plan that includes a course of study that promotes college and workforce readiness and career placement and advancement, as well as facilitates the transition from secondary to postsecondary education. The student's personal graduation plan will denote an appropriate course sequence based on the student's choice of endorsement.

Please also review TEA's Graduation Toolkit, available here:

<http://tea.texas.gov/communications/brochures.aspx>.

A student may, with parental permission, amend his or her personal graduation plan after the initial confirmation.

### **Available Course Options for All Graduation Programs**

Information regarding specific courses required or offered in each curriculum area will be distributed to students each spring in order to enroll in courses for the upcoming school year. Note that the district may require the completion of certain courses for graduation even if these courses are not required by the state for graduation.

Please be aware that not all courses are offered at every secondary campus in the district. A student who wants to take a course not offered at his or her regular campus should contact the school counselor about a transfer or other alternatives. If the parents of at least 22 students request a transfer for those students to take a course in the required curriculum other than fine arts or CTE, the district will offer the course for the following year either by teleconference or at the school from which the transfers were requested.

### **Certificates of Coursework Completion**

A certificate of coursework completion will not be issued to a student who has successfully completed state and local credit requirements for graduation but has not yet demonstrated satisfactory performance on the state-mandated tests required for graduation.

### **Students with Disabilities**

Upon the recommendation of the admission, review, and dismissal (ARD) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her IEP and in accordance with state rules.

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

[See policy FMH(LEGAL).]

Please also be aware that if an ARD committee places a student with a disability on a modified curriculum in a subject area, the student will be automatically placed in the Minimum Program,

if that program is applicable based on the school year in which the student entered high school, in accordance with state rules.

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress and, if so, whether successful performance is required for graduation, or whether an alternative assessment is more appropriate. STAAR Alternate 2 is the alternative assessment currently allowed by the state. [See **Standardized Testing** for additional information.]

ARD committees for students with disabilities who receive special education services and who are subject to the foundation graduation program will make instructional and assessment decisions for these students in accordance with state law and rules. In order to earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student's chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

### **Graduation Activities**

Graduation activities will include Commencement Exercises as well as other activities determined by the High School Administration.

Students, who have met coursework requirements for graduation but have not yet demonstrated satisfactory performance on end-of-course assessments and have not been declared eligible to graduate by an individual graduation committee, if applicable, will not be allowed to participate in graduation activities.

### **Graduation Speakers**

[See FNA(LOCAL) and the Student Code of Conduct. For student speakers at other school events, see **Student Speakers** on page 100.]

### **Graduation Expenses**

Because students and parents will incur expenses in order to participate in the traditions of graduation—such as the purchase of invitations, senior ring, cap and gown, and senior picture—both the student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred in the junior year or first semester of the senior year. [See **Student Fees** on page 58.]

## **Scholarships and Grants**

Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program, for as long as those programs are in place, or who complete the foundation graduation program, may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

Local scholarships, funded by community groups, are awarded each year. To become eligible for each scholarship, a student must complete the proper application form and file it in the counselor's office or appropriate person noted on application by the indicated deadline. Students should listen to announcements, check the appropriate bulletin boards, check the senior office, and visit their counselor for more information. You may check the website at [www.tcisd.org](http://www.tcisd.org).

## **HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 45.]

## **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.

[Also see **Bullying** on page 36 and policies FFI and FNCC.]

## **HEALTH-RELATED MATTERS**

### **Student Illness**

When your child is ill, please contact the school to let us know he or she won't be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until fever-free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

## **Bacterial Meningitis**

State law requires the district to provide information about bacterial meningitis:

- What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common, and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

- What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

- How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

- How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. \* The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

- What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

- Where can you get more information?

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

\* Please note that the TDSHS requires at least one meningococcal vaccination for a student ages 11 to 12 or for a student enrolling in grades 7–12, and state guidelines recommend this vaccination be administered between ages 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

[Also refer to **Immunization** on page 73 for more information.]

## **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.

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed on the district website. <http://pol.tasb.org/Policy/Code/502?filter=FFAF> .

## **Head Lice**

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats, and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parent to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return.

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

## **School Health Advisory Council (SHAC)**

During the preceding school year, the district's School Health Advisory Council (SHAC) held 4 meetings. Additional information regarding the district's SHAC is available through the Executive Director for Support Services.

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

[See policies at BDF and EHAA.

## **Student Wellness Policy/Wellness Plan**

Texas City ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact John VanDever, Director of Nutrition Services, with questions about the content or implementation of the district's wellness policy and plan.

## **Other Health-Related Matters**

### ***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.

### ***Vending Machines***

The district has adopted and implemented the state and federal policies and guidelines for food service, including the guidelines to restrict student access to vending machines. For more information regarding these policies and guidelines, see the campus principal. [See policies at CO and FFA.]

### ***Tobacco and E-Cigarettes Prohibited***

Students and campus visitors are prohibited from possessing or using any type of tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while on school property at any time or while attending an off-campus school-related activity.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

### ***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 the district’s designated asbestos coordinator, at (409) 916-0141.

### ***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 U.S. 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 Director of Facilities and Transportation, who serves as the district's IPM coordinator, at 409-916-0145.

## **HOMELESS STUDENTS**

You are encouraged to inform the district if you or your child are experiencing homelessness. District staff can share resources with you that may be able to assist you and your family.

For more information on services for homeless students, contact the district's homeless education liaison, at (409) 916-0845.

[See also **Students Who Are Homeless** on page 73.]

## **HOMEWORK**

[See Secondary Grading and Reporting Handbook **under** Homework/Studying]

## **ILLNESS**

[See **Student Illness** under **Health-Related Matters** on page 73.]

## **IMMUNIZATION**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by the district. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or online at <https://corequest.dshs.texas.gov/>. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

The immunizations required are: diphtheria, tetanus, and pertussis; measles, mumps, and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and meningococcal. The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the TDSHS. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a lifelong condition.

As noted at **Bacterial Meningitis**, entering college students must also, with limited exception, furnish evidence of having received a bacterial meningitis vaccination within the five years prior to enrolling in and attending classes at an institution of higher education. A student wanting to enroll in a dual credit course taken off campus may be subject to this requirement.

[For further information, see policy FFAB(LEGAL) and the TDSHS website:  
<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

## **LAW ENFORCEMENT AGENCIES**

Texas City I.S.D. contracts with Galveston County Sheriff's Department for services of liaison officers who are assigned to Texas City High School. The officers are licensed Texas peace officers and can exercise the power of a peace officer, including the issuing of a citation to students on school property or at school activities. Citations may be issued for violating any statute of the Texas Penal Code including, but not limited to, disorderly conduct, fighting, abusive language, or severe classroom disruption. Liaison officers may question students without prior parent notification. Texas City ISD also employs hall monitors for Texas City High School. The hall monitors assist with monitoring the parking lots, student behavior, checking hall passes, escorting students to appropriate offices, reporting truancy, directing visitors, and monitoring traffic safety.

### **Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation. In other circumstances:

- 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.
- Interrogations—Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students.

### **Students Taken into Custody**

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.

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

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal will immediately notify the superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Notification of Law Violations**

The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested, or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate district personnel in regard to a student who is required to register as a sex offender.

[For further information, see policies FL(LEGAL) and GRAA(LEGAL).]

### **LEAVING CAMPUS**

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- A parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- For students in high school, the same process will be followed. If the student's parent will authorize the student to leave campus unaccompanied, a note provided by the parent must be submitted to the main office in advance of the absence, no later than two hours prior to the student's need to leave campus. A phone call received from the parent may be accepted, but the school may ultimately require a note to be submitted for documentation purposes. Once the office has received information that the student's parent consents to the student leaving campus, a pass will be issued to the student to hand to his or her teacher with the necessary information. The student must sign out through the main office and sign in upon his or her return, if the student returns the same day. If a student is 18 years of age or is an emancipated minor, the student may produce a note on his or her own behalf. Documentation regarding the reason for the absence will be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

### **During Lunch**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **At Any Other Time During the School Day**

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal or designee.

TCISD High Schools are closed campuses. Once students arrive on campus they may not leave until the official dismissal time of the school day unless they comply with the following:

- Present a signed note from a parent/guardian to the attendance office.
- Receive permission from the appropriate office before leaving campus.
- Have permission to leave school for College of the Mainland courses.
- Have a filler class during the day.
- Have permission to leave school because of a job.
- Students attending off campus sites will have a designation on their student ID.

**Failure to follow any of these procedures or guidelines results in an unexcused absence (truancy).**

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **LIMITED ENGLISH PROFICIENT STUDENTS**

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain state statutes and state rules, is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled and eligible.

In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program.

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at Standardized Testing on page 98, may be administered to a LEP student, or, for a student up to grade 5, a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from an otherwise required state-mandated assessment or may waive certain graduation requirements related to the English I and II end-of-course (EOC) assessments. The Texas English Language Proficiency Assessment

System (TELPAS) will also be administered to LEP students who qualify for services. If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

## **LOST AND FOUND**

A "lost and found" collection box is located in the 11<sup>th</sup> grade AP office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester. Lost articles and books are to be turned in to the office. Items left outside lockers, in the halls, and in other places of the school will be picked up and taken to the office. Unclaimed items may be disposed of at the end of the semester. **Students are discouraged from bringing or wearing expensive clothing, sunglasses, jewelry, large amounts of cash, cell phones, iPods, video devices, etc.** Texas City I.S.D. and Texas City High School are not responsible for personal items which are lost, damaged or stolen. MAKEUP WORK

## **Makeup Work Because of Absence**

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

A student is encouraged to speak with his or her teacher if the student knows of an absence ahead of time, including absences for extracurricular activities, so that the teacher and student may plan any work that can be completed before or shortly after the absence. Please remember the importance of student attendance at school and that, even though absences may be excused or unexcused, all absences account for the 90 percent threshold in regard to the state laws surrounding "attendance for credit or final grade." [See also **Attendance for Credit or Final Grade** on page 29.]

A student involved in an extracurricular activity must notify his or her teachers ahead of time about any absences.

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

## **DAEP Makeup Work**

### ***Grades 9–12***

A high school student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

### **In-School Suspension (ISS) Makeup Work**

A student removed from the regular classroom to in-school suspension or another setting, other than a DAEP, will have an opportunity to complete before the beginning of the next school year each course the student was enrolled in at the time of removal from the regular classroom. The district may provide the opportunity by any method available, including a correspondence course, another distance learning option, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FO(LEGAL).]

Students and their parents are encouraged to discuss options with the teacher or counselor to ensure the student completes all work required for the course or grade level. Students who receive ISS as a punishment will have regular school hours of 8:35 -4:10 and serve a 20 minute after-school detention. Students will be released at 4:30 from the ISS room (*TCHS*). Students must serve all of the time on the day(s) assigned. Students will only be released early if a parent/guardian checks them out of school. The time missed must be made up starting on the first day back to campus and will start from the time the student left campus. Students will adhere to the campus dress code during the ISS assignment. Students may bring a sack lunch or will be provided a sack lunch from the cafeteria. (Lunch rates will apply.) [See policy FO (LEGAL).] *LMHS: Students will serve ISS during regular school hours with dismissal at 4:10.*

### **MEDICINE AT SCHOOL**

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

The district will not purchase nonprescription medication to give to a student. District employees will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids, or dietary supplements, with the following exceptions:

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities.
- In certain emergency situations, the district will maintain and administer to a student nonprescription medication, but only as follows:
  - In accordance with the guidelines developed with the district's medical advisor; and
  - When the parent has previously provided written consent to emergency treatment on the district's form.

Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school.

For students at the elementary level, the student's teacher or other district personnel will apply sunscreen to a student's exposed skin if the student brings the sunscreen to school and requests assistance with the application of the sunscreen. Nothing prohibits a student at this level from applying his or her own sunscreen if the student is capable of doing so.

For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

## **Psychotropic Drugs**

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policy FFAC.]

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination and as required by law, Texas City ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Title II of the Americans with Disabilities Act of 1990 (ADA), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Assistant Superintendent of Human Resources, 1700 9<sup>th</sup> Ave. N., Texas City, TX 77590 and 409-916-0107
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Director of Special Education, 1700 9<sup>th</sup> Avenue North, Texas City, TX 77592, (409) 916-0106.
- All other concerns regarding discrimination: See the superintendent, Dr. Rodney Cavness, 1700 9<sup>th</sup> Avenue North, Texas City, TX 77592.

[See policies FB, FFH, and GKD.]

## **NONTRADITIONAL ACADEMIC PROGRAMS**

[See **Requirements for a Diploma** on pages 31.]

## Overnight Trip Rules and Guidelines

This trip is a sponsored school function; therefore, all campus rules, regulations and policies are in effect.

### CONDUCT

All students are representing their family, team, school, and community. All students should conduct themselves accordingly. Extra-curricular activities and field trips like this are a privilege, not a right. Inappropriate behavior of any type as deemed by the chaperone will not be tolerated. **Disruptive actions on any student's part may not only lead to serious consequences, but also cancellation of future school trips.**

The following forms of behavior **will not be tolerated** at any time on the trip.

- A. Smoking (including cigarettes, e-cigs, vapes, cigars, marijuana, etc.)
- B. Drinking alcohol
- C. Use of drugs or illegal substances or their possession
- D. Any form of hazing or horseplay
- E. Leaving the group unexcused (AWOL)
- F. Abusing the curfew
- G. Having members of opposite sex in your room (or you in their room)
- H. Vandalism – Damage to property
- I. Fighting – verbal or physical
- J. Tardiness
- K. Use of improper or abusive language
- L. Disrespect toward staff, chaperones, other students, and other people in general

### CONSEQUENCES

Any violation of rules A, B, C, D, and E may result in suspension or expulsion from school and immediate dismissal from the trip. This will be an expense absorbed by your parent or guardian. Violation of rules F through L will be reviewed by the staff and may result in serious consequences. If there are concerns, please feel free to discuss them with the Organization Sponsor.

### BAGGAGE INSPECTION

All luggage, purses, and carry-on bags will be inspected prior to leaving. Students found in violation of school rules and trip policy (depending on the violation) will **not** be allowed to participate in the trip.

## **DRESS**

Personal appearance and actions represent not only the student, but the travel program, the school, and the School District. Dirty, sloppy, torn clothing should not be worn during any part of the trip. See SUGGESTED ITEMS FOR THE TRIP)

## **SUGGESTED ITEMS FOR THE TRIP\***

Do not over pack! Be conservative in estimating what will be needed. Dress casually (but neatly).

- A. Camera/Film
- B. Spending money – minimal amount
- C. One suitcase (reasonable size)
- D. One carry-on (gym bag or overnighter)
- E. Appropriate clothes and shoes – over 20,000 steps walked a day!
- F. Jacket/Sweater
- G. Toiletries
- H. Rain gear
- I. Headgear (hat) sun/rain

\*Students are responsible for their belongings at all times. Be cautious – leave valuables at home, including good watches, jewelry, expensive cameras, etc.

## **MISCELLANEOUS**

**Medication** – Students should notify sponsor and other chaperones of medication and any health problems or necessities.

**First Aid Kit** – Please ask any of the chaperones for help, if needed.

**Hotel Courtesy and Safety** – DO NOT LEAVE MONEY OR VALUABLES IN ROOMS. Respect other people who are also staying in the hotel.

**QUIET HOURS** – Curfews are determined by travel sponsor.

Do not slam doors or tie up the hotel switchboard calling room to room.

Loud talking, unnecessary confusion, profanity, or horseplay will not be tolerated!

Radios will not be played in the hallways at any time.

TV/Radio volume will be kept at a soft volume so as not to disturb other guests.

**No one is to be out of their room after curfew! Breaking this rule may result in a call home and your expulsion from the trip. Your trip home is at your own expense.**

**Curfew Time** – will be announced daily and may change according to the activities and events of the day. All students are to be in their rooms by the announced time (that means you must make your phone calls, get your snacks from the machine, etc., before curfew). You are expected to prepare for bed as lights out will occur thirty (30) minutes after curfew.

**Telephones** - If you plan to call home, use the pay phones in the lobby or your own cell phone so your room doesn't get charged for your calls.

**Tardiness** – BE ON TIME (or early)! Do not make the group wait for you. We have a lot to see each day and we want to make sure we have time for it!

**Snacks/Beverages** – There should be caution used in snacking. All trash must be disposed of properly. Hotel and bus cleanliness must be maintained by all participants at all times.

**Bed Check** – Travel sponsor and other chaperones will be checking rooms at curfew time and other times as desired.

**Room Inspection** – may take place at any time. Keep it tidy and "picked up."

**"Boys Rooms" & "Girls Rooms"** are off limits to the opposite sex. At no time may a student enter a room of the opposite sex. This also includes any room of any other person in the hotel complex.

**Hazing** – is defined as any act or ceremony which creates the risk of harm to the student or to any other party and that is committed as a form of initiation into a particular club or activity. No form of hazing will be tolerated. Consequences may include immediate removal from the trip.

**Vandalism** – Any damage or destruction to hotel or other property will become the financial responsibility of the person or persons involved. If no one person assumes responsibility or blame, an equal financial factor will be assessed to all persons involved as set by the hotel management (or other) and approved by the proper school personnel.

**Common Sense and Student Code of Conduct** should be your guide. Don't let yourself get caught up in stupid pranks. One small moment of glory may cost you, as well as others, much unnecessary grief. Remember, future trips for others will depend on the success of this trip.

**\*Remember to stop and think before you act!**

## PARENTAL INVOLVEMENT

### Working Together

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 and engagement 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 school counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.
- Monitoring your child's academic progress and contacting teachers as needed. [See **Academic Counseling** on page 43.]
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, school counselor, or principal, please call the school office for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See **Report Cards/Progress Reports and Conferences** on page 85.]
- Becoming a school volunteer. [For further information, see policy GKG and **Volunteers** on page 107.]
- Participating in campus parent organizations. Parent organizations vary by campus but may include various extra-curricular activities/organizations such as booster clubs for athletics, cheerleading, drill team, choir, band, parent involvement committees, such as PTO/PTA/PIE, project graduation, agriculture.
- 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. [For further information, see policies at BQA and BQB, and contact the Assistant Superintendent for Support Services at (409) 916-0116.
- Serving on the School Health Advisory Council (SHAC), assisting the district in ensuring local community values are reflected in health education instruction and other wellness

issues. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council (SHAC)** on page 68.]

- Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.
- Being aware of the school's ongoing bullying and harassment prevention efforts.
- Contacting school officials if you are concerned with your child's emotional or mental well-being.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

### **Personal Messages**

In order to keep classroom interruption to a minimum, the office personnel will not deliver personal messages to students during class time except in case of an emergency. Parents are encouraged to communicate any instructions to their children before they arrive to school.

## **PHYSICAL EXAMINATIONS/HEALTH SCREENINGS**

### **Athletics' Participation**

A student who wishes to participate in, or continue participation in, the district's athletics program governed by the UIL must submit certification from a health-care provider authorized under UIL rules that the student has been examined and is physically able to participate in the athletic program.

This examination is required to be submitted annually to the district. Students may pick up a form from the athletic trainer. Students may get physicals from their normal care provider or at the Teen Health Clinic located behind Blocker Middle School.

This examination is required to be submitted annually to the district.

### **Other Exams and Screenings**

Students are required to undergo a risk assessment for Type 2 diabetes at the same time the district screens students for hearing and vision issues, or for abnormal spinal curvatures. Question concerning the screening should be directed to the campus nurse.

[Also see policy FFAA.]

## **Plagiarism /Academic Dishonesty**

Any misrepresentation of another's work as one's own including copying of sentences, phrases, images, and entire essays, passages from an undocumented source, musical scores, and other similar work is considered plagiarism/academic dishonesty. Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary actions according to Student Code of Conduct and Texas City High School guidelines. The following are behaviors defined as cheating:

- Giving or receiving information, looking on someone else's paper or allowing someone else to see one's paper during an exam, test or quiz.
- Unauthorized receipt or distribution of an exam, test or quiz contents, materials, or answer key.
- Use of unauthorized resources such as notes during an exam.
- Taking an exam, producing a project, paper, or assignment for another student or asking someone to take an exam or producing a project, paper or assignment for you.
- Copying work assigned to be done independently or letting other copy one's work.

## **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

Each school day, students will recite the Pledge of Allegiance to the U.S. flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge. [See **Reciting the Pledges to the U.S. and Texas Flags** on page 84.]

State law requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first-class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

[See policy EC for more information.]

## **PRAYER**

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

## **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 standards. A student in grades 9-12 will be advanced a grade level based on the number of course credits earned. [Also see **Grade Level Classification**]

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 9, students enrolled in grade 8 must perform satisfactorily on the mathematics and reading sections of the grade 8 assessment in English.

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, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, for federal accountability purposes, the student may be required to take both the grade level assessment and EOC assessment.

If a student in grades 3–8 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 only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

**[See Standardized Testing.]**

Parents of a student at any grade level at or above grade 3 who does not perform satisfactorily on his or her state-mandated 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. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

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. [See policy EIE.]

Students will also have multiple opportunities to retake EOC assessments. [See **Graduation and Standardized Testing** for more information about EOC assessments.]

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, school counselor, or special education director.

A Personal Graduation Plan (PGP) will be prepared for any student at the middle school or junior high level 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 additional information, see the counselor or principal and policy EIF (LEGAL).] 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.

For information related to the development of personal graduation plans for high school students, see **Personal Graduation Plans for Students Under the Foundation Graduation Program** on page 60

## **RELEASE OF STUDENTS FROM SCHOOL**

[See **Leaving Campus** on page 75.]

## **REPORT CARDS/PROGRESS REPORTS AND CONFERENCES**

Report cards with each student's grades or performance and absences in each class or subject are issued at least once every 9 weeks.

At the end of the first three weeks of a grading period, parents will receive a progress report if their child's performance in any course/subject area is near or below 70, or is below the expected level of performance. Progress reports are sent home following the third week of each nine-week grading period. Report cards are sent to the parent at the end of each nine-week period. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. [See **Working Together** on page 87 for how to schedule a conference.]

Teachers follow grading guidelines that have been approved by the superintendent pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period, semester, or course. State law provides that a test or course

grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district’s grading policy. [See policy EIA(LOCAL) and *Secondary Grading and Grading Guidelines*

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the student or parent may request a conference with the principal in accordance with FNG(LOCAL).

The report card or unsatisfactory progress report will state whether tutorials are required for a student who receives a grade lower than 70 in a class or subject.

## Texas City ISD Report Card and Progress Report Schedule 2018-2019

	<b>Nine Week Term 1</b>	<b>Nine Week Term 2</b>	<b>Nine Week Term 3</b>	<b>Nine Week Term 4</b>
<b>Term Begins</b>	Aug. 20, 2018	Oct. 23, 2018	Jan. 8, 2019	Mar. 26, 2019
<b>Third Week of Term Ends</b>	Sept. 7, 2018	Nov. 9, 2018	Jan. 25, 2019	Apr. 12, 2019
<b>Progress Reports Issued</b>	Sept. 12, 2018	Nov. 14, 2018	Jan. 30, 2019	Apr. 17, 2019
<b>Sixth Week of Term Ends</b>	Sept. 28, 2018	Dec. 7, 2018	Feb. 15, 2019	May 3, 2019
<b>Progress Reports Issued</b>	Oct. 3, 2018	Dec. 12, 2018	Feb. 20, 2019	May 8, 2019
<b>Grading Period Ends</b>	Oct. 22, 2018	Dec. 20, 2018	Mar. 25, 2019	May 30, 2019
<b>Report Cards Issued</b>	Oct. 29, 2018	Jan. 16, 2019	Apr. 3, 2019	May 30, 2019

### RETALIATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 45.]

### SAFETY

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

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

### **Accident Insurance**

Soon after the school year begins, parents will have the opportunity to purchase low-cost accident insurance that would help meet medical expenses in the event of injury to their child.

At the beginning of the school year, the district will make available to students and parents a low-cost student accident insurance program. Premiums will be returned to and claims will be submitted through the principal's office, but the district shall not be responsible for the cost of treating injuries or assume liability for any other costs associated with an injury. Before participating in a school sponsored trip outside the district or in school sponsored athletics, students and parents must purchase the student accident insurance or show proof of insurance or sign a form rejecting the insurance offer thus waiving any claim against the district for any injury which may result.

### **Preparedness Drills: Evacuation, Severe Weather, and Other Emergencies**

From time to time, students, teachers, and other district employees will participate in preparedness drills of emergency procedures. When the command is given, or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

#### **Fire Drill**

An alarm will be activated on the panel or the pull station, and students will leave the building according to evacuation routes.

#### **Tornado Drill Bells**

One continuous siren from the city or continuous bell will be sounded at the campus, and students will move quietly but quickly to the designated locations and sit down, bend head between knees and cover the head. Bells or a verbal announcement will tell students all is clear.

## Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment, and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information that the nurse or the teacher needs to know.

## Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early, or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

The district will rely on contact information on file with the district to communicate with parents in an emergency situation, which may include real-time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the district has changed.

### 1. Monitor the following media sources for emergency news of Texas City schools:

- KTRH (740 AM) -- Houston
- Texas City (530 AM)
- Texas City ISD Cable Station - Stingaree TV - Channel 18
- All Houston television stations and The Daily News

### 2. Announcement of Closed Schools

This plan goes into effect upon the occurrence of any disaster or severe weather condition occurring when the schools are not in session and the emergency prevents the normal operation of the schools.

When severe weather conditions or other factors pose a threat to the normal operations of the schools, the superintendent shall evaluate the hazards, and prior to 6:00 a.m. of the school day, determine if school is to be held. If school is not going to be held, the following policy will be put into place.

In the event of a **hurricane, flooding**, or other **severe weather conditions** or **emergency situation**, area radio and television stations and local newspapers will receive updated information from TCISD school officials concerning school closings or altered schedules.

TCISD is part of the Emergency Communication System based in Houston. In the event of a power failure in our immediate area, KTRH Radio Station (740 AM) and the city of Texas City's emergency station (530 AM) will broadcast emergency information to assist factories, governmental agencies, schools, hospitals and other major employers in the Houston/Galveston area, in anticipation of emergency weather conditions.

### **3. If Weather Conditions Worsen During School Day**

If schools do open, and weather conditions worsen during the course of the day, schools will not be closed early since the vast majority of Texas City's students come from households where both parents work. If school were to be dismissed early, those children would go home to empty houses during a dangerous weather situation. They are much safer at school where they will be supervised until time to go home.

Whenever road conditions allow for the buses to run safely, drivers will deliver students to the established bus stops. If buses cannot enter a subdivision because of road conditions, parents may meet the bus at the main roads and escort their children home.

If weather conditions make all roads impassable, the students will remain in the schools and will be well supervised, warm, dry, and fed until they can be transported home, or until their parents come for them. Parents may, of course, come to pick up their children at any time during a bad weather situation in accordance with district procedures.

#### **Emergency Procedures/Evacuation / Shelter in Place**

Emergency situations may require the evacuation of buildings.

- ▮ The decision to evacuate and the destination of the evacuees will be made by the designated emergency situation manager.
- ▮ TCISD has sufficient buses available to transport approximately 2,200 students at one time. The nature of the emergency will determine allocation of buses.

**Internal situations** will normally affect only one school and are directed by the respective principal; if it is determined that the facility is not safe to continue operation, the District will provide all available buses to transport students to another district facility for supervised custody until arrangements can be made for appropriate transportation to their residence.

**External situations** which could trigger an evacuation of one or more schools will normally be related to chemical spills.

**1. Chemical Spills and Toxic Fumes** Shelter in place or evacuation will depend on whether the chemical is toxic, producing toxic fumes, or flammable, as well as the direction and strength of the wind. If the source of the emergency situation is on the leeward side of a District facility, and there are no other complicating factors, the emergency would warrant close monitoring and no other response. A predicted change in wind direction or an emergency situation site on the windward side of a District facility would require shelter in place or evacuation of all facilities which could be affected.

Following the decision of the emergency coordinator relative to the need to evacuate and priorities, bus transportation will be mobilized immediately as drivers become available. Depending on the hour, some buses will be in route without delay with the remaining units following within 15 minutes.

**2. Explosion(s)** The response to an explosion is identical to the response to chemical spills and toxic fumes except that consideration should be given to the possibility of additional explosion(s) and the risk of toxic fume releases which may not exist in the original. Physical damage to school structures and streets may complicate evacuation of students and should be considered by the emergency coordinator in determining priorities.

**3. Destination of Evacuees** The destination of evacuees will be dependent on the primary wind direction. Wind direction permitting, the primary site is the College of the Mainland; the secondary site is Bay Colony Elementary School, Dickinson I.S.D., just off FM 646. Parents may meet their children at one of these locations.

**4. Shelter-In-Place** Situations such as hazardous chemical leaks at industrial sites could call for measures to keep all building occupants inside the building. The shelter-in-place plan will be implemented to accommodate these short-term emergencies.

The Emergency Coordinator will declare an emergency based on the facts available at the time. If the emergency situation appears to be spreading or reaching District facilities very quickly (within 30 minutes), the decision should probably be to order that all facility occupants remain in the building.

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## **SAT, ACT, AND OTHER STANDARDIZED TESTS**

[See **Standardized Testing** on page 98.]

## **SCHEDULE CHANGES**

All schedule changes will be made according to the following guidelines:

- Students may not change a course unless the student did not meet the criteria for the course, remaining in the class would keep the student from graduating, the student's graduation plan does not include the course, or the change would help balance class loads.
- Band, choir and athletic changes must be signed by the director or appropriate coach before turning in.
- May not be turned in during class time. Only before/after school and lunch period.

- Students may not change a core course. All work missed in the new class must be made up or will be counted as zeros.
- Students have 5 school days after each semester begins to initiate schedule changes.
- Schedule change request forms **must** be signed by a parent.
- Any other questions regarding schedule changes please see counselor.
- Changes **must** be approved by the counselor and administrative team for any request after the first five-day period.
- After a schedule change the student is responsible for all missed assignments or a zero will be given.
- Students enrolled in yearlong courses are expected to remain in those courses the entire year.
- All schedule changes after the 5<sup>th</sup> day at the beginning of the semester must have a letter of request addressed to the Assistant Principal. A teacher / parent/ AP conference must be held before an approval from the principal may be granted. The principal has the right to deny schedule requests made after the 5<sup>th</sup> day of the semester.

## **SCHOOL FACILITIES**

### **Use by Students Before and After School**

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

Unless the teacher or sponsor overseeing an activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, unless a student is involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

The following areas are open to students before school:

- Cafeteria Only – beginning at 8:00 am
- Reef (TCHS) and Tutorial classrooms – beginning at 8:15 am

### **Conduct Before and After School**

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are

subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the *Student Code of Conduct* or any stricter standards of behavior established by the sponsor for extracurricular participants.

*\*After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.*

### **Use of Hallways During Class Time**

Loitering or standing in the halls during instruction is not permitted. During instruction time, a student must wear a school issued ID and have a hall pass to be outside the classroom for any purpose. Failure to wear an ID or obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct. Students who have a scheduled filler will sit ONLY in the cafeteria during that time.

### **Cafeteria Services**

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See the application inside the registration packet for complete instructions. Please bring completed applications back to Texas City High School cafeteria. You may contact the cafeteria manager, at 409-916-0839 if you have questions.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to two meals, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

- Student Charging: Students will not be able to charge without a parent/guardian's permission. Parents need to call the cafeteria at 942-2679 if their student needs to charge for that day. Students may borrow money from friends or call parents if they do not have money for a meal.
- Backpacks/Coats/Baggy Clothing: Students will be asked to step out of the line and remove backpacks/coats/baggy clothing before re-entering the lunch line.
- Theft of Food: Student caught stealing in the cafeteria will be reported to the school police. Criminal charges may be pressed by the department.
- Use of another student's ID number: Students caught using another student's ID will be reported to the school police. Criminal charges may be pressed by victim of theft.
- Failure to show ID when asked: Student ID's must be on the student's person at all times, including lunch. The cafeteria may refuse service to a student who refuses to show their ID if requested.

State and federal law, as well as board-adopted policies, define when, where, and by whom competitive foods, which are foods not sold as part of the regular meal program, can be served or sold on school premises during the school day. [For more information, see policies CO(LEGAL) and FFA(LOCAL).]

#### **Meal Prices**

- Student Breakfast: FREE
- Adult Breakfast \$2.25
- Student Lunch \$2.50 (Middle School and High School)
- Reduced Price Student Lunch \$0.40
- Un-enrolled Student Lunch \$3.25
- Adult Lunch \$5.50

The National School Lunch Program discourages charging meals. TCISD Nutrition Services allow the charging of meals as a privilege to parents. Students cannot charge for extras. Please pay the charges as soon as possible.

#### **Outside Food and Liquid Container Ban**

Students will not be allowed to enter the building with outside food, drinks, cups (Yeti), and/or water jugs. (Examples: Sonic, McDonald's, Starbucks, Whataburger, Jack in the Box, Burger

King, etc...)

Students may only possess clear label bottled water with screw on lid, no larger than 33 ounces. (Examples: Ozarka, Aquafina, Kroger drinking water, reusable bottles but with a screw-on lid etc...)

## **Library**

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The mission of the school library program is to ensure that our students are effective users of ideas and information enabling them to become literate, lifelong learners. The library is open Monday – Friday from 8:35a.m.-4:35 p.m. Books may be checked out for 3 weeks. Reference materials are loaned overnight as needed. Reference materials are due back the next day before school. Fine/printing/copies:

- .05 per day on books
- .10 per period or .50 per day on reference materials
- .10 per black & white prints
- .25 per colored prints
- .10 per photo-copy.

## **Meetings of Non-Curriculum-Related Groups**

Student-organized, student-led non-curriculum-related groups are permitted to meet during the hours designated by the principal before and after school. These groups must comply with the requirements of policy FNAB(LOCAL).

A list of these groups is available in the principal's office.

## **SEARCHES**

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

## **Students' Desks and Lockers**

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student.

Students are fully responsible for the security and contents of their assigned desks and lockers. Students must be certain that their lockers are locked, and that the combinations are not available to others.

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to

believe that they contain articles or materials prohibited by policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

### **Telecommunications and Other Electronic Devices**

Use of district-owned equipment and its network systems is not private and will be monitored by the district. [See policy CQ for more information.]

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.

[See policy FNF(LEGAL) and **Electronic Devices and Technology Resources** on page 52 for more information.]

### **Vehicles on Campus**

A student has full responsibility for the security and content of his or her vehicle parked on district property and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Vehicles parked on district property are under the jurisdiction of the district. School officials may search any vehicle any time there is reasonable suspicion to do so, with or without the permission of the student. If a vehicle subject to search is locked, the student will be asked to unlock the vehicle. If the student refuses, the student's parent will be contacted. If a search is also refused by the student's parent, the district will turn the matter over to law enforcement. The district may, in certain circumstances, contact law enforcement even if permission to search is granted.

Parking permits are granted on a space available basis, but priority is given to seniors and students with special circumstances, as determined by the principal or assistant principal. Students must have the following:

- Valid Texas Operator's License
- Proof of Automobile Insurance with student's name listed on the policy
- Completed application
- \$15 fee paid in order to get parking decal—decal may be purchased in the assigned office.
- Student is required to park in an assigned parking lot.

Students may not go to the parking lot during school hours without permission from the principal or principal designee.

Students may not display any flags in or on their vehicle that do not represent their respective

high school while the vehicle is on school grounds This will also apply to all TCHS and LMHS related events on/off campus.

Parking permits may be revoked for disciplinary reasons.

**Illegal parking may result in the vehicle being ticketed or towed away at the student's and/or owner's expense. If the parking sticker is confiscated, the parking fee is non-refundable.**

### **Trained Dogs**

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

### **Metal Detectors**

Metal detectors may be used at any district or school activity, including but not limited to athletic events and graduation. [For further information, see policy FNF(LOCAL).]

### **Drug Testing**

[For further information, see policy FNF(LOCAL).]

## **SEXUAL HARASSMENT**

[See **Dating Violence, Discrimination, Harassment, and Retaliation** on page 45.]

### **Social Security/Child Support Request**

Parents and students that need Social Security forms filled out or Child Support Letters need to bring the information to the Registrar's office. The registrar will fill out the form and mail them to the social security office for the student. **You may call the Registrar at 409-916-0809 for more information.**

## **SPECIAL PROGRAMS**

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact the Executive Director for Instructional Programs, at (409) 916-0102.

## **Bilingual Program**

The purpose of the Bilingual Education program is to help students with Limited English Proficiency (LEP) to master the state curriculum. The Bilingual Education Program teaches English using the appropriate methods to all students in the program and provides access to the state curriculum. The Bilingual Program helps build knowledge and learning of academic subjects in the student's first language and in English. The program instills in children, a positive identity, pride in the cultural heritage, self-assurance, and confidence.

## **English as a Second Language**

The English as a Second Language (ESL) program provides English language instruction by teachers trained in recognizing and working with different languages. The program provides intensive instruction that develops oral and written comprehension, reading, and writing in English. The ESL program uses the academic and cultural experiences of the student as a platform to provide the appropriate instruction in English. The ESL program also teaches mathematics, science, and social studies using strategies and methodologies appropriate for second language acquisition.

## **Dyslexia Program**

The TCISD Dyslexia Instruction Program follows the procedural guidelines set forth in Section 504 of the Rehabilitation Act of 1973. Both Section 504 and Revised Procedures Concerning Dyslexia and Related Disorders from the Texas Education Agency form the basis for the screening, assessment, identification, and programming developed by TCISD. This program is specifically designed to serve students who exhibit characteristics associated with dyslexia.

### **Program Goals**

- Intervene with students having difficulty with reading, writing, and/or spelling in order to help them learn strategies to compensate and to become successful readers while becoming successful students in their classes.
- Be proactive in the early identification of students who may need instructional intervention for dyslexia.
- Provide alternative learning strategies by teachers trained in dyslexia methods to those students identified as having dyslexia tendencies.
- Enable each student served within the Dyslexia Instructional Program to meet minimum expectations on the state mandated reading assessment.

## **Section 504**

Section 504 of the Rehabilitation Act is a broad based civil rights law that protects the rights of person with disabilities. The purpose of the Act is to prohibit discrimination and to assure that students with disabilities have educational opportunities and benefits equal to those provided to non-disabled students. Information about 504 is available from each school counselor.

## **STANDARDIZED TESTING/Secondary Grade Levels**

### ***SAT/ACT (Scholastic Aptitude Test and American College Test)***

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the school counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year. The Preliminary SAT (PSAT) and ACT-Aspire are the corresponding preparatory and readiness assessments for the SAT and ACT, and more information can be obtained on these assessments from the school counselor.

Note that participation in these assessments may qualify a student to receive a performance acknowledgment on his or her transcript under the foundation graduation program and may qualify as a substitute for an end-of-course testing requirement in certain circumstances. A student's performance at a certain level on the SAT or ACT also makes the student eligible for automatic admission to a Texas public institution of higher education.

### ***TSI (Texas Success Initiative) Assessment***

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (TSI) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual credit course offered through the district as well. Achieving certain benchmark scores on this assessment for college readiness may also waive certain end-of-course assessment requirements in limited circumstances.

### **STAAR (State of Texas Assessments of Academic Readiness)**

#### ***High School Courses—End-of-Course (EOC) Assessments***

STAAR end-of-course (EOC) assessments are administered for the following courses:

- Algebra I
- English I and English II
- Biology
- U.S. History

Satisfactory performance on the applicable assessments will be required for graduation, unless otherwise waived or substituted as allowed by state law and rules.

There are 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. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain criteria established by the state, will be available for eligible students, as determined by the student's ARD committee.

An ARD committee for a student receiving special education services will determine whether successful performance on the EOC assessments will be required for graduation within the parameters identified in state rules and the student's personal graduation plan.

STAAR L, which is a linguistically accommodated assessment, will be available for English language learners who require this type of testing accommodation.

[Also see **Graduation** on page 60 for additional information.]

## **STEROIDS**

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at <http://www.uiltexas.org/health/steroid-information>.

## **STUDENTS IN FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the

previous district if he or she meets the criteria to graduate from the previous district. Please contact Rita Baldwin, who has been designated as the district's foster care liaison, at (409) 916-0845 with any questions.

[See also **Students in the Conservatorship of the State** on page 92 for more information.]

## **STUDENT IDENTIFICATION CARDS (ID's)**

Students are required to wear an identification card at all times while on school property. A student must present the card to purchase tickets, check out library books, receive textbooks, enter a classroom, receive lunch on the school lunch program, enter the school clinic, and whenever requested by school personnel. Each student will be given one ID card and one lanyard at the beginning of the school year. Replacement ID cards may be purchased by a parent only in the designated campus office for \$15. Students may wear only one TCHS or LMHS ID, and it must be for the current school year. No other school ID badges are allowed. Students who fail to comply with this rule will be subject to disciplinary action in accordance with the Student Code of Conduct.

## **STUDENT REGISTRATION**

Students who are new to Texas City ISD need to bring the following with them when registering:

- Copy of student's Birth Certificate
- Social Security Card
- Immunization (shot) Records
- Parents will need Driver's License or Photo ID
- Two proofs of residency (Homeownership or current signed lease)
- Current utility bill (gas, electric, cable, water, telephone)
- Proof of withdrawal from previous school

Two proofs of residency (Homeownership or current signed lease) Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL website at <http://www.uil-texas.org/health/steroid-information>.

**You may call Lisa Campbell, Director of Student Data, at 409-916-0104 for more information.**

## **STUDENTS IN FOSTER CARE**

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state, sometimes referred to as substitute care) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

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Please contact Rita Baldwin, who has been designated as the district's foster care liaison, at (409) 916-0845 with any questions.

[See also **Students in the Conservatorship of the State** on page 92 for more information.]

## **STUDENT SPEAKERS**

The district provides students the opportunity to introduce the following school events:

The District hereby creates a limited public forum for student speakers at all school events at which a student is to publicly speak. For each speaker, the District shall set a maximum time limit reasonable and appropriate to the occasion.

The district provides students the opportunity to introduce the following school events:

- National Honor Society and National Junior Honor Society meeting and induction
- Special programs to include Teen Leadership Night, Black History, and Cinco De Mayo
- Pep rallies
- Student orientations
- School-sponsored student club or organization meetings
- All other school events at which a student is to publicly speak, as determined by the campus principal on a case-by-case basis

Students are eligible to use the limited public forum and serve as introductory speakers if they:

- Are in the highest two grade levels of the school
- Volunteer
- Are not in a disciplinary placement at the time of the speaking event

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the principal during the first week of the fall semester and / or spring semester. The names of all students who volunteered will be randomly drawn and matched to the event for which the student will give the introduction. If the selected student speaker declines or becomes ineligible, then no student introduction will be made at the event. The selection of students to introduce school events will occur at the beginning of each semester.

The subject of the student introductions shall relate to the purpose of introducing the designated event. The student must stay on the subject. The student may not engage in speech that:

- Is obscene, vulgar, offensively lewd, or indecent
- Creates reasonable cause to believe that the speech would result in material and substantial interference with school activities or the rights of others
- Promotes illegal alcohol or drug use
- Violates the intellectual property rights, privacy rights, or other rights of another person
- Contains defamatory statements about public figures or others
- Advocates imminent lawless action and is likely to incite or produce such action

As determined by the principal, students who have been selected for special honors, such as captain of an athletic team, student council officers, leaders of school-sponsored organizations, homecoming king or queen, or prom king or queen may also address school audiences at designated events.

[See policy FNA(LOCAL) regarding other speaking opportunities and **Graduation** on page 60 for information related to student speakers at graduation ceremonies.]

## **SUBSTANCE ABUSE PREVENTION AND INTERVENTION**

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community resources that may be of assistance to you. The Texas Department of State Health Services (TDSHS) maintains information regarding children's mental health and substance abuse intervention services on its website:

<http://www.dshs.state.tx.us/mhsa-child-adolescent-services/>.

## **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 <http://www.texasuicideprevention.org> or contact the school counselor for more information related to suicide prevention services available in your area.

## **SUMMER SCHOOL**

Texas City High School will conduct a summer school program in the months of June and July. This program will allow students to regain or recover lost credits. Generally, a student can earn one credit per summer. Usually, summer school will have two sessions. For more information, contact your grade level counselor.

## **TARDIES**

A student that enters a classroom after the tardy bell rings is counted tardy. The only excuse for being tardy is school business. All other tardies will be assigned disciplinary consequences from the following:

- Loss of privileges
- Saturday School
- In School Suspension/Out of School Suspension
- Loss of Credit
- DAEP

**Please note:**

\*Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*. The number of tardies will start over at semester in each class.

**TEXTBOOKS, ELECTRONIC TEXTBOOKS, TECHNOLOGICAL EQUIPMENT, AND OTHER INSTRUCTIONAL MATERIALS**

Textbooks and other district-approved instructional materials are provided to students free of charge for each subject or class. Any books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or the damage paid for by the parent; however, the student will be provided the necessary instructional resources and equipment for use at school during the school day.

Students are responsible for their textbooks and the condition of the textbooks. A student must

- Cover the textbook
- Put no additional marks in the textbooks
- Report a lost textbook to the textbook custodian and make arrangements to pay for it.

**Transcript Request**

If a student needs a transcript they should report to the registrar's office. Transcripts are free of charge to all students. Students may pick up their transcripts or have them mailed. There is usually a 3-day waiting period for transcripts to be processed. **You may call the Registrar at 409-916-0809 for TCHS and 409-938-4261 ext. 5507 at LMHS for more information.**

**TRANSFERS**

The principal is authorized to transfer a student from one classroom to another.

[See **Safety Transfers/Assignments** on page 103, **Bullying** on page 36, and **Students Who Have Learning Difficulties or Who Need Special Education Services** on page 87, for other transfer options.]

**TRANSPORTATION****School-Sponsored Trips**

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. As approved by the principal, a coach or sponsor of an extracurricular activity may establish procedures related to making an exception to this

requirement when a parent requests that the student be released to the parent or to another adult designated by the parent with 24-hour notice prior to trip.

### **Buses and Other School Vehicles**

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students.

Bus routes and stops will be designated annually, and any subsequent changes will be posted at the school and on the district's website. For the safety of the operator of the vehicle and all passengers, students must board buses or other vehicles only at authorized stops, and drivers must unload passengers only at authorized stops.

The district has identified that hazardous conditions exist for students who live within two miles from the campus. [See policy CNA (exhibit)]

Because students in these areas might encounter hazardous conditions when traveling to and from school independently, the district will provide transportation to these students. Please contact the Director Transportation, Joe Brinker, at 409-916-0137 for additional information

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the Director Transportation, at 409-916-0170.

[See the Student Code of Conduct for provisions regarding transportation to the DAEP.]

Students are expected to assist district staff in ensuring that buses and other district vehicles remain in good condition and that transportation is provided safely. When riding in district vehicles, including buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the vehicle in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the vehicle or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the vehicle.
- Not possess or use any form of tobacco or e-cigarettes in any district vehicle.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.

- Wait for the driver’s signal upon leaving the vehicle and before crossing in front of the vehicle.
- Follow any other rules established by the operator of the vehicle.

Misconduct will be punished in accordance with the *Student Code of Conduct*; the privilege to ride in a district vehicle, including a school bus, may be suspended or revoked.

- **1<sup>st</sup> Offense:** Student conference with assistant principal; student is warned, and parent is notified in writing.
- **2<sup>nd</sup> Offense:** Parent is called from Transportation; student is warned and placed on bus probation and parent is notified in writing.
- **3<sup>rd</sup> Offense:** Student conference with Director of Transportation; parent called; student **suspended** from riding the bus for **three days** and parent is notified in writing.
- **4<sup>th</sup> Offense:** Student conference with Director of Transportation and/or campus administrator; parent called; student is **suspended** from riding the bus for **ten days** and parent is notified in writing.
- **5<sup>th</sup> Offense:** Student conference with Director of Transportation and/or campus administrator; parent called; student is **suspended** from riding the bus for **the remainder of the semester**, and parent is notified in writing.

### **Gross Misconduct (serious offense)**

Gross misconduct that endangers others’ safety or that mars or destroys property will result in immediate bus suspension by the Director of Facilities and Transportation. Some examples of gross misconduct are fighting on the bus, unlatching or opening the door (except in emergencies), abusive language, hanging any part of the body out of the bus window, throwing objects out of the bus windows, breaking bus windows, cutting bus seats.

## **VANDALISM**

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

## **Care of building and grounds:**

The cooperation of the students is necessary to keep the school grounds looking attractive. Students are expected to do the following:

- Put paper and other trash in wastebaskets and keep the walls and desks free from marks
- Leave gum at home. Gum Chewing is prohibited on school property.
- Eat food in designated areas only.

## **VIDEO CAMERAS**

For safety purposes, video and audio recording equipment is used to monitor student behavior, including on buses and in common areas on campus. Students will not be told when the equipment is being used.

The principal will review the video and audio recordings routinely and document student misconduct. Discipline will be in accordance with the *Student Code of Conduct*.

Upon request of a parent of a student who receives special education services, a staff member, or a board member, state law requires the district to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the district places a video camera in a classroom or other setting in which your child receives special education services, the district will provide notice to you. Please speak directly with the principal for further information or to request the installation and operation of this equipment.

## **VISITORS TO THE SCHOOL**

### **General Visitors**

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office and must comply with all applicable district policies and procedures. When arriving on campus, all parents and other visitors should be prepared to show identification.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. Even if the visit is approved prior to the visitor's arrival, the individual must check in at the main office first.

Students are prohibited from opening any exterior doors during hours of instruction for visitors or other students.

All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted.

**Parents may NOT visit or eat with their children during lunch on high school campuses.**

### **Deliveries to Students**

The delivery of flowers, homecoming mums, balloons, baskets, birthday cakes, cupcakes, candy, etc. to students during the school day is not allowed. The school will not accept deliveries to students from gift shops, florists, etc.

Parents may not send any items to the classroom or cafeteria on a child's birthday or special occasion. Classes will not be interrupted to make deliveries. We want each school day to be as normal as possible.

### **Visitors Participating in Special Programs for Students**

On High School Career Day in TCISD, the district invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### **VOLUNTEERS**

We appreciate so much the efforts of parent and grandparent volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact campus principal for more information and to complete an application.

### **VOTER REGISTRATION**

A student who is eligible to vote in any local, state, or federal election may obtain a voter registration application at the main campus office.

### **WITHDRAWING FROM SCHOOL**

A student under age 18 may be withdrawn from school only by a parent. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the school counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is age 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

In order for a student to withdraw from school, the parent/guardian must meet with the grade level principal and provide the reason for withdrawal, the date of withdrawal, and the name and address of the new school. The withdrawal procedures for Texas City High School include necessary signatures from the following:

1. Grade level counselor
2. Librarian
3. Nurse
4. All Teachers
5. Textbook Clerk
6. Registrar
7. Grade Level Principal

**You may call the Registrar at 409-916-0809 for more information.**

## Glossary

**Accelerated instruction** is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment.

**ACT-Aspire** refers to an assessment that took the place of ACT-Plan and is designed as a preparatory and readiness assessment for the ACT. This is usually taken by students in grade 10.

**ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

**ARD** is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

**Attendance review committee** is responsible for reviewing a student's absences when the student's attendance drops below 90 percent, or in some cases 75 percent, of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit or a final grade lost because of absences.

**DAEP** stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

**EOC assessments** are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments are required for graduation. These exams will be given in English I, English II, Algebra I, Biology, and U.S. History.

**ESSA** is Every Student Succeeds Act passed by the federal government in December 2015.

**FERPA** refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

**IEP** is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

**IGC** is the individual graduation committee, formed in accordance with state law, to determine a student's eligibility to graduate when the student has failed to demonstrate satisfactory performance on no more than two of the required state assessments.

**ISS/SAC** refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

**NCLB Act** is the federal No Child Left Behind Act of 2001.

**PGP** stands for Personal Graduation Plan, which is required for high school students beginning with ninth graders in the 2014–15 school year, and for any student in middle school who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

**PSAT** is the preparatory and readiness assessment for the SAT.

**SAT** refers to one of the two most frequently used college or university admissions exams: the Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

**SHAC** stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction, along with providing assistance with other student and employee wellness issues.

**Section 504** is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

**STAAR** is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

**STAAR A** is an accommodated version of the STAAR that is available for certain students who receive special education services or students who have been identified as dyslexic.

**STAAR Alternate 2** is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

**STAAR Linguistically Accommodated (STAAR L)** is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

**State-mandated assessments** are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion and passing the STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

**Student Code of Conduct** is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may

be removed from a classroom, campus, or district vehicle. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

**TELPAS** stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten–grade 12.

**TSI assessment** is the Texas Success Initiative assessment designed to measure the reading, mathematics, and writing skills that entering college-level freshmen students should have if they are to be successful in undergraduate programs in Texas public colleges and universities.

**TxVSN** is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

**UIL** refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

## APPENDIX I: Freedom from Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit <http://pol.tasb.org/Policy/Code/502?filter=FFI>. Below is the text of Texas City ISD’s policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

STUDENT WELFARE: FREEDOM FROM BULLYING

FFI(LOCAL)

Adopted on June 12, 2012

**Note:** This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

BULLYING  
PROHIBITED

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

DEFINITION

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable fear of harm to the student’s person or of damage to the student’s property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

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

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an

investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

REPORTING PROCEDURES

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

STUDENT REPORT

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

DISTRICT ACTION BULLYING

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

The principal or designee shall notify the victim, the student who engaged in bullying, and any students who witnessed the bullying of available counseling options.

IMPROPER CONDUCT

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

## Acknowledgment of Electronic Distribution of Student Handbook/Student Code of Conduct

### ACKNOWLEDGMENT

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#### *Student Code of Conduct and Student Handbook Electronic Distribution*

Dear Student and Parent:

As required by state law, the district has created the student handbooks and the board of trustees has officially adopted the Student Code of Conduct in order to promote a safe and orderly learning environment for every student.

We urge you to read this publication thoroughly and to discuss it with your family. If you have any questions about the required conduct and consequences for misconduct, we encourage you to ask for an explanation from the student's teacher or appropriate campus administrator.

The student and parent should each sign this page in the space provided below, and then return the page to the student's school.

Thank you.

*Dr. Rodney Cauness*, Superintendent of Schools

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My child and I have been offered the option to receive a paper copy of or to electronically access the Texas City ISD Student Handbooks and the Student Code of Conduct for the 2018-2019 school year at <http://tcisd.schooldesk.net/Students/HandbooksandStudentCodeofConduct/tabid/31786/Default.aspx>.

I have chosen to:

- Receive a paper copy of the Student Handbook and the Student Code of Conduct.
- Accept responsibility for accessing the Student Handbook and the Student Code of Conduct by visiting the web address listed above.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the **Student Code of Conduct**. If I have any questions regarding this handbook or the Student Code of Conduct, I should direct those questions to the campus principal. **Please note that I understand that I must return all forms within 10 days from my child's first day of instruction. Failure to return these forms does not release my child from their responsibilities to comply with the rules and procedures in these documents.**

Printed name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

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

## Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information

State law requires the district to give you the following information:

Certain information about district students is considered directory information and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the directory information about the student. If you do not want Texas City ISD to disclose directory information from your child's education records without your prior written consent, you must notify the district in writing within ten school days of your child's first day of instruction for this school year.

This means that the district must give certain personal information (called "directory information") about your child to any person who requests it, unless you have told the district in writing not to do so. The district is providing you the following form, so you can communicate your wishes about these issues. [See **Objecting to the Release of Directory Information** in the Texas City ISD's Student Handbook for more information.]

The Texas City ISD has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- E-mail address
- Photograph
- Date and place of birth
- Major field of study
- Degrees, honors, and awards received
- Dates of attendance
- Grade level
- Most recent education institution attended
- Participation in officially recognized activities and sports
- Weight and height, if a member of an athletic team

**Parent, please circle one of the choices below:**

I, parent of \_\_\_\_\_ (*student's name*), [**do give**] [**do not give**] the district permission to release the information in this list in response to a request.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that if this form is not returned within the specified time frame above, the district will assume that permission has been granted for the release of this information.

## Parent's Objection to the Release of Student Information to Military Recruiters and Institutions of Higher Education

Federal law requires that the district release to military recruiters and institutions of higher education, upon request, the name, address, and telephone number of secondary school students enrolled in the district, unless a student's parent or eligible student directs the district not to release information to these types of requestors without prior written consent. [See **Objecting to the Release of Student Information to Military Recruiters and Institutions of Higher Education** in the student handbook for more information.]

**Parent:** Please complete and return to school the following only if you **do not** want your child's information released to a military recruiter or an institution of higher education without your prior written consent.

I, parent of \_\_\_\_\_ (*student's name*), request that the district **not** release my child's name, address, and telephone number to a military recruiter or institution of higher education without my prior written consent.

Parent's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please note that if this form is not returned with the other materials identifying what the district considers directory information, the district will assume that permission has been granted for the release of this information.

## Consent/Opt-Out Form

Dear Parent:

The district is required by federal law to notify you and obtain your consent for or denial of (opt-out) your child's participation in certain school activities. The activities include any student survey, analysis, or evaluation, known as a "protected information survey," that concerns one or more of the following eight areas:

4. Political affiliations or beliefs of the student or student's parents;
5. Mental or psychological problems of the student or student's family;
6. Sexual behavior or attitudes;
7. Illegal, antisocial, self-incriminating, or demeaning behavior;
8. Critical appraisals of others with whom the student has a close family relationship;
9. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
10. Religious practices, affiliations, or beliefs of the student or parents; or
11. Income, other than as required by law to determine program eligibility or to receive financial assistance under such a program.

This notice and consent/opt-out requirement also applies to the collection, disclosure, or use of student information for marketing purposes ("marketing surveys"), and to certain physical exams and screenings.

The following are activities requiring parental notice and consent or opt-out for the 2018-2019 school year. This list is not exhaustive and, for surveys and activities scheduled after the school year starts, the district will provide parents with notification as well as an opportunity to review the survey and consent or opt their child out. Please note that this notice and authority to consent transfer from the parent to the student when the student reaches age 18 or is an emancipated minor under state law.

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<b>Surveys concerning private information</b>
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Date: On or around 2018-2019 School Year

Grades: Secondary Grades

Activity: Texas A&M Tobacco Alcohol and Drug Survey

Summary: This is an anonymous survey that asks students questions about  
Availability, and personal usage of tobacco, alcohol, and illicit narcotics

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No information will be gathered regarding individual student usage, only gender and grade level information. A consent form will be sent home prior to the survey. To consent: You must sign and return this consent form if you permit your child to participate in this survey.

Student's name: \_\_\_\_\_

\_\_\_\_\_  
Parent's signature

If you wish to review any survey instrument or instructional material used in connection with any protected information survey, please submit a request to the campus principal at their email address. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to your child.

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<b>Marketing activities</b>
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Date: 2018-2019 School Year

Grades: All

Activity: Student-Based Commercial Services

Summary: The campus may collect and disclose, or allows businesses to collect, use, or disclose, personal information collected from students, including: student's name, address, telephone listing, e-mail address, photograph, data and place of birth, major field of study, degrees, honors, and awards, received, dates of attendance, grade level, most recent education institution attended, participation in officially recognized activities and sports, weight and height, if a member of an athletic team

This personal information would include and go beyond the information the district has categorized as directory information.

These businesses provide student-based products and services: instructional materials, institutes of higher education, graduation services, etc.

To consent: You must sign and return the consent form no later than 10 days from the date of registration if you permit your child to participate in this activity.

Student's name: \_\_\_\_\_

\_\_\_\_\_  
Parent's signature

If you wish to review any survey instrument or instructional material used in connection with any marketing survey, please submit a request to the school principal at their email address. The principal will notify you of the time and place where you may review these materials. You have the right to review a survey and/or instructional materials before the survey is administered to your child.

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<b>Opt-out for nonemergency physical exam or screening</b>
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Date: Fall 2018

Grades: Secondary

Activity: EKG

Summary: Students involved in athletics, band, cheer, etc. will participate in a free EKG screening to help ensure student safety.

To opt out: Contact the principal at the campus phone number or the director in charge of the extra-curricular activity no later than 10 days after your child's registration or prior to the screening if you do not want your child to participate in this activity.



# Texas City ISD Technology Devices and Resources Student Acceptable Use Policy

Student Last Name \_\_\_\_\_ Student First Name \_\_\_\_\_ MI \_\_\_\_\_

Homeroom/Advisory Teacher \_\_\_\_\_ Current Grade \_\_\_\_\_ ID# \_\_\_\_\_

**Form must be filled out completely and returned to the school. Please print.**

### Technology Devices and Resources Agreement:

I have read the district’s Technology Devices and Resources Student Acceptable Use Policy as outlined in the Student Code of Conduct and understand the requirements, guidelines, and consequences associated with using telecommunication devices (such as cell phones and tablets) and the district's network/internet system. I understand that Texas City ISD’s Technology Resources are for educational purposes, and that it is impossible for Texas City ISD to restrict access to all controversial material.

**Restricting the use of the District’s Technology Resources may result in limited or no student access to the following programs or devices (ex. IPADs, Tablets, and classroom computers, etc.) which could impact the ability to complete needed assignments:**

<u>Instructional Programs</u>	<u>Enrichment/Tutorial Programs</u>	<u>Miscellaneous</u>
iPad Apps	iReady	Credit Recovery
Read 180	Compass Learning	Web-based games/activities
Fast Math	GoSolve	
Start to Finish Books		
DynEd (ESL)		

### With these things in mind:

- I give permission for my child to participate in the District’s Technology Resources including the internet and certify that the information contained on this form is correct.
- I **do not** give permission for my child to use the District’s Technology Resources including the internet.

Parent Printed Name: \_\_\_\_\_

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

**By signing below, I acknowledge that I have read the Acceptable Use Policy in the Student Code of Conduct and agree to abide by its guidelines. I also agree not to hold the school, state, and local boards of education responsible for the consequences resulting from the violation of those terms and conditions. Failure to sign this document does not exempt a student from adhering to these policies or immune from the consequences for noncompliance.**

Student Printed Name: \_\_\_\_\_

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

## Children's Online Privacy Protection Act Agreement:

The Children's Online Privacy Protection Act and Rule apply to individually identifiable information about a child that is collected online, such as full name, home address, email address, telephone number or any other information that would allow someone to identify or contact the child. The Act and Rule also cover other types of information -- for example, hobbies, interests and information collected through cookies or other types of tracking mechanisms -- when they are tied to individually identifiable information. For more information, you may visit <http://www.coppa.org/coppa.htm>.

### Examples of this may include, but are not limited to, the following:

1. An iPad app for skills practice may require a student to enter his/her name and create an avatar to represent them during game play.
2. Students must sign in to some instructional software programs (i.e. Compass Learning, Novanet, etc.) using a username and/or password to track student progress.
3. Devices and/or accounts provided by the district (i.e. laptops, Chromebooks, email, etc.)

### With these things in mind:

- I give permission for my child to create and/or disclose basic personal information to third parties for instructional education purposes only when using the District's technology resources.
- I **do not** give permission for my child to disclose any personal information to third parties for instructional purposes when using the District's technology resources.

**(\*Note: Checking this option may create the need for alternate assignments and limit your child to paper-pencil tasks only.)**

Parent Printed Name: \_\_\_\_\_

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

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

## **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 person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students **including a process based on Response to Intervention (Rtl). The implementation of Rtl has the potential to have a positive impact on the ability of local education agencies to meet the needs of 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 an 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 report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent. If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent of how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is Donna Peterson, Director of Special Education Services (409-916-0106).

### **District Policies and School Information**

Copies of Texas City Independent School District policies are available at each campus office, central administration office, or online at the following website <http://www.tasb.org/policy/pol/private/084906> . You may also find the district's policies and other important school information by logging on to the district's website <http://www.tcisd.org> .

### **Assurance of Nondiscrimination**

Texas City Independent School District does not discriminate against any student, employee, volunteer, or applicant because of race, color, religion, gender, national origin, age, marital or veteran status, or disability. Assistance for special needs as defined by the Americans with Disabilities Act may be requested by persons accessing TCISD programs and services by calling Donna Peterson at 409-916-0106 at least 3 days before the aide or service is needed. Inquiries regarding this policy should be directed to, Mr. Marcus Higgs, Assistant Superintendent of Human Resources at the TCISD Administration Building, 1700 Ninth Avenue North, Texas City, Texas 77590 or call 409-916-0107.

- I have read the district's notice regarding drug-free schools and understand that students of Texas City ISD are subject to school discipline and possible criminal prosecution if they are found to have violated the District's policy. (Appendix A)
- I have read the district's notice on Emergency Preparedness Procedures and acknowledge the steps the district will take in the event of a shelter-in-place or evacuation directive. (Appendix B)
- I have read the district's Telecommunication Devices and Network/Internet Acceptable Use Policy and understand the requirements, guidelines, and consequences associated with using telecommunication devices (such as cell phones and pagers) and the district's network/internet system. (Appendix C)
- I have read the information about the Protection of Pupil Rights Amendment (PPRA). (Appendix D)
- I have read the district's information regarding directory, media release, and videotaping and understand that I must provide written notification the District Director of Communications within ten days of the issuance of this document if I object to the media release of photographs, films, or videotapes of my child. (Appendix E)
- I have read the Student Transportation Safety and Expectations found in this document. (Appendix F)
- I acknowledge that the District's dress code is provided in Appendix H for my reference. (Appendix H)
- If a check written to any Texas City ISD campus, club, or organization is returned unpaid by my bank on my account, I understand that through the use of a check, I have acknowledged and accepted that Texas City ISD or its agent will electronically redeposit the check and electronically collect a returned check fee of \$25.00 plus applicable sales tax.
- High School students may be involved in extracurricular activities during the school year and during the summer that will prepare them for possible careers. I acknowledge that I must state my objection in writing to the Texas City High School, within 10 days after the receipt of this notice if I do not want my child to participate in career activities.

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

Either through the campus' student handbook or the registration process, I have been provided the opportunity to determine what information, if any, I choose not to release as directory information.

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

I give my consent for my child to use the district's computer network/internet system and understand that any violation of the guidelines is unethical and may revoke access privileges and may constitute a criminal offense.

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

Dear Parents,

Welcome back to school! We are excited about the new school year and look forward to caring for and teaching your child.

In order for us to provide a quality education for your child, your child must come to school. There are many ways you can help us ensure your child is taking full advantage of this educational opportunity.

- Arriving late and leaving early can affect your child's academic success as well as their attendance. Please make sure your child arrives to school on time, and stays for the entire school day.
- We certainly do not want you to send a sick child to school, but if your child is ill, contact the campus attendance clerk by email or phone, and make sure to send them back to school with a note from you or the doctor within 3 days after returning to school.
- You can also help your child by scheduling appointments and family vacations outside of the school day.

Thank you for your help making 2016-2017 the best school year possible!

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I am aware the compulsory attendance laws are located on the district website at:

<http://pol.tasb.org/Policy/Code/502?filter=FEA>

I also understand, as the parent/guardian of my child,...

- o I am subject to prosecution under Section §25.093, Texas Education Code, and my student is subject to referral to a truancy court for truant conduct under Section §65.003(a), Family Code.
- o I will receive notifications regarding my child's attendance. The district is required to notify a parent if their child has been absent from school, without excuse under Section §25.087, on three days or parts of days within a four week period.
- o It is my duty, as my child's parent/guardian, ...
  - to monitor my student's school attendance and require the student to attend school. I will be issued a username and password through the district's student management system. If I lose my information, I will notify the campus attendance clerk for information on obtaining another.
  - to request a conference with the school officials to discuss the absence, and
  - no notice under Subsection (a) or (b) of Section §25.0915, Texas Education Code does not create a defense under Section 25.093 or under §Section 65.003(a), Family Code (Appendix G)

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

\_\_\_\_\_  
Date Signed

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

\_\_\_\_\_  
Date Signed

**APPENDIX II:  
Acknowledgment Form—Amendment**

My child and I have received a copy of the TCISD High School Student Handbook Amendment # \_\_\_\_\_ dated \_\_\_\_\_.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Signature of parent: \_\_\_\_\_

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

## **Texas City Independent School District**

### **Public Notification in Career and Technology Education Programs**

Texas City Independent School District offers career and technology education programs in Agriculture-Food and Natural Resources, Architecture and Construction, Arts-A/V Technology and Communication, Business Management and Administration, Education and Training, Health Science, Hospitality and Tourism, Human Services, and Manufacturing, Information Technology, and Science Technology, Engineering and Mathematics. Admission to these programs is based on interest and aptitude, age appropriateness, class space, and satisfying Pre-requisites and co requisites.

It is the policy of Texas City Independent School District not to discriminate on the basis of race, color, national origin, sex or handicap in its vocational programs, services or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and section 504 of the Rehabilitation Act of 1973, as amended. Texas City Independent School District 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.

For information about your rights or grievances procedures, contact the Title IX coordinator, Mr. Marcus Higgs, Director of Human Resources, at the TCISD Administration Building, 1700 Ninth Avenue North, Texas City, TX 77590, (409) 916-0107, and/ or the section 504 Coordinator, Donna Peterson, at the TCISD Administration Building, 1700 Ninth Avenue North, Texas City, TX 77590, (409) 916-0106.

## **TCISD El Publico Notification en la Carrera y la Educacion de Programas de Tecnologias**

Texas City Independent School District ofrece programas vocacionales en Agricultura y Recursos Naturales, Arquitectura y Construccion, Tecnologia de Artes A/V y Comunicacion, la Gerencia y Gerencia Comercial, Educacion y Capacitacion, Cienca de Salud, Hoteleria y Turism, la Manufactura y Servicios Humanos, y Cienca Tecnologia Ingeniero y Matematicas. La admisión an estos programas se basa en el interés y la aptitud, la propiedad de edad , el espacio de clase, y satisfaciendo prerrequisitos y co requistes.

Es norma de Texas City Independent School District no discriminar por motivos de raza, color, origen nacional, sexo o impedimento, en sus programas, servicios o actividades vocacionales, tal como lo requieren el Titulo VI de la Ley de Deprechos Civiles de 1964, según enmienda; el Titulo IX de las Emmiendas en la Educación, de 1972, y de 1972, y la Sección 504 de la Ley de Rehabilitación de 1973, según enmienda. Texas City Independent School District Tomará las medidas necesarias para asegurar que la falta de habilidad en el uso de la lengua inglés no sea un obstaculo para la admisión y participación en todos los programas educativos y vocacionales.

Para información sobre sus derechos o procedimientos para quejas, comuniquese con el Coordinador del Titulo IX, Mr. Marcus Higgs, Director de Recursos Humanos, en TCISD Administration Building, 1700 Ninth Avenue North, Texas City, TX 77590, (409) 916-0107, y/o el Coordinador de la Seccion 504, **Donna Peterson**, en TCISD Administration Building, 1700 Ninth Avenue North, Texas City, TX 77590, (409) 916-0106