

College Station Independent School District

Intermediate School Student Handbook

2020-2021



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

COMPLIANCE STATEMENT

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

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

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

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

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

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

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

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

For more information about your rights or grievance procedures, for employees, contact the Title IX and ADA/504 Coordinator (Nkrumah Dixon), Director of Employee Engagement, 1812 Welsh, College Station, TX 77840, or call (979)764-5411; for students, contact the Title IX Coordinator (Chrissy Hester), Director of Student Services, 1812 Welsh, College Station, TX 77840, or call (979)764-5415, or ADA/504 Coordinator (Lindsey Fuentes), Director of Special Services, 1812 Welsh, College Station, TX 77840, or call (979)764-5433.

College Station ISD prohibits discrimination, including harassment, against any employee on the basis of race, color, religion, sex, national origin, age, disability or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

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

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

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

**Acknowledgement of
College Station ISD
Intermediate Student Handbook**

The 2020-2021 College Station ISD Intermediate Student Handbook is **available online** at the district website: www.csisd.org under the Parent Information section.

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

School _____ Date _____

Student's Grade Level _____ Homeroom _____

Student's Name (Please Print) _____

Student's Signature _____

Parent/Guardian Name (Please Print) _____

Parent/Guardian Signature _____

PLEASE RETURN THIS SHEET TO YOUR CHILD'S TEACHER

Table of Contents

Academic Dishonesty.....	2	Parental Expectations, Involvement, Responsibilities, and Rights.....	12
Asbestos Management Plan.....	2	Parent Access to Grades.....	12
Attendance and Absences.....	2	Pest Control Information.....	13
Bicycles.....	3	Plagiarism.....	13
Bullying or Taunting Behavior Prevention.....	3	Pledges of Allegiance, Recitations, and a Moment of Silence.....	13
Cafeteria Services.....	4	Posters.....	13
Change of Home Address, E-mail Address and/or Telephone Number.....	5	Promotion/Placement/Retention.....	13
Cheating.....	5	Report Cards/Progress Reports.....	13
Communications.....	5	Review of Instructional Materials.....	13
Complaints.....	5	Safety.....	14
Computer Access – Acceptable Use.....	5	School Hours.....	14
Conduct and Behavior.....	6	School Records.....	14
Conferences.....	6	Scooters, Skateboards, Rollerblades, and Wheeled Footwear.....	14
Counseling Program and Services.....	6	Signing Students In/Out.....	14
Credit by Examination.....	6	Special Programs.....	14
Directory Information.....	6	Bilingual/English for Speakers of Other Languages .	15
Discipline.....	7	<i>Homeless Students</i>	15
Doctor/Dental Appointments.....	7	Migrant Education.....	15
Dress Code and Grooming.....	7	Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services.....	15
Electronic Devices.....	7	Special Education Referrals:.....	15
Emergency Procedures.....	8	Section 504 Referrals:.....	16
Enrollment Requirements.....	8	Dyslexia.....	16
Exemptions from Instruction.....	8	Student Insurance.....	17
Fees.....	8	Student Records.....	17
Field Trips.....	8	Student Intervention Team (SIT).....	17
Grading Scales.....	9	Student Mental and Physical Health.....	17
Hall Passes.....	9	Student Success Initiative (SSI).....	17
Health Services.....	9	Summer School.....	18
Heat Index.....	11	Tardies.....	18
Holidays.....	11	Telephones.....	18
Information Update.....	11	Textbooks.....	18
Library Services.....	11	Tobacco, Alcohol, Drugs, and Firearms.....	18
Lockers.....	12	Transportation.....	18
Lost and Found.....	12	TRANSPORTATION RULES AND REGULATIONS	19
Parent Teacher Organization (PTO).....	12	CSISD Transportation Policy.....	20

Valuables.....	20
Videotaping/Recording.....	20
Visitors.....	20
Withdrawal of Students	21

College Station Independent School District
www.csisd.org

Board of Trustees

Michael Schaefer, President
Geraldyn Nolan, Vice President
Mike Nugent, Secretary
Amanda Green
Joshua Benn
Jeff Horak
Kimberly McAdams

Superintendent

Mike Martindale

Campus Behavior Coordinators/Principals and Assistant Principals:

School	Address	Phone	Web Address	Contact	Email
Cypress Grove Intermediate	900 Graham Rd. College Station, TX 77845	(979)694-5600	cg.csisd.org	Holly Scott, Principal Piper Cameron, AP	hscott@csisd.org pcameron@csisd.org
Oakwood Intermediate	106 Holik Dr. College Station, TX 77840	(979)764-5530	ow.csisd.org	Josh Symank, Principal Rocco Grande, AP	jsymank@csisd.org rgrande@csisd.org
Pecan Trail Intermediate	4319 Greens Prairie Trail College Station, TX 77845	(979)694-5874	pt.csisd.org	Kellie Deegear, Principal Brittany Cain, AP	kdeegear@csisd.org bcain@csisd.org

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

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

Academic Dishonesty

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

Asbestos Management Plan

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

Attendance and Absences – (Board Policy FEA)

The Texas Education Code 21.041 requires students to be in attendance for at least 90% of school calendar days a year in order to receive credit for a class.

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

Attendance Review Committee

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

Excused Absence(s)

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

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

Unexcused Absence(s)

An absence is considered unexcused in the following situations:

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

Excessive Absence(s)

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

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

Leaving School During the Day

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

Make-Up Work

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

Withdrawing from School

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

Bicycles

For student safety, students are asked to walk their bikes through the faculty/staff parking lot when arriving or departing campus. Bikes may not be ridden on paved areas of the campus. Bicycle racks are provided and all bikes on campus must be in their racks. Students should register their bikes with the College Station Police Department and keep them locked while at school. Bikes may not be ridden on campus. Students are not to be in the bike rack areas except when they are arriving or departing. Bicycles should never be left at school overnight. The school is not responsible for damaged or stolen bicycles.

Bullying or Taunting Behavior Prevention

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

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
2. Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;

3. Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
4. Infringes on the rights of the victim at school.

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

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

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

Cafeteria Services

CSISD serves nutritious meals each school day in accordance with the Texas Department of Agriculture and the United States Department of Agriculture. The Child Nutrition Breakfast and Lunch Program is designed to provide nutritious meals for growing children. Breakfast is available for purchase of \$1.50, and all district students may purchase a hot lunch for \$3.10.

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

Because CSISD schools are a closed campus for lunch, students may not leave the campus for lunch and return to school.

To help make the cafeteria a pleasant place to eat, the student's cooperation is necessary. Students are asked not to cut or save someone's place in line. All trays and utensils are to be returned to the appropriate area and trash thrown away. Students are not allowed to save seats. Students are not to share food or buy food for other students. Parents are always welcome and may eat with students.

CSISD Lunch Visitor Guidelines

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

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

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

Any other lunch visitors

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

Campuses will designate a specific area for visitors to have lunch with the student they are visiting. *The preceding guidelines are a minimum expectation for lunch visitors at all CSISD campuses. Campus administration has the discretion to disallow lunch visitors and/or to make additional lunch-visitor guidelines based on safety or environment for their respective campus.*

Food of Minimal Nutritional Value (FMNV)

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

This policy does not apply to meals or snacks students bring from home solely for their own consumption. Foods of minimal nutritional value shall not be served to students at any time during the school day. These include foods such as: carbonated beverages, flavored ices, chewing gum, candy bars, and packaged candies, cake, and cupcakes, etc. Exceptions to this can be made for a student's birthday. These exceptions should be scheduled with a teacher and should be after the end of the last lunch so that these celebrations will not replace a nutritious lunch. Federal regulations do not permit foods of minimal nutritional value to be served in the food service area during meal periods.

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

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

Cheating

See Academic Dishonesty.

Communications

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

Complaints

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

Computer Access – Acceptable Use

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

Conduct and Behavior

Students are expected to follow the directions of every school employee (i.e., teacher, secretary, custodian, bus driver, and cafeteria worker). Campus rules, as well as classroom rules, are to be observed at all times. Students are expected to behave in an acceptable manner at all times. For detailed information, please refer to the Student Code of Conduct.

Conferences

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

Counseling Program and Services

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

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

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

Credit by Examination

The district allows students who, without prior instruction, have already mastered content and skills in a particular subject area to advance to the next level. Students or parents interested in more information concerning the tests, eligibility, or qualifications for credit should contact the campus counselor for additional information and registration forms.

Directory Information

CSISD recognizes the inherent right of privacy of students. The District adheres to all requirements of the Family Educational Rights and Privacy Act (FERPA) of 1974 and State and Federal open records laws. Parents of students have the right to file formal complaints concerning alleged failures by the District to comply with the requirements of these laws. Under FERPA, the term "directory information" means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Directory information includes but is not limited to, the student's name, address, telephone listing, photographs, date and place of birth, dates of attendance, grade level, enrollment status, participation in officially recognized activities, and sports, weight and height of members of athletic teams, honors and awards received, and the most recent educational agency attended. A student's parent or guardian's name, address, and telephone listing will be considered as directory information. Directory information is considered to be public information and may be released without consent; however, parents have the right to refuse the release of directory information.

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

Discipline

Discipline procedures have been formulated on each campus in accordance with CSISD district guidelines. The procedures are designed to foster good communication and a positive working relationship between the home and school. See the Code of Conduct for listings of inappropriate behaviors and disciplinary measures.

Doctor/Dental Appointments

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

Dress Code and Grooming

The student dress code outlines acceptable standards for student dress during the school day and during other school-sponsored activities.

Students will wear attire and groom themselves in a manner that supports a healthy and safe learning environment. Students will not wear attire that is disruptive to the school environment, that promotes illegal or harmful activities, or that could endanger the health and safety of the student or other students, which includes, but is not limited to, that which:

1. Depicts messages lewd, vulgar, obscene, plainly offensive, violent, sexually explicit, or that refers to items that are illegal in general or illegal specifically for underage students.
2. Promotes use of tobacco, drugs, alcohol, or other illegal or harmful products.
3. Contains sexually suggestive messages.
4. Depicts gang affiliation.
5. Causes or is likely to cause a substantial or material disruption to school activities or to the orderly and safe operation of the school or at school-sponsored activities.
6. Contains rude, disrespectful, or discourteous expressions inconsistent with civil discourse and behavior.

The following specific items are not permitted except in individual cases as approved by the principal of the school:

1. Bare feet.
2. Headwear, except as worn for medical reasons or as a legitimate expression of a student's religious practice and faith.

Electronic Devices

College Station ISD believes that technology should be used to enhance instruction and learning in the school setting. It is an expectation that all technology be used in a manner that supports learning and good citizenship. Students are expected to follow the "Responsible Use" guidelines when using technology, and at no time is technology to be used in such a manner as to bring academic or emotional harm to fellow students in our school district. The use of electronic devices such as Kindles, Nooks, iPads, laptops/notebooks, cell phones, cameras, online digital watches, and similar items may be allowed

by an individual teacher for student use during instruction; however, that use will only be for an approved educational purpose and only with the permission of a teacher at appropriate times in the lesson. Electronic devices are allowed for acceptable educational use before and after school. Picture and video taking is prohibited at school unless used for educational purposes with permission from a staff member.

Emergency Procedures

Drills: Fire, Tornado, and Other Emergencies

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

School Closing While Classes Not in Session

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

School Closing While Classes in Session

If schools are closed due to emergency situations while students are in attendance, the announcement of the closing will be made to the media as quickly as possible. Instructions will be provided as to what arrangements parents should make to pick up their students or provide for their students' security when buses reach home. Each student should have on record the name, address, and telephone number of a person(s) designated by the parent to pick up his/her child in the event that parents are not at home.

Enrollment Requirements

Students residing with parents or legal guardians are eligible for admission to College Station schools after completion of appropriate forms. Contract for purchase of home, lease agreement or utility bill are documents required for all students before they can be admitted to school. Complete immunization records, legal proof of residence and an official birth certificate, hospital certificate, or passport are required.

Exemptions from Instruction

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

Fees

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks, and may be required to pay certain other fees or deposits, including: Club dues, security deposits, the materials for a class project the student will keep, personal physical education apparel, student accident insurance and insurance on school-owned instruments, instrument rental and uniform maintenance, fees for damaged library books and school-owned equipment. 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 principal.

Field Trips

Trips may be arranged for students during the school year, either curricular or extracurricular. Students making a school trip are expected to go by bus or school-endorsed transportation. Exceptions may be made if the student's parent or guardian personally requests in writing that the student be allowed to ride with the parent(s). All district and school rules are in effect on all school trips. Eligibility for all school field trips will be determined by the school administrator.

If the destination is outside the county, special permission slips will be sent home and a parent signature is required for student to attend. For destinations within the county during school hours, a parent signature on the CSISD student information sheet (filled out online during registration) will serve as permission to attend.

Grading Scales

The lowest passing grade is 70. The grading scale is:

- A 100 – 90
- B 89 – 80
- C 79 – 70
- F 69 or below

[CSISD Grading procedures](http://www.csisd.org) may be found at www.csisd.org.

Honor Roll: Each six-weeks, students earning an "A" in every course will be named to the All "A" Honor Roll.

Reteach-Retest: When a student fails to master a concept, they may be retested over the concept and will receive the higher of the two test scores not to exceed 75.

Hall Passes

If a student leaves a class, it is his or her responsibility to ask the teacher for a hall pass. Any teacher may ask to see a student's pass at any time. A student should not be in the hall without a pass.

Health Services

General Health

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

Bacterial Meningitis

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

Contagious Diseases

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

When to Keep Your Child Home from School

The American Academy of Pediatrics, the Texas Department of State Health Services and the College Station ISD recommend that students be kept home from school if any of the following conditions exist:

1. Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
2. Diarrhea or stools that contain blood or mucus.
3. Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease, writes a note to that effect and the student is in no danger of becoming dehydrated.

4. Mouth sores and/or drooling until a physician or the health authority does not feel the condition is infectious.
5. Fever or rash or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.

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

Emergency Medical Treatment

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

Immunization Requirements

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

Medication Procedures

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

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

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

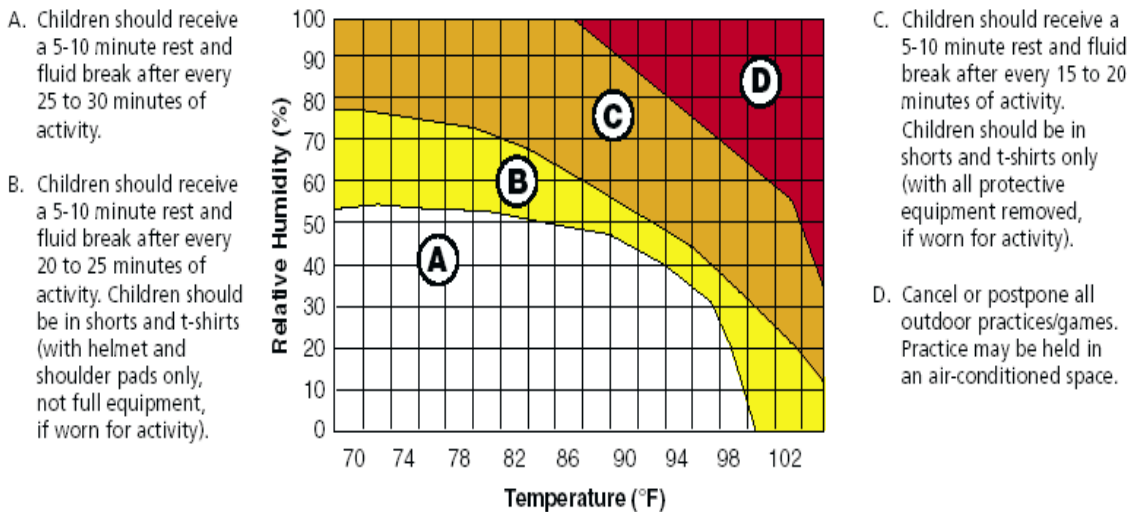
The district has an unassigned epinephrine auto-injector written policy that outlines training school personnel in recognizing anaphylaxis signs and symptoms and administration of an unassigned epinephrine auto-injector. Readily accessible epinephrine auto-injectors are integral to the emergency treatment of students with severe allergies. To ensure optimal epinephrine access for students at risk for anaphylaxis with an epinephrine prescription, policy for providing personally prescribed epinephrine auto-injectors remains unchanged.

In accordance with the student's individual health plan for management of diabetes, a student with diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school related activity. See the school nurse for information. [see policy FFAF (Legal).] The school district retains the discretion to reject requests for administration of medication. Please do not send medication (prescription or otherwise) to school with your child without contacting the school nurse. [For further information, see Policy FFAC]

Heat Index

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

CSISD Heat Index Activity Recommendations



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

Holidays

Students shall receive excused absences for observance of religious holy days if the parent submits a written request prior to the absence. Students excused under this provision shall be allowed a reasonable time to make up school work missed on those days.

Information Update

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

Library Services

Campus librarians work with teachers and students to problem-solve, research curricular topics, document resources, respect intellectual ownership of copyrighted materials, and to practice the acceptable use of electronic resources (Internet). Libraries have technology rich environments that facilitate instruction. Library programs promote reading with instructional lessons, sustained silent reading, recommended reading lists, student book reviews, storyteller and author visits, and celebrations of Children's Book Week, National Library Week, and/or Bluebonnet Book Lists. Students may check out

books and are responsible for returning them at the designated time. Charges will be assessed for any lost or damaged library materials. Students have access to many electronic resources, including online subscription databases that complement the curriculum. Encyclopedias, magazines, newspapers, almanacs, maps, primary source documents, news transcripts and other reference materials are included in these online resources. Home/remote access information is available from the campus library. In addition, libraries subscribe to a variety of newspapers and magazines in print format.

Lockers

Student lockers are issued to assist students in being responsible for materials and being organized. Students may not share a locker. Lockers should be kept clean. Lost locks will require a \$5 replacement fee. Periodic locker clean-outs are held. Lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. The student has full responsibility for the security of the assigned locker, for making certain that the locker is locked, and that the combination is not available to another student. Searches of lockers may be conducted at any time if there is reasonable cause to believe they contain articles or materials prohibited by district policy, whether or not the student is present. The parent will be notified if any prohibited items are found in the student's locker.

Lost and Found

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

Parent Teacher Organization (PTO)

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

Parental Expectations, Involvement, Responsibilities, and Rights

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

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

Parent Access to Grades

Home Access Center (HAC)

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

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

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

Pest Control Information

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

Plagiarism

See Academic Dishonesty.

Pledges of Allegiance, Recitations, and a Moment of Silence

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

Posters

Signs and posters that students wish to display must first be approved by the principal. Posters displayed without authorization will be removed.

Promotion/Placement/Retention - Policy EIE

Promotion Policy: In grades 1-8, promotion to the next grade shall be based on an overall average of 70 on a scale of 100 based upon course-level, grade-level standards for all subjects areas and a grade of 70 or above in three of the following areas: reading/language arts, mathematics, science, and social studies.

In grade 5, additional requirements are put in place. For promotion to 6th grade, students must pass the STAAR test for reading and math. For students who do not pass the initial administration or the retests, a grade placement committee will meet to determine whether or not placement in the 6th grade will best serve the student.

Report Cards/Progress Reports

The primary purpose of grading and grade reporting is to communicate clearly to students and parents' information regarding student progress toward educational goals. Report cards are aligned to the Texas Essential Knowledge and Skills and represent a student's progress through the curriculum. The report card is one of many ways teachers communicate with parents regarding student progress. Report cards will be sent home with students after every six weeks grading period. In addition, parents and/or teachers may schedule conferences as needed. Report cards are normally issued on Friday during the week following the end of the six weeks' grading periods. Report cards will be sent home with the student and should be returned with a parent/guardian signature to the student's homeroom teacher. Progress reports are sent home with students at the mid-point of each six weeks to update the parent/guardian of the student's academic progress.

Review of Instructional Materials

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

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

Safety

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

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

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

School Hours

The regular school day for students begins at 8:25am and ends at 3:50pm. On certain days, students may be let out early for holidays, staff development days, etc. These early release days will appear on the CSISD school calendar.

School Records

A student's school records are private and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates. This record moves with the student from school to school.

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

The Principal is custodian of all records for currently enrolled students at the assigned school. The Principal is also the custodian for all records for the students who have withdrawn. Records may be reviewed during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the codes.

Scooters, Skateboards, Rollerblades, and Wheeled Footwear

Scooters, Skateboards, Rollerblades, and Wheeled Footwear are not allowed.

Signing Students In/Out

A student who arrives late or leaves early during the school day must report to the school office. A child will be released only to the parent, guardian, or emergency contact unless the school has been notified by the parent in writing that they have granted permission for someone else to pick up their child. Signing a child out requires valid identification and must be done through the Hall Pass system in the school office. The reason for the tardy or early release must be documented in writing to the Attendance Clerk.

Special Programs

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

Bilingual/English for Speakers of Other Languages

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

Homeless Students

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

Migrant Education

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

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

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

Special Education Referrals:

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

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

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

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

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

In compliance with Senate Bill 139, Texas Education Agency has requested that all parents within a school district be informed of their rights regarding special education evaluations and eligibility as well as parent resources. Official notification and information can be found on the College Station ISD Special Education [website](#).

Contact Person for Special Education Referrals:

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

Contact Person: Lindsey Fuentes, Director for Special Services

E-mail: lfuentes@csisd.org

Phone Number: (979) 764-5433

Section 504 Referrals:

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

Contact Person for Section 504 Referrals:

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

Contact Person: Lindsey Fuentes, Director for Special Services

E-mail: lfuentes@csisd.org

Phone Number: (979) 764-5433

Dyslexia

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

Students who are identified with dyslexia or a related disorder and who require special education services because of dyslexia, or a related disorder will be served under the Individuals with Disabilities Education Act (IDEA) as students with a specific learning disability. Other students who are identified with dyslexia or a related disorder may receive appropriate intervention supports and services under a Section 504 plan through a district dyslexia and related disorder program. Other students who are struggling with

reading or showing early risk factors associated with dyslexia or a related disorder may receive interventions through a tiered intervention model such as Response to Intervention (RtI).

Additional Information:

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

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

Limited English Proficient Students with Disabilities

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

Student Insurance

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

Student Records

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

Student Intervention Team (SIT)

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

Student Mental and Physical Health

Please see School Board Policies FFEB (LEGAL), EEG (LEGAL), FFG (LOCAL)

Student Success Initiative (SSI)

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive the instruction and support they need to be successful in reading and mathematics. Under the Student Success Initiative grade placement requirements students must meet the passing standard on the Grade 5 STAAR reading and mathematics tests to be promoted to sixth grade.

Students have three opportunities to meet the passing standard on each of the tests and will receive additional instruction after each testing opportunity on which they do not meet the standard. A grade placement committee, consisting of the principal, teacher, and parent or guardian, meets when a student has not met the passing standard after two testing opportunities and decides the most effective way to support a student's academic success.

A student who does not meet the passing standard after three testing opportunities is automatically retained; however, if the parents appeal the retention, the grade placement committee may choose to promote the student if all members agree that the student is likely to perform on grade level with additional instruction.

SSI Requirements for Students Receiving Special Education

When a student who is receiving special education services fails to perform satisfactorily on the 5th grade reading or mathematics STAAR, the ARD committee is required to meet prior to the second administration. The ARD committee will determine the required accelerated instruction and if the student will be promoted or retained based upon IEP goal performance. The student is not required to take subsequent administrations of STAAR in 5th grade.

Summer School

Information will be distributed during the month of April regarding summer school programs.

Tardies

Students should be on time to all their classes and other activities. Students may be marked tardy if they are not in their assigned seat when the tardy bell rings each period. If a student is more than ten minutes late to class, he/she shall be marked as absent. Disciplinary action may be taken for persistent tardies.

Telephones

Students may use school telephones in an emergency. However, no student will be allowed to be tardy or miss any part of class because of telephone use. Permission from the principal or secretary must be received before using the office phone. An outside phone is provided for students to use before or after school.

Textbooks

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

Tobacco, Alcohol, Drugs, and Firearms

Tobacco, alcohol, drugs, and fire arms are controlled substances and are strictly prohibited from being brought to school. In order to maintain a healthy and safe educational environment, the Board of Trustees of the CSISD authorizes the use of specially trained dogs to sniff out concealed controlled substances. Any student in possession of or caught with a controlled substance will be subject to severe disciplinary action which could lead to suspension.

Transportation

Students must register to ride the bus and that it is done electronically at www.csisd.org. The bus ride is an extension of the school day. School regulations and expectations on the bus will be the same as when the student is on school premises. Our bus drivers are instructed not to let students ride to any destination other than their own residence bus stop. This is to keep buses from being overcrowded and also to help parents and the schools know where the child is at all times. All students must ride the bus assigned to them. If a parent desires an exception to this rule for any reason a written request is required within 24 hours. The request must be dated and must include a statement of purpose, address of

destination and will be subject to room on the bus and the student's appropriate behavior. Students will turn in the request to the campus principal's office upon arrival to school. An alternate destination document will be issued and approved at the school office. The student will take a copy of the alternate destination document to give to the bus driver of the alternate route.

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 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 Transportation Department at (979)764-5440. See the Student Code of Conduct for provisions regarding transportation to the DAEP.

Students are expected to assist district staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in district vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Failure to do so may result in suspension of bus privileges. In addition, school discipline may be applied based upon investigation information.

TRANSPORTATION RULES AND REGULATIONS

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

Removal from the School Bus

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

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

RE-ADMITTANCE PROCEDURE:

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

CSISD Transportation Policy

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

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

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

Valuables

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

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

Videotaping/Recording

An employee of a school district is not required to obtain the consent of a student's parent before the employee may make or authorize the making of a videotape/audio recording of a student or a recording of a student's voice if the videotape/audio recording is to be used only for: Purposes of safety, including the maintenance of order and discipline in common areas of the school or on school buses; A purpose related to an extra-curricular activity; A purpose related to a regular classroom instruction; or Media coverage of the school. (Texas Education Code 26.009) Video/audio equipment shall be used for safety and security purposes to monitor student behavior on buses and in common areas on district-controlled property.

Audio/Video Surveillance of Special Education Settings

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

Contact Person: Lindsey Fuentes, Director for Special Services

E-mail: lfuentes@csisd.org

Phone Number: (979) 764-5433

Visitors

Note: Visitors to the schools have been suspended during Covid-19.

College Station ISD uses the Hall Pass School Visitor Management System (commonly called "Hall Pass"). The overall goal of this system is to increase safety of our schools. The system produces visitor badges with the picture of the individual and his or her destination on campus, after the visitor has been

checked against a database of registered sex offenders. Visitors to all CSISD campuses must check in with the office and present photo identification. Visitors without photo identification will be required to meet with a campus administrator to determine the nature of the visit.

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

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

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

Withdrawal of Students Board Policy FEA

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