

Calvert Independent School District

2009 – 2010

Student Handbook



COMMITMENT TO EXCELLENCE!

Acknowledgment of Receipt of Calvert I.S.D. Grades PRE-K through Grade 12 Parent-Student
Discipline Management Plan & Code of Conduct

Dear Parent/Guardian:

Please cut out and return the completed form to your child's campus within ten school days of your child's first day of instruction for this school year. If your response has not been received by that date, we shall assume that you agree with and accept the policies and rules stated. If you have questions relating to the Parent-Student Discipline Management Plan or the Code of Conduct Handbook, please contact the campus principal.

Sincerely,

K.L. Groholski
Superintendent of Schools

My child and I have received a copy of the Calvert I.S.D. Parent-Student Discipline Management Plan and Code of Conduct Handbook. I understand the handbook contains information that my child and I may need during the school year. I understand that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Regarding student records, I understand that the Federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. The objection to release any or all directory information must be filed with the principal's office within ten school days of my child's first day of this school year or such information will be released to any such request.

Directory information includes my child's:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

In exercising my right to limit release of this information, I have marked through the items of directory information listed that I direct the District not to release without my prior written consent.

Student's Name (Please print.): _____ Student's Grade: ____
Student's Signature: _____ Date: _____
Parent's Signature: _____ Date: _____

Please check one: Yes, I give permission for the use of corporal punishment.
 No, I do not give permission for the use of corporal punishment.

Calvert I.S.D. Electronic Communications and Data Management

Dear Parent/Guardian:

Your child will be able to participate in the District's electronic communications system and needs your permission to do so. Your child will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks.

The Internet is a network of networks. Through the District's electronic communications systems, your child will have access to hundreds of databases, libraries, and computer services all over the world.

With this educational opportunity also comes responsibility. It is important that you and your child read the enclosed District policy, administrative regulations, and agreement form and discuss these requirements together. Inappropriate system use will result in the loss of the privilege to use this educational tool.

Please note that the Internet is an association of diverse communication and information networks. It is possible that your child may run across areas of adult content and some material you might find objectionable. While the District will take reasonable steps to preclude access to such material and does not encourage such access, it is not possible for us to absolutely prevent such access.

Please return this agreement form indicating your permission or denial of permission for your child to participate in the District's electronic communications system.

Sincerely,

K.L. Groholski
Superintendent

Parent & Student Agreement for Participation in an Electronic Communications System

Student's Name: _____ Grade: _____

Student Agreement:

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

Student's Signature: _____ Date: _____

Parent Agreement:

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

_____ Yes, I give permission for my child to participate in the District's electronic communications system and certify that the information contained on this form is correct.

_____ No, I do not give permission for my child to participate in the District's electronic communications system.

Parent/Guardian Signature: _____ Date: _____

Address: _____ Home Phone: _____

*The student agreement must be renewed each academic year.

Electronic Communication and Data Management

The Superintendent or designee shall implement, monitor, and evaluate electronic media resources for instructional and administrative purposes.

Availability of Access

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

Monitored Use

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

Disclaimer of Liability

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

Vandalism Prohibited

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

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware, or software costs.

Forgery Prohibited

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

Information Content/Third-Party Supplied Information

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

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

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

Network Etiquette

System users are expected to observe the following network etiquette:

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

Termination/Revocation of System User Account

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

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

Disclaimer

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

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

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

WELCOME TO CALVERT I.S.D.

Grades Pre-K through 12

The policies and procedures contained in this handbook are designed to help the school run smoothly so you will have a successful year in Calvert I.S.D. This information has been carefully prepared to help all students adjust to our school, and become an integral part of it.

Your teachers are eager to help you prepare for a successful adult life, so study hard. Along with your studies, get involved in co/extra curricular activities. The activities are designed to help you enjoy school life. Remember that your success is directly related to your efforts.

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

In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy or the Student Code of Conduct most recently adopted by the Board shall prevail.

Parents become familiar with all of your child's school activities and with the academic programs, including special programs offered in the District. Discuss with the counselor or principal questions concerning placement, assignments, or early graduation, along with other options available to the child. Monitor your child's academic progress and contact teachers as needed.

To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (979) 364-2845 for an appointment. Teachers will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

Lastly, no handbook can cover all situations. In cases where the handbook does not cover a particular situation, decisions of the administration will prevail.

K.L. Groholski
George H. Sheldon
Lynn Ponder
Cheryl Fenn

Superintendent
Assistant Superintendent
Principal
Counselor

PURPOSE OF RULES AND REGULATIONS

Rules and regulations are necessary for the smooth operation of any institution. It is the policy of our school to have as few regulations as possible. Most rules are not made until it seems advisable for the good of the pupils themselves. The good citizen with a sincere desire to cooperate in all matters for the best interest of the school, will be seldom aware of the existence of such rules, because of his/her high standards will not conflict with them. The students of Calvert I.S.D. consistently observe most of the regulations listed here, but they are in written form so that all students may be well informed. It also provides parents and other interested persons information regarding how our school is organized and operated.

CALVERT INDEPENDENT SCHOOL DISTRICT

BOARD OF TRUSTEES

President	Dan Jordan
Vice-President	Diane Grimes
Secretary	Volney (Bubba) Alston III
Member	Louise Grisby
Member	Ann Satterwhite
Member	Joyce Williams
Member	Carolyn Rosemond

School Board regular meetings are held on the third Tuesday of each month, times are subject to change. Notices and agendas are posted on the doors to the Administration offices.

ADMINISTRATION

Superintendent	K.L. Groholski
<i>Assistant Superintendent</i>	<i>George H. Sheldon</i>
<i>Principal</i>	<i>Lynn Ponder</i>
<i>Counselor</i>	<i>Cheryl Fenn</i>

C.I.S.D. Phone Number
(979) 364-2882
Fax Number
(979)364-2468
Web Site
<http://www.calvertisd.com>

CALENDAR

August 14-20.....	In-Service
August 21.....	Teacher Prep/Staff Development
August 24.....	1 st Six Weeks Begins
October 2.....	1 st Six Weeks Ends
October 5.....	2 nd Six Weeks Begins
November 13.....	2 nd Six Weeks Ends
November 16.....	3 rd Six Weeks Begins
November 26-27.....	Thanksgiving Holidays
December 18.....	3 rd Six Weeks Ends
December 21- January 1.....	Christmas Holidays
January 4.....	Teacher Prep/Staff Development
January 5.....	4 th Six Weeks Begins
January 18.....	Bad Weather Day
February 12.....	4 th Six Weeks Ends
February 15.....	5 th Six Weeks Begins
March 15-19.....	Spring Break
April 2.....	Bad Weather Day
April 9.....	5 th Six Weeks Begins
April 12.....	6 th Six Weeks Begins
May 18-28.....	OFYP Days
May 28.....	6 th Six Weeks Ends
May 28.....	Graduation
May 29.....	Teacher Prep/Staff Development

FREEDOM FROM DISCRIMINATION

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

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

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

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

Any student (or the student's parent) who believes that he or she has experienced prohibited harassment should immediately report the problem to a teacher, counselor, principal, or other District employee. 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 will be promptly investigated. The District will notify the parents of any student alleged to have experienced prohibited harassment by an adult associated with the District, or by another student, when the allegations, if proven, would constitute "sexual harassment" or "other prohibited harassment" as defined by District policy. If the District's investigation indicates that prohibited harassment occurred, appropriate disciplinary or corrective action will be taken to address the harassment. The District may take disciplinary action even if the conduct that is the subject of the complaint did not rise to the level of harassment prohibited by law or policy.

Retaliation against a person who makes a good faith report of prohibited harassment is prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a District investigation may be subject to appropriate discipline.

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

In its efforts to promote nondiscrimination, the District makes the following statements:

Calvert ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended. K.L. Groholski Superintendent, at 410 Main Street, Calvert, Texas 77837, (979)364-2824, has been designated to coordinate compliance with these freedom from discrimination requirements.

SERVICES FOR THE HOMELESS AND TITLE I PARTICIPANTS

For information regarding coordinating services for:

- Homeless students contact George H. Sheldon at 979-364-2882
- Parents of students participating in Title I programs contact George H. Sheldon at 979-364-2882

STUDENT TRANSPORTATION

For information regarding Bus routes and student transportation call 979-364-2882

PHILOSOPHY

The purpose and intent of the Calvert Independent School District is to direct the students in their learning experiences and activities, both individually and collectively, so that they will be prepared to successfully meet the problems of life in our competitive democratic society. A fundamental premise underlying our democratic way of life is a belief in the intrinsic worth of every individual. Therefore, we believe that all members of our free society must be provided the opportunity for development of their individual capabilities through education. Another fundamental premise at the heart of civilized society is a respect for excellence. The intent of the Calvert Independent School District is to provide a learning environment, which will encourage the development of individual potential, desire for excellence, and a sense of responsibility to self and society. It is toward this purpose that trustees, administrators, teachers and support staff dedicate their efforts in providing each student with intellectually stimulating instruction of the highest quality together with the guidance required to further students' abilities and potential.

The Calvert Independent School District bases its educational philosophy on the following beliefs:

Each child is a unique and valuable person who should be respected as an individual.

There is a need for a school environment which is administratively flexible enough to allow the student to experience success and develop to his or her potential both mentally and physically.

Each student will benefit from communication and cooperation among students, staff, teachers, administrators, parents, and community.

In keeping with these beliefs, the Calvert Independent School District seeks to provide opportunities that are consistent with the abilities and potential of all students by constantly reviewing and upgrading facilities, materials, equipment and instructional programs.

Calvert 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.

Notification of Rights under FERPA For Elementary and Secondary Schools

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. These rights are:

- 1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The school official 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 are inaccurate. Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school 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 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 school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]
- 4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the *School 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
400 Maryland Avenue, SW
Washington, DC 20202-4605

[NOTE: In addition, a school may want to include its directory information public notice, as required by 99.37 of the regulations, with its annual notification of rights under FERPA.]

Notification of Rights Under the Protection of Pupil Rights Amendment (PPRA)

PPRA affords parents certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of others with whom respondents have close family relationships;
 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.

- *Receive notice and an opportunity to opt a student out of –*
 1. Any other protected information survey, regardless of funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.

- *Inspect*, upon request and before administration or use –
 1. Protected information surveys of students;
 2. Instruments used to collect personal information from students for any of the above marketing, sales or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law.

Calvert ISD has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. CISD will directly notify parents of these policies at least annually at the start of each school year and after any substantive changes. CISD will also directly notify, such as through U.S. Mail or email, parents of students who are scheduled to participate in the specific activities or surveys noted below and will provide an opportunity for the parent to opt his or her child out of participation of the specific activity or survey. CISD will make this notification to parents at the beginning of the school year if the district has identified the specific or approximate dates of the activities or surveys at that time. For surveys and activities scheduled after the school year starts, parents will be provided reasonable notification of the planned activities and surveys listed below and be provided an opportunity to opt their child out of such activities and surveys. Parents will also be provided an opportunity to review any pertinent surveys.

Following is a list of the specific activities and surveys covered under this requirement:

- Collection, disclosure, or use of personal information for marketing, sales or other distribution.
- Administration of any protected information survey not funded in whole or in part by ED.
- Any non-emergency, invasive physical examination or screening as described above.

As a parent, you also have a right:

- To request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.
- To review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child.
- To inspect a survey created by a third party before the survey is administered or distributed to your child.
- To review your child's student records when needed. These records include:
 - Attendance records,
 - Test scores,
 - Grades,
 - Disciplinary records,
 - Counseling records,
 - Psychological records,
 - Applications for admission,
 - Health and immunization information,
 - Other medical records,
 - Teacher and counselor evaluations,
 - Reports of behavioral patterns, and
 - State assessment instruments that have been administered to your child.
- To grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording 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; or
 - When it relates to media coverage of the school.
- To remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
- To request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See policy EC legal]
- To request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

- To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. See policies FL(LEGAL) and (LOCAL), FO(LEGAL) and the Student Code of Conduct.

Parents who believe their rights have been violated may file a complaint with

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

BACTERIAL MENINGITIS

State law requires the District provide the following information:

What is Meningitis?

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

What are the symptoms?

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

Children (over 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and lab 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 bacterial that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

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

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

Your family doctor and the local health clinic are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of Health: www.tdh.state.tx.us.

ACADEMIC INFORMATION

The passing grade for any course is 70. Students are given an opportunity to make up a failing semester in a subject by averaging the two semester grades at the end of the year. If the two semester grades when averaged together are 70 or above, one full credit is given for the course.

Grade conversion chart:

A = 90-100

B = 80-89

C = 70-79

All students will file a graduation plan, which indicates the courses they plan to take while in high school. Students who plan to attend college should give emphasis to additional math and science courses.

All students in grades 7 & 9 are given an aptitude test each year. The results are made a part of the permanent record of the student. This test information is available to the student and the parent or guardian of the student.

To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination.

Automatic admission for Top Ten Percent of the Graduating Class

For two school years following their graduation, District graduates who ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. Students and parents should contact the counselor for further information about how to apply and the deadlines for application. (Policy EIC Legal)

Class Rank

The following measures will be used to determine class ranking:

Weighted Grade Point Average: A student's weighted grade point average is determined by adding up the grade points earned for all courses taken and dividing by the total number of courses. Advanced courses are weighted. (see pg 25-26) Student ranking will be based on this weighted grade point system. In case of a tie, the number of advanced courses taken will be determined. After that, the grade average of all of the advanced courses taken will be considered. **Grades transferred from other accredited schools shall be credited as printed on the previous school's transcript.**

Honors Graduates: All graduates who have a four-year weighted 3.0 grade point average or above and meet the stipulations below shall be considered honors graduates and will receive a gold cord to wear during graduation exercises.

The honor graduate with the highest weighted grade point average based on the stipulations below shall be declared the valedictorian of the graduating class. The honor graduate with the second highest weighted grade point average based on the stipulations below shall be declared the salutatorian of the graduating class. A senior honor graduate may at any time be deprived of all honors for conduct unbecoming of an honor student.

In the event of a tie for valedictorian, co-valedictorians shall be recognized and the position of salutatorian shall be vacant. In the case of a tie for salutatorian, co-salutatorians shall be recognized. *Also, to be Valedictorian or Salutatorian a student must be on the Recommended or Distinguished Graduation Plan.

Three year early graduates are not eligible for the valedictorian or salutatorian awards. **They are eligible to be considered in the top ten percent of their class for ranking purposes.**

Class rank shall be calculated at the end of the eleventh grade, middle of the twelfth grade, or at high school graduation, whichever is most recent at the college/scholarship application deadline. **Senior rankings will be based upon semester grade point averages from the ninth, tenth, eleventh grades, the fall semester of twelfth grade, and the average of the fourth and fifth six weeks of the spring semester of the twelfth grade. A final ranking will be calculated upon the completion of the sixth six weeks.**

Ranking stipulations are as follows:

1. ***A student shall have attended Calvert High School his/ her junior and senior year preceding graduation to be eligible for valedictorian and salutatorian. In the event that a student with the highest or second highest grade point average does not meet the two-year requirement, he or she will not be named as Valedictorian or Salutatorian in the class.***
2. Grade point average shall be based on freshman, sophomore, junior, and senior grades.
3. Grades earned in the following methods **will not** be added to a student's grade point average:
 - Courses taken for local credit
 - Courses taken in the 8th grade for high school credit
 - Courses taken by credit by exam
 - Courses taken by correspondence
 - ***Courses taken for credit recovery or credit acceleration by computer instruction***
4. A student taking a designated advanced course (see advanced course listing, page 27) shall receive additional grade points (see scale, page 26) applied to his or her grade point average each semester upon successful completion of the course. The points shall be used in determining class standing only and **will not** show on official transcripts.
5. ***The student must be on the Recommended Graduation Plan to be Salutatorian or Valedictorian.***

College-Entrance Tests

Most colleges require at least one college-entrance test prepared by the College Board or by American College Testing. The SAT (Scholastic Aptitude Test) attempts to measure verbal, math reasoning, and writing ability. The ACT (American College Testing) attempts to measure reasoning ability as well as "learned information" within one series of test that yield a composite score as well as sub-scores in English, social studies, math, and natural sciences. Students interested in taking a test should see the counselor about specific dates, times, and places available.

College Visit/Student Function

Seniors may be excused by the administration for two student function days to visit college campuses and to take the THEA exam required to enter college. Any student requesting a day for college must request the form from the counselor no less than 24 hours in advance of the day to be used. The student is responsible for having their teachers initial the form and for obtaining any work that will be missed. Senior college days will be allowed prior to two weeks before the end of the school year.

The student must bring verification from the college and turn it in to the office the next day. The following people must sign the form before the student may take a College Day: (1) student, (2) parent or guardian, (3) teachers, (4) principal and (5) counselor. The principal or counselor may deny the use of a college day for the following reasons:

1. Turning in the form less than 24 hours in advance
2. No parent signature
3. No teacher initials
4. Too many days used

Completion of credit for graduation, but unsuccessful on the State-mandated exam

A certificate of course work completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on all parts of the exit-level examination (TAKS test).

Correspondence Courses

Calvert I.S.D. permits high school students to take correspondence courses (course by mail or online) for credit. Students in grades 9-12 may earn up to **two credits** toward high school graduation by these means. Credit shall be granted only under the following conditions:

1. The institution offering the course is the University of Texas at Austin, Texas Tech, Texas State Technological University or other public institution of higher education approved by the commissioner of education.
2. The correspondence course includes the state-required or TEKS for such a course.
3. Prior to enrollment students shall make written request to the principal to enroll in a course.
4. The principal approves the request.

Early Graduation

To be eligible to graduate in three years, the student shall complete all course work and exit-level testing required of other students in his or her graduating class. A student wishing to graduate in fewer than four years shall make a written application to the counselor/high school principal prior to the beginning of his or her junior year. Written parental approval shall be submitted with the application. The student/parent shall receive counseling concerning this decision.

House Bill 1479 provides a tuition scholarship totaling \$1,000 to students whom

- have written approval from their parent or parents to participate in the accelerated program
- have completed the required number of credits and pass the statewide exit-level exam for graduation from public high school in no more than 36 consecutive months
- have attended high school only in Texas
- are bona fide Texas residents
- if attending a private institution, has a commitment from the private institution to provide a matching tuition scholarship
- have graduated under the recommended plan or advanced distinguished achievement program

Students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission to Texas general academic universities and colleges. Students and parents should see the high school counselor for further information about how to apply.

Early graduates are not eligible for Valedictorian or Salutatorian designation. If you would like more information, please see the counselor. (TEC 33.007)

Graduation Expenses

Because students and parents may 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 student and parent should monitor progress toward completion of all requirements for graduation. The expenses often are incurred beginning in the junior year and the first semester of the senior year. (Texas State Graduation Requirements in Appendix 2, SCP.5.314.(b)(11))

High School Credits in Middle School

A student may take the following courses their eighth grade year for high school credit:

<i>Health</i>	<i>½ credit</i>
<i>Speech (Communication Applications)</i>	<i>½ credit</i>
<i>Algebra I</i>	<i>1 credit</i>
<i>Band</i>	<i>1 credit</i>

These courses are for credit only. The grade points will not be added into a student's final GPA.

Program Choice

The state's new Recommended High School Program includes Biology, Chemistry, Physics and an elective Science, 4 years of Math including Math Models which must be taken prior to Algebra II or PreCalculus, a Fine Arts elective, one credit of PE, and two years of a foreign language. To opt out of the recommended plan and choose the minimum plan, the parent, or guardian, and student will be required to conference with the school counselor or approved administrator and sign a waiver request. (Policy EIF)

Minimum High School Program

All students who choose to complete the minimum High School program must complete a minimum of **22** (twenty-two) units of credit including 5 ½ elective credits to receive a high school diploma. (See exhibit A - page 16.)

Recommended High School Program

A student who wishes to complete the Recommended High School Program and have the accomplishment recognized on the academic achievement record (transcript) must complete the required courses plus an additional 3 ½ additional components for **a total of 26 (twenty-six) credits**. (See exhibit B page 17. For more information, please consult with the school counselor.

****Starting with Freshman Class of 2007 and later, a student must have 26 credits to be on a Recommended High School Program.***

****Starting with Freshman Class of 2007 and later, a student must have 22 credits to be on a Minimum Secondary Program.***

PSAT/NMSQT and PLAN

The Preliminary Scholastic Aptitude Test and the PLAN are three-hour tests administered in October of each year. The purposes of the tests are to provide preparation for students to take the Scholastic Aptitude Test (SAT) and to determine National Merit Scholarship Awards. Juniors preparing to attend college should seriously consider taking the test. The counselor administers these tests at the high school, and there is a nominal fee for these tests.

Scholarships

There are a number of scholarships available to seniors who plan to attend college. Interested students should visit with the counselor for further information and guidelines. It is the students' responsibility to fill out the correct information and have the forms back to the counselor before the deadline. Students who need letters of recommendation should give at least one week's notice to those people they ask for letters.

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions. Students must complete the FAFSA in order to be awarded Texas Grant money. For further information, see the counselor. (Policy EIC and EJ)

Students with Disabilities

Upon the recommendation of the Admission, Review and Dismissal Committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

Tech Prep

Tech Prep is a Program of study that begins in high school and ends with a two-year college degree and/or a certificate. The program combines academic and career-oriented courses to give students a mix of traditional learning and hands-on experiences.

Check with your counselor to see which courses are considered as Tech-Prep. In order to be considered a "Tech-Prep Student," students apply for admission, sign the intent form, and once accepted, they may start taking these courses during their Junior and Senior years in high school. The amount of college credit allowable will depend upon the Program of Study chosen. Up to twelve college hours can be acquired through taking approved high school "Tech-Prep" courses. Successful completion of the high school

program will result in having high school credits placed onto the college transcript for college credit upon successful completion of six hours at more than sixty junior colleges statewide. The student receives high school credit, which not only counts for high school graduation, but also can be counted for college credit toward a two-year degree or a certificate. Basic requirements include:

- Earn a grade of “A or B” in the high school approved course
- Receive a high school diploma
- Meet the community college admission requirements, including THEA
- Successful completion of six college hours-not remedial hours-at the community college
- Declare a Tech-Prep major, an A.A.S. or Certificate

For more information, please contact the school counselor.

Texas Assessment of Knowledge and Skills (TAKS)

Students at certain grade levels will take state assessment tests in the following subjects, as well as routine testing and other measures of achievement:

- Mathematics, annually in grades 3-7 without the aid of technology (Calculator) and in grades 9-11 with the aid of technology (Calculator) on any assessment test that includes algebra
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grades 10 & 11
- Social studies in grades 8, 10, & 11
- Science in grades 5, 8, 10, & 11

Third graders must pass the reading portion of the TAKS in order to be promoted. Fifth graders must pass the reading and mathematics portions to be promoted, and Eighth graders must pass the reading and mathematics portions to be promoted. All students in 11th grade must pass all four parts of the TAKS in order to graduate from high school.

Students who do not pass one or more subject-content areas of the TAKS examination may be subject to placement in TAKS tutorial classes during the school day.

**Students who do not pass the required TAKS test at the 3rd, 5th, or 8th grade level will be referred to a Grade Placement Committee to determine if the student should be promoted or retained.*

THEA Exemptions (College Entrance Exam)

**All students attending college must take a college readiness exam known as the THEA exam to qualify for four year universities or a college administered exam such as the Compass test for two year colleges. Students must pass the reading, math, and writing portions of this test to avoid having to take college remedial courses. Students may be exempt from the THEA or Compass test if they meet the following requirements.*

Qualifying standards for exemption from the THEA are as follows:

-Using ACT scores: Minimum composite score of 23, with English and Math sub-scores of at least 19. Scores must be from same test date and not more than 5 years old at time of initial enrollment in college.

-Using the SAT scores: Minimum composite score of 1070, with verbal and math sub-scores of at least 500. Scores must be from same test date and not more than 5 years old at time of initial enrollment in college.

-Using the 11th grade TAKS scores a student must have a minimum scale score of 2200 in math and/or 2200 ELA scale score with a writing sub-score of at least 3. ***TAKS scores that meet the requirement will be labeled "Met THECB standards for college readiness"***. However, each college institution may have additional requirements such as math placement exams in addition to the THEA requirements.

Weighted Grade System

In order to make it easier for colleges to compare rankings for students, the following ranking table shall be used to determine a student's class rank

CLASS RANK TABLES

<i># GRADE</i>	<i>TABLE I ADVANCED</i>	<i>TABLE II REGULAR</i>

<i>100</i>	<i>5.0</i>	<i>4.0</i>
<i>99</i>	<i>4.9</i>	<i>3.9</i>
<i>98</i>	<i>4.8</i>	<i>3.8</i>
<i>97</i>	<i>4.7</i>	<i>3.7</i>
<i>96</i>	<i>4.6</i>	<i>3.6</i>
<i>95</i>	<i>4.5</i>	<i>3.5</i>
<i>94</i>	<i>4.4</i>	<i>3.4</i>
<i>93</i>	<i>4.3</i>	<i>3.3</i>
<i>92</i>	<i>4.2</i>	<i>3.2</i>
<i>91</i>	<i>4.1</i>	<i>3.1</i>
<i>90</i>	<i>4.0</i>	<i>3.0</i>
<i>89</i>	<i>3.9</i>	<i>2.9</i>
<i>88</i>	<i>3.8</i>	<i>2.8</i>
<i>87</i>	<i>3.7</i>	<i>2.7</i>
<i>86</i>	<i>3.6</i>	<i>2.6</i>
<i>85</i>	<i>3.5</i>	<i>2.5</i>
<i>84</i>	<i>3.4</i>	<i>2.4</i>
<i>83</i>	<i>3.3</i>	<i>2.3</i>
<i>82</i>	<i>3.2</i>	<i>2.2</i>
<i>81</i>	<i>3.1</i>	<i>2.1</i>
<i>80</i>	<i>3.0</i>	<i>2.0</i>
<i>79</i>	<i>2.9</i>	<i>1.9</i>
<i>78</i>	<i>2.8</i>	<i>1.8</i>
<i>77</i>	<i>2.7</i>	<i>1.7</i>
<i>76</i>	<i>2.6</i>	<i>1.6</i>
<i>75</i>	<i>2.5</i>	<i>1.5</i>
<i>74</i>	<i>2.4</i>	<i>1.4</i>
<i>73</i>	<i>2.3</i>	<i>1.3</i>
<i>72</i>	<i>2.2</i>	<i>1.2</i>
<i>71</i>	<i>2.1</i>	<i>1.1</i>
<i>70</i>	<i>2.0</i>	<i>1.0</i>
<i>69 or Below</i>	<i>0.0</i>	<i>0.0</i>

Course Listings

ADVANCED COURSES

REGULAR COURSES

Adv. English I, II, III, IV
Pre-Calculus
Dual Credit
Physics
BCIS II
Calculus
Spanish III

Eng. I, II, III, IV
Algebra I, II
Geometry
Integrated Physics & Chemistry
US History
World History
World Geography
Government/Economics
Biology I
Chemistry
BCS I
PE. I, II A
*P.E. II B, III, IV
*Athletics
Health
Journalism - Yearbook
Band I, II, III, IV
Vocational Courses
Theater Arts
Technical Writing/Practical Writing
Creative/Imaginative Writing
Math w/Models
Environmental Systems
Speech
Communication Applications
Art 1-4
Geology, Oceanography and Marine Science
Reading I, II
Resource Classes/Modified Courses
Spanish I, II
*Student Aide

*Local Credit courses do not count towards graduation requirements. Local credit courses are not added into a student's grade point average.

**To be in effect with the 2006-2007 Freshmen class and thereafter

This list is not a complete list of all courses available. Courses may be added or deleted as resources and demands change.

ACADEMIC RECOGNITION

An Academic Recognition Banquet will be held in the spring to honor outstanding students who have established themselves as the academic leaders of their classes. The two top ranking underclassmen in grades 9-12 will receive recognition awards. Their ranking will be based on the weighted grade point system. In case of a tie, the number of advanced courses will be considered. After that, the grade average of all advanced courses taken will be considered. All senior students will be ranked with this formula. In addition, seniors that have a 3.0 G.P.A. will receive a gold cord to wear during graduation exercises. Seniors that have A's on their yearly average for all classes taken during their Freshman, Sophomore, Junior, and first semester Senior years will receive a special recognition award.

ACCIDENT PREVENTION

Student safety on campus and at school-related events is a high priority of Calvert I.S.D. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety.

- Avoid contact that is likely to put the student or other students at risk.
- Follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers or bus drivers.
- Remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and 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.

ASBESTOS

The Asbestos Management Plan for Calvert ISD is available for inspection at the administrative offices as required by the Asbestos Hazard Emergency Response Act. (CLB and FO)

The Texas School Service Foundation completed the management plan. No abatement activities were required by the management plan. Calvert ISD is under an operations and Management Plan which calls for periodic surveillance and re-inspection of all suspect areas. Suspect areas are defined as areas of undamaged material, which have been assumed to contain asbestos. The schedule for surveillance was by 8/89 and every six months thereafter. The schedule for re-inspection was 1/92 and every three years thereafter. This notification is given in accordance with the Federal law and the district's Asbestos Management Plan. Morris Ogden is the AHERA Designated Person, at Calvert ISD, P.O. Box 7, Calvert, Texas 77837.

ATTENDANCE

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

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day.

If a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. Students absent without permission from school, from any class, or from required tutorials, will be considered truant and subject to disciplinary action. Truancy may also result in assessment of penalty by court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six month period of the same year, or
- Is absent on three or more days or parts of days within a four-week period.

Excused Absences

An absence will be EXCUSED if there is:

- Personal illness, major illness or death in the immediate family.
- Weather or road conditions that make travel dangerous.
- Any other unusual circumstance acceptable to the principal.
- A doctor's excuse may be required for 3 or more absences.

Unexcused Absence

An absence will be UNEXCUSED when:

- The student is TRUANT (unlawful absence).
- The student leaves campus w/o checking out in the office and securing parental permission.
- The student has failed to submit to the attendance office a note, signed by the parent or legal guardian stating the date(s) and reason for the absence(s). The student has up to 48 hours to bring a parent note stating the date(s) and reason for the absence in order to receive an excused absence.
- If a note is not turned into the office within 48 hours the absence will be unexcused.

Students who receive unexcused absences will be allowed to make up work or assignments missed as a result of the absence, but points may be subtracted from the grade. They may also be subject to detention assigned by the Attendance Review Committee.

Make-up Work

It is the student's responsibility for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Students should not rely on anyone else to contact the teacher in their behalf. Students who have been absent for any reason are to turn in assignments made while the student was present in class on the due date. (Example: a project or term paper assigned two weeks previous would be due on the assigned due date.) Assignments made while the student was absent will be due in the same number of days they were absent, plus one day. On the first day the student is expected to obtain from each teacher all assignments missed. The first day's assignments are due on the second day back in school, the second day's assignments are due on the next day, etc. Failure to make up the work will result in a "0" being given on the assignment. Tests assigned prior to a student's absence should be made up immediately upon the student's return to school. Students absent because of school-sponsored activities shall turn in class work on the day assigned or in advance. Teachers may assign a late penalty to any project in accordance with time lines approved by the principal and previously communicated to students.

If a student is to be absent two (2) or more days, a parent may call the high school or middle school office to request their homework assignments. It is suggested the request be made by 10:00 a.m. in order to have the assignments ready to be picked up at 3:00 p.m. (EHBC, EIA, FDC, FDD)

DAEP or In-school Suspension Makeup Work

A student removed to a Disciplinary Alternative Education Program (DAEP) during the school year will have an opportunity to complete coursework needed to fulfill the student's high school graduation requirements before the beginning of the next school year. The District may provide the opportunity to complete the coursework through any method available, including a correspondence course, distance learning, or summer school. The District will not charge the student for any method of completion provided by the District. [See policy FOCA.]

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, distance learning, or summer school. [See policy FEA.]

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.

Participation in Contests

Students involved in extra-curricular activities, absent from school for any reason other than absences approved by the building principal or without prior approval of the administration, may not be allowed to participate in school related activities on that day or evening.

Driver License Attendance Verification

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90% attendance requirement for the semester preceding the date of application. The student can obtain this form from the office of the High School Campus Secretary.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the Campus Attendance Review Committee (ARC). The ARC will review the documentation to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. (Policy FEB)
Excused absences are counted as days of attendance for purposes of the compulsory attendance law (see FEA), but do not automatically count toward days of attendance for purposes of receiving credit. (Education Code 25.092)
- In reaching consensus about a student's absences, the ARC will attempt to ensure its decision is in the best interest of the student.
- The ARC will consider the acceptability and authenticity of documented reasons for the student's absences.
- The ARC will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The ARC 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 ARC about the absences and to discuss means by which to earn or regain credit.

The student or parent may appeal the ARC's decision to the District ARC by filing a written request with the Campus administrator in accordance with Policy FNG. The student or parent may appeal the District ARC's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with Policy FNG.

Children Experiencing Learning Difficulties

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 local education agencies to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights, if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

Contact Person: Principal, Assistant Principal/Counselor
Phone Number: 364-2845

Early Dismissal

Students who will be leaving school during the day must bring a note from their parent that morning. The note should state what time the student will be leaving. The note should be given to the campus secretary. The student will be given a pass to release them from class to report to the office and sign out at the designated time. Students, who become ill during the day, must report to the office with their teacher's permission. The principal will make the decision whether or not the student will be sent home. In any case, an attempt will be made to contact a parent prior to release of a student. The student should sign out at the office.

Late Arrival

Students must report immediately to the office and sign in if they arrive after the start of school. They will be sent to class with a note from the office with the time they signed in. In the High School or Junior High a student that arrives after the first twenty minutes of class is absent. A student will be allowed one late arrival tardy per semester; detention may be assigned upon subsequent tardies.

CAFETERIA

CISD provides a cafeteria for grades Pre-K through 12. A lunch count will be taken during first period. Students bringing their meals may eat in the cafeteria. CISD participates in the National School Lunch Program. Free and reduced price meals are available based on financial need. Information about a student's participation is confidential. (COB Local)

LUNCH-----	\$3.00---Adult/Visitor
	\$1.50---Regular Student
	\$0.40---Reduced
	\$1.00---2 nd Entrée
	\$0.35---Extra Milk
BREAKFAST-----	\$2.00...Adult/Visitor
	\$1.00...Regular Student
	\$0.30---Reduced
	\$0.50---2 nd Entrée
	\$0.35---Extra Milk

Substitutes cannot be made on the lunch or breakfast tray.

Students are encouraged to pre-pay for meals, which works much, like a checking account. Parents will send money to the cafeteria director in an envelope with the student(s) name on it. Individual or family accounts may be set up. When a student eats a meal (breakfast or lunch) the cost of the meal will be deducted from their pre-paid account. When the student's account runs low, a reminder will be sent home with the student.

All students will be served. Money remaining in the student's account at the end of the year will be refunded upon request or will carry over to the next school year. The school District has adopted a no-charge policy. The student coming to school without a lunch or money may be given an alternate meal not claimed for reimbursement.

CAREER AND TECHNOLOGY

Calvert ISD offers career and technology education programs in Agricultural Science and Technology. It is the policy of Calvert ISD 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.

It is the policy of Calvert ISD not to discriminate on the basis of race, color, national origin, sex, handicap, or age in its employment practices as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975, as amended; and Section 504 of the Rehabilitation Act of 1973, as amended.

Calvert ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in vocational programs. For information about your rights or grievance procedures, contact K. L. Groholski at 410 Main Street, Calvert, Texas, 979-364-2824.

CAREER DAY

In the spring semester of each year, the District will take students to Career Day in Bremond, Texas or surrounding districts where representatives from local colleges and universities and other higher education institutions, prospective employers, and military recruiters present information to interested students.

CARS

In order to protect our students, we would like to enlist the assistance of parents in helping to teach good, safe driving habits. We ask your cooperation with school authorities and local law enforcement officers to keep our streets safe. Students must show a valid Texas Driver's License and proof of liability insurance and purchase a parking permit at a cost of \$2.00 to park and drive legally on campus. Students will not be allowed to sit in cars before school or at lunch. Students may lose their parking privileges through the following examples of misuse of their cars:

1. Driving recklessly and sounding-off mufflers around the school.
2. Picking up students who are in school and leaving school during the school day without signing out.
3. Driving back and forth in front of or around school grounds.
4. Parking in non-designated areas at school.
5. Exceeding the speed limit around the school property or at school functions.
6. Leaving school without checking out.
7. Sitting in the car after arriving at the school site.
8. Causing property damage to or disturbing another student's vehicle.

Vehicles parked on school property are under the jurisdiction of the school. The school reserves the right to search any vehicle if reasonable cause exists to do so. Students have full responsibility for the security and content of their vehicles and will make certain they are locked and the keys are not given to others. Students will be held responsible for any prohibited objects or substances, such as alcohol, drugs, and weapons found in their cars and will be subject to disciplinary action. Searches of vehicles may be conducted at any time there is reasonable cause to do so, with or without the presence of the student. All vehicles parking on campus will be required to have a parking permit issued through the office. The cost of the permit is \$2.00.

CHEATING

Academic dishonesty, cheating or plagiarism is not acceptable. Cheating includes the copying or allowing the copying of another student's work-homework, classwork, test answers, etc.-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 found to have engaged 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.

CHEERLEADERS/MASCOT

The duties of the Calvert High School cheerleaders are to support all phases of athletic endeavors, to promote among the student body an attitude of unity, pride, good sportsmanship and spirit, and to support the faculty and administration of the school.

Cheerleaders/Mascot at Calvert High will be selected using teacher evaluations, judges, and student body vote. Students must have a 70 average overall in order to tryout. Cheerleaders chosen for the year must adhere to the eligibility rules as passed by House Bill 72 (Pass-Play Rule).

All squad members will abide by the rules set forth by the sponsor. If you have any questions, please contact the Cheerleader Sponsor.

Pep Squad for Calvert Middle School is composed of seventh and eighth graders. All students must be passing all classes to be eligible. They will follow the rules and regulations as the High School cheerleaders except for the selection process. All students who meet requirements are eligible.

CHILD ABUSE AND NEGLECT

Pursuant to Chapter 34 of the Texas Family Code, any person who suspects that a child has been abused or neglected by a person responsible for the child's care, custody, or welfare must report the suspected abuse or neglect to:

- The Department of Child Protective Services 979-828-5955
- Any local or state law agency, 979-364-2881 or 979-828-3299
- Any state agency that operates licenses or registers a facility in which abuse or neglect is suspected.

Complainants must make a verbal report as soon as they learn of abuse or neglect or their likelihood. Professionals must make a verbal report within 48 hours after first suspecting abuse or neglect.

Section 34.02 of the TEC defines teachers as professionals. Teachers are specifically required by Texas law to report suspected abuse or neglect.

CLASS OFFICERS

Grades 9-12 shall elect officers for the school year in August. Officers elected are:

President

Vice President

Secretary/Treasurer

All class meetings must be called by a faculty sponsor and conducted according to parliamentary procedure with the faculty sponsor present for all meetings. Accurate financial records of all class and organization receipts and expenditures must be kept during the school year with a summary balance sheet initialed by the sponsor at the end of the school year.

CLOSED CAMPUS - RELEASE OF STUDENTS

The Calvert I.S.D. has a "**CLOSED CAMPUS**" policy. Only with the permission of the Principal or Superintendent may any student leave campus. Any student receiving permission must sign out and sign back in upon return to the campus. This sign-out sheet will be kept in the principal's office for verification.

The time and reason must be valid for approval. Unless the administrator has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day. A student who will need to leave school during the day must bring a signed note from a parent to the school that morning.

A student who becomes ill during the school day should notify their teacher and report to the school office. The office will decide whether or not the student should be sent home and will notify the student's parent.

CLUBS

Student clubs and performing groups such as the band, cheerleaders, and athletic teams may establish rules of conduct--and consequences for misbehavior--that are stricter than those for students in general. The consequences specified by the school shall apply in addition to any consequences specified by the organization.

Accurate financial records of all club receipts and expenditures must be kept during the school year with a summary balance sheet initialed by the sponsor and treasurer at the end of the school year.

COMMENCEMENT PARTICIPATION

To participate in commencement activities, a student must have been classified as a senior no later than the end of the fall semester prior to commencement. The student must meet all the requirements for a high school diploma, including passing the required state-mandated tests. Students must have no school debts, all textbooks returned, and should attend all graduation practices.

A certificate of course work completion will be issued to a senior student who successfully completes state and local credit requirements for graduation, but fails to perform satisfactorily on the exit-level examination.

COMMUNICABLE DISEASES

Parents of students with a communicable or contagious disease are asked to telephone the school so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious and until the re-admittance criteria have been met. (Policy FFAD Legal)

COMPUTER RESOURCES

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

CORRIDOR PASS

Students in the hallway without a corridor pass will be returned to their classroom. If they have left without permission, they will be assigned detention or other disciplinary action.

COUNSELING

Students are encouraged to talk with the school counselor, teachers, and principals in order to learn about the curriculum, career and technology opportunities, course offerings, graduation requirements, early graduation procedures, and differences between graduation requirements for the minimum high school program and recommended program. All students in grades 8-12 shall be notified annually about the recommended courses for students preparing to attend college.

Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing. The District offers career and technology programs in agriculture and business. Admission into a program is based on prerequisites, program requirements, and availability.

The C.I.S.D. Counselor may be able to help students with a wide range of personal concerns. Our counselor is familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with our counselor should stop by the high school office and sign up for an appropriate time to meet.

CREDIT BY EXAMINATION

With Prior Instruction

The student who has transferred from a nonaccredited school, is a migrant student who has been unable to attend a full year or received prior instruction, (as determined by the District on the basis of a review of the student's educational records), in a course or subject-but failed the course or subject **with a grade of no less than 60-may be permitted** with the prior approval of the appropriate administrator, to earn credit by passing an examination on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the examination. The Attendance Review Committee may allow a student with excessive absences to receive or gain credit for a course by passing the examination. A student may not use the examination to regain eligibility to participate in extracurricular activities.

Without Prior Instruction

A student in grades 9-12 will be permitted to take an examination to earn credit for an academic course for which the student has no prior instruction **if the student scores 90% or above on a criterion –referenced examination** for acceleration for the applicable course. If such credit is given, the District shall enter the examination score on the student's transcript.

A student planning to take an examination for acceleration (or the student's parent) must register with the principal no later than 30 days prior to the scheduled testing date. The District may allow a student to accelerate at a time other than those listed below. This requires a written request from a parent for the district to administer and recognize results of a test purchased by the parent from a State Board-approved university according to policy EEJB (LEGAL).

DISPLAYS

Display of your child's artwork, projects, and other special work products:

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

DRESS CODE

Although the ultimate responsibility for student's grooming lies with the student and their parents, the school has a part to play in student dress code. The responsibility of the school officials to prescribe and control personal appearance in the schools has been affirmed repeatedly in courts of the United States. The Calvert I.S.D. School Board sets the standards of acceptable dress for students.

Classroom teachers may make interpretations of the CALVERT I.S.D. student dress code. If there is a question, the student will be referred to the principal. Students in violation of this dress code will be sent or taken home to correct the violation. Additional disciplinary action may be warranted if there is a repeat of dress code violation.

A student's attire must not distract from the learning environment; it must meet the standards of common decency, and must not create a hazard to health or safety. Grooming should be accomplished outside the classroom and before the classroom activities begin.

The dress code is in effect at all school functions. Students in violation of the dress code are subject to being prohibited from attending school or school-related activities.

Specific Standards:

a. Proper attire for all students

1. Clothing that is obviously inappropriate for school activities must not be worn and the decision of the principal will determine the appropriateness of dress appearance.
2. Hair must be neat, clean, and well-groomed. Extreme hair styles which include hair that is dyed an unusual color (i.e., green, purple, orange, etc.) will not be permitted. Hair styles (cut and color) which adversely affect the educational atmosphere of the school will not be permitted. Hair must be out of the eyes.
3. Designs shaved in the hair or eyebrows are prohibited.
4. Hair curlers, hair nets and/or rollers are not to be worn at school.
5. Hats, caps, headbands (worn across the forehead) and bandannas must not be brought to school. (Hats, relating to school functions may be brought to school and worn at the appropriate time. Ex: baseball, tennis, sun visors). Principal discretion may be used for caps or hats to be worn in inclement weather or other school related activities where hats are appropriate as part of uniform attire.
6. Appropriate undergarments must be worn at all times. Exposure of undergarments for both male and female is unacceptable.
7. All tops must be long enough to cover the midriff and back completely under normal circumstances.
8. Jerseys or athletic wear are permitted only if worn with a T-shirt. If the shirt extends beyond the fingertips, it is prohibited. See-thru wind pants are not permitted.
9. Sleepwear and/or lingerie are not permissible as outer garments.
10. Muscle shirts and net shirts are not acceptable. All shirts must have sleeves.
11. Shirts/blouses are to be buttoned except for the top buttons. Zippered clothing must be closed to the same degree as buttoned shirts. Shirts/blouses may not expose cleavage.
12. Shorts are permissible through the second grade.
13. Shorts, approaching the knee, are permitted third grade through twelfth grade. (Ex: - Bermuda or walking shorts). **Lycra spandex shorts of any length are not permitted.** (Ex: - biker shorts.) **Tight shorts of any material are prohibited.** Boxer shorts are not permitted.
14. Shoes must be worn at all times. Shower thongs, slippers, slides, stiletto heels, house slippers and shoes with cleats and/or skate-shoes are prohibited. Safe walking should be the guide for slipperysurfaced shoes and high heels. (Building principal discretion.)
15. Any noise-making articles that are distracting must not be worn or brought to school.
16. Pants and shorts must be worn securely; a belt should be worn at all times.
17. Cut, torn, frayed or ripped clothing which exposes body parts are prohibited.
18. Nose studs and tongue studs are prohibited.

19. Writing or pictures on clothing, jackets, coats, sweaters, sweatshirts and etc. must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliation, violence, death or satanic ideology.
20. The only visible body piercing allowed is earrings for girls (one per ear).
21. Students are encouraged to bring only the amount of money needed for lunch or other expenses to be used on a given day. Students are discouraged from bringing expensive watches, bracelets, or other items that may be stolen or lost.
22. Jewelry must be worn in moderation and may not cause distraction.
23. Visible tattoos, including temporary tattoos and body art are prohibited.
24. Pocket or wallet chains of any kind are not permitted.
25. Non-blinking or non-lighted belts are permitted.
26. No gang related wear of clothing. (Ex: excessively baggy clothing, pants with one pant leg rolled up, etc).
27. Closed toe shoes.
28. No Sandals.
29. No house shoes.

b. Proper attire for girls

1. Hair must be kept from falling over face.
2. The length of skirts, slit skirts, and dresses must reach fingertips with arms extended down...
3. ***Halter tops, tank tops, tube tops, fishnet shirts, camis, and half-shirts are prohibited. Any shirt that displays undergarments and/or torso are prohibited.***
4. Sheer clothing must be worn with an opaque camisole or slip. **Low-cut** clothing is not permitted.
5. Girls wearing boy's or men's shirts that are not square cut must be tucked in. Shirts that are square cut should not go beyond the finger tips with arms extended down.
6. Leggings/tights may not substitute for pants after completion of the second grade.

c. Proper attire for boys

1. Hair length may not extend below the bottom of a regular shirt collar. Boys may pull their hair back in a pony tail as long as the hair meets the length requirement when down. Braids cannot be longer than the bottom of a collared shirt when unbraided or braided. Braids must be straight and not twisted or turned under to give the appearance of looking shorter.
2. Sideburns must be neatly trimmed to extend no lower than the tip of the earlobe.
3. Facial hair must be clean-shaven at all times. Beards or goatees will not be permitted. Mustaches are permitted.

4. Earrings and studs may not be worn and must not be brought to school.
5. All shirts must be tucked into pants.
6. Hair fasteners of any kind may not be worn. Exception: Ponytails and Braids.
7. Beads of any kind may not be worn in the hair.
8. Shirt tucked with belt. Sagging of jeans, pants, shorts , is prohibited.

DRUG-FREE SCHOOLS

The Calvert Independent School District believes student use of alcohol and illicit drugs is both wrong and harmful. Consequently, the district has established a Code of Student Conduct that prohibits the use, sale, possession, and distribution of alcohol and illicit drugs by students on school premises or as part of any school activity, regardless of its location. Compliance with this code of conduct is mandatory, and students shall be disciplined if they are found to have violated this code of conduct.

The district's policies and its Discipline Management Plan provide a range of disciplinary sanctions for alcohol and drug-related offenses. Students may be suspended or expelled for a period of time ranging from several days to the end of the school year; in addition, they may be referred to appropriate law enforcement officials for criminal prosecution.

Procedural requirements for the imposition of suspension and expulsion are set out in the district's policies at FOA, FOA (L), FOD, and FOD (L). The principal will be glad to provide you access to or a copy of these policies.

Depending on the nature and severity of a drug or alcohol-related offense, a student may be required to complete an appropriate rehabilitation program either in lieu of or in addition to other school discipline. The school counselor can provide you with information about rehabilitation and re-entry programs that are available in our community or within reasonable access of our community.

ELECTRONIC DEVICES

Students are not permitted to possess such items as radios, CD players, tape recorders, camcorders, DVD players, cameras, or other electronic devices or games at school, unless prior permission has been obtained from the principal. Without such permission, school personnel will collect the item and turn it in to the principal's office. The principal will determine whether to return the item at the end of the day for the student to take home or whether the parent will be contacted to pick up the item(s). Any disciplinary action will be in accordance with the Student Code of Conduct.

The district prohibits the use of all telecommunication services including cellular phones, pagers, and beepers at all schools during the instructional school day. Students may be allowed to possess such services; however such services may not be visible and must remain turned off during the instructional school day.

Students who use their cell phones during the instructional day will have the phones taken up and brought to the office.

1 st offense	Returned at the end of the day
2 nd Offense	\$10 fine
3 rd Offense	\$25 fine phone returned to parent
4 th Offense	\$40 fine, phone returned parent

*After 30 days fine not paid, the device can be returned to the parent.

EMERGENCY DRILLS

Students, teachers, and other District employees shall participate in frequent drills of emergency procedures. When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

Disaster and Severe Weather Emergency Procedures

- In the event of a tornado or severe weather, the office will issue an announcement. If the electricity is off, runners will be dispatched.
- All students and faculty will go into the halls and sit in a tucked position with their hands or a book over their head and have their backs to the wall.

Teachers will observe the following general rules:

- Whenever possible, students should be kept away from windows and glass.
- Remain as calm as possible.

EMERGENCY MEDICAL TREATMENT

If a student has a medical emergency at school or a school-related activity when the parent cannot be contacted, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information updated (doctor name, phone numbers, allergies, medications, etc.) (Policy FFAC)

EXAMINATIONS - EXEMPTIONS

Semester exams and six weeks exams will be administered the closing week of the reporting period. Semester exams count as one-seventh of the final grade. ONLY juniors and seniors may be exempt from exams. For those students that are exempt and do not want to attend class, the parents must write a note to excuse their student from attending the class. The following plan outlines specific details for exemptions:

- a. Junior and senior students may earn an exemption from semester/final exams in those subjects in which they have a **90 or above** and have **no more than 3 excused absences**.
- b. Junior and senior students with an **80-89** and have no more than **2 excused absences** will be exempt from all semester/final examinations in each appropriate course.
- c. Junior and Senior students with an average of **70-79** and no more than **1 excused absence** will be exempt from the semester/final exams in each appropriate course.

EXTRACURRICULAR ACTIVITIES

All pupils are encouraged to participate in some extracurricular activity. A student who passes all courses for the grading period remains eligible throughout the next grading period.

A student with a grade below 70 at the end of a grade-reporting period may not participate in extracurricular activities for at least three school weeks. Exceptions to the rule include identified honors or concurrent credit classes, or a student with disabilities who fail to meet the standards of their IEP. A student may practice or rehearse while ineligible. The student regains eligibility when the principal and

teachers determine the student has: (1) earned a passing grade (70 or above) in all academic classes; and (2) completed the required days of ineligibility.

A student is allowed up to ten absences for a class during the school year for extracurricular absences not related to post-district competition, a maximum of five absences for post-district competition prior to state, and a maximum of two absences for state competition. In addition, the District shall permit an unlimited number of absences for competitions and performances sponsored by other organizations approved by the Board. Any disciplinary behavior-related restrictions on participation are set out in the Student Code of Conduct. A student who misses class because of participation in an activity sponsored by a non-approved organization will receive an unexcused absence.

The school makes a wide range of extracurricular activities available for both boys and girls. The extracurricular program is in conformity with the University Interscholastic League and the State Board of Education. The boys' sports program includes football (Varsity, J.V., and Jr. High), basketball (Varsity, J.V., and Jr. High) and track (High School & Jr. High). The girls' sports program includes basketball, (Varsity, J.V., and Jr. High), volleyball (Varsity, J.V. and Jr. High) and track (High school and Jr. High). Practice and drills in the various sport programs are normally conducted after school hours. Also included in the school's extracurricular activities are F.F.A., FHA, Band, Cheerleaders and all UIL Literary events.

Each student participating in extracurricular activities must have parent approval and those in sports must have a physical exam. The school is usually able to secure the physical exams on a date prior to the beginning of school. Students who do not get a physical exam with the group must make their own arrangements and bear the cost. If the school is unable to secure the service without charge, the expense will be borne by the student.

Students involved in extra-curricular activities, who are absent from school for any reason other than absences approved by the building principal, or without prior approval of the administration, may not be allowed to participate in school related activities on that day or evening. Students involved in Level III or higher infractions of the Code of Conduct may not be allowed to participate in school-related activities for a period to be determined by the appropriate administrator.

Please note:

Sponsors of student clubs and performing groups such as the band 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 local policy will apply in addition to any consequences specified by the organization.

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

FACILITY USE BY STUDENTS BEFORE AND AFTER SCHOOL

Certain areas of the school will be accessible to students before and after school for specific purposes. Unless a teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

The cafeteria and the adjacent hallways and restrooms are open to students beginning at 7:30 a.m.

FEES

Most materials 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 (Policy FP), including:

- Club dues.
- The material for a class project the student will keep.
- Personal physical education and athletic equipment and apparel.
- Voluntary purchases of pictures, publications, class ring, senior invitations, cap & gown, etc.
- Instrument rental and uniform maintenance.
- Fees for damaged library books and school-owned equipment. Lock deposit for lockers. (Voluntary)
- Lost textbooks
- Required workbooks.
- Parking fees.

FUND RAISING

Student clubs, classes, organizations, and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the principal's office at least 7 days before the event may be scheduled; except as approved by the Superintendent, fund raising is not permitted on school property.

Every request for a class or club extracurricular activity must be prepared in writing by the class secretary, signed by the class president, approved by the sponsor, presented to the Principal and signed by the Superintendent. The appropriate forms are located in the high school office.

GRADE CLASSIFICATION

After the 9th grade, students are classified according to the number of units earned toward graduation.

UNITS OF CREDIT EARNED	GRADE PLACEMENT

7	10--SOPHOMORE
14	11--JUNIOR
21	12--SENIOR

GRADE POINT AVERAGE

A student's grade point average is determined by adding up the grade points earned for all courses taken and dividing by the total number of courses. Advanced courses are weighted and courses taken for local credit are not included. Courses taken in Junior High School for High School credit are for credit only. Junior High School grades are not part of the total GPA. See the counselor for details.

GRADE REPORTING

Written reports of students' grades shall be issued to parents at least once every six weeks. At the end of the third week of each grading period, parents will be notified if the student's grade average is near or below 70 with a progress report.

Notification will be by mail from the high school, junior high school or elementary office to insure parent notification. This report should be signed by the parents and returned to the school within three days. If a student receives a grade of less than 70 in any subject, the parent will be requested to schedule a conference with the teacher of that subject. Students whose grades fall below 70 in a grade-reporting period must attend tutorials. (TEC 29.084).

GUM CHEWING

Students are **not** permitted to chew gum inside the buildings at any time.

HIGH SCHOOL SUPERLATIVES

Members of the high school student body annually elect high school students to the following superlatives:

Best All-Around Boy and Girl	Best Dressed	Most Likely to Succeed
Mr. & Ms. CHS	Most Talented	Most Friendly
Class Favorites	Class Clown	Most Athletic
Most Courteous	Coollest Wheels	

Election will be by secret ballot during the school year.

SCHOOL YEARBOOK

The yearbook highlights the activities of Calvert students in grades Pre-K through twelve. The publication of the yearbook is a self-sustaining nonprofit activity with the objective of preparing the best possible annual within the limits of the income from advertising, annual sales, and other sources.

HONOR ROLL

- "A HONOR ROLL"-----All course grades not less than 90
- "B HONOR ROLL"-----All course grades not less than 80

HONORS

The Valedictorian and Salutatorian of the Senior Class will be determined by calculating the semester averages of all classes taken (see pg 25 and 26 for exceptions) using the Weighted Grade Point System. A student must have been in attendance in Calvert High School their entire junior and senior year as well as graduate on the Recommended or Distinguished plan in order to be eligible for the Valedictorian and Salutatorian honors. Three year high school graduates are not eligible for the Valedictorian and Salutatorian awards. A senior student may at any time be deprived of all honors for conduct unbecoming an honor student.

A senior is entitled to wear an HONOR CORD at graduation only if he/she has earned an overall average of 3.0 on the weighted grade point system in all courses attempted in high school. (See pg 25 and 26 for exceptions)

Students with classes for High School credit taken in Junior High at Calvert I.S.D. will be for credit only. Such grades will not be averaged into their High School grade point average. A student may transfer in up to two (2) credits from an approved correspondence course. Such grades will not be averaged into the grade point average. Credits earned through credit-by-exam or computer based instruction will be awarded, but the grades will not be averaged into the grade point average.

Students who complete high school graduation requirements for the Minimum, Recommended or Distinguished Program shall have the appropriate seal attached to their academic achievement records. High school students who are ranked in the top ten percent of their graduating class are eligible for a period of two school years following their graduation for automatic admission to Texas general academic universities and colleges. Students and parents should see the counselor for further information about how to apply and the deadline for application. (Policy EIC Legal)

IMMUNIZATIONS

All students must be immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student should not be immunized. The immunizations required include: diphtheria/tetanus; Haemophilus influenza type B; hepatitis A; hepatitis B; measles (rubella); mumps; polio; rubella;; and varicella (chicken pox). School officials can provide information on the required doses of these vaccines. Proof of immunizations may be 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 licensed physician, stating that in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long contraindication. (Policy FFAB)

If a student's religious beliefs conflict with the requirement that the student be immunized, a parent must use only an official form obtained in writing (after September 1, 2003) from the Texas Department of Health, Immunization Division, 1100 West 49th Street, Austin, TX 78756. The form must be notarized and submitted to the principal or nurse within 90 days of notarization. Each child in the family must have a separate form.

INSURANCE

Student insurance is provided by Calvert Independent School District covering a student for in school and school sponsored activities where an adult supervisor is present. The coverage is defined as "secondary coverage" and will pay only after the family coverage has met its payment coverage. If there is no family coverage, the school policy will pay a scheduled amount. The school will not be responsible for payment of medical bills not paid by the insurance company. There is an element of risk in any sport activity that cannot be assumed by the school.

LIBRARY

The library is a center of a vast amount of information. You will find the library an indispensable ally as you do research in literature, history, science and other subjects. Many reference materials such as dictionaries, encyclopedias, almanacs, catalogs, atlases, biographical reference books, literary reference books, and magazines may be found in addition to fiction books. Computers are available with Internet access. A Career and Technology Center located in the library is available to research colleges, SAT/ACT, and future careers.

To enable all students to receive the full benefit from the library, please note and follow the rules listed below:

- Must have a teacher's written permit with the time specified.
- Must refrain from talking. The library is a place for working.

- Reference books, including encyclopedias, are to remain in the library.
- Students will be sent to the principal's office for misconduct.
- Replace newspapers, magazines, and books before leaving.
- A fine of five cents per day will be charged for overdue books (holidays exempt).
- When leaving, replace the chair to the table; pick up all papers from the tables and floors.
- Unpaid library fines must be paid before the results of the semester tests can be recorded.
- Books may be rechecked one time or kept more than 28 days.
- The student must pay for materials that are lost by the student during the time he/she has them checked out.
- Students are not to sit on tables, desks or on the counter.
- Only librarians may check books in and out. Books must be marked with the official stamp as to the date due. Dates written in the books will not be honored.
- Students are permitted to study in the library during the school day, only if a teacher is on duty.

LOST AND FOUND

Textbooks and other articles found on campus are to be turned in to the school secretary in the office. Students are urged to check frequently if they have lost articles. The school will dispose of all uncollected items at the end of each semester.

MEDICATION AT SCHOOL

No District employee will give a student prescription, nonprescription medication, herbal substances, or dietary supplements except:

- Authorized employees of the District, in accordance with policy, and:
- If it is prescription medication, it must be provided by the parent, along with a written request from the parents, managing conservators, legal guardians or other person having legal control of the student and be in the original, properly labeled container.
- If the medication is nonprescription, it must be provided by the parent, along with a written request from the parents, managing conservators, legal guardians or other person having legal control of the student and be in the original, properly labeled container.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.
- Student's name must be on the container.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, to possess and use prescribed asthma medication at school or school-related events. The student and parents should notify school officials if the student has been prescribed asthma medication for use during the school day. (FFAC)

Employees authorized by this policy to administer medication to students shall include the superintendent, principal, classroom teacher, coach, supervisor, counselor, registered nurse, teacher aide, secretary, trainer, or any other classified personnel employed by the District.

All over the counter medications, such as Tylenol or Pepto-Bismol must be sent to the office in the original container with the student's name printed on the container. Other medication containers cannot be used.

The medication must be accompanied with a dated note signed by the parent, giving the school permission to administer the medication. The note should specify when and how the medication should be distributed and the dosage. These medications will be kept in the clinic in a locked cabinet. Students are not to bring any unreported medications to school.

The procedures outlined above are required by Senate Bill 1.

THE STAFF OF CALVERT I.S.D. WILL NOT ADMINISTER ANY TYPE OF MEDICATION WITHOUT DATED, WRITTEN PERMISSION FROM THE PARENT.

The District, the Board, and its employees shall be immune from civil liability, except for acts constituting gross negligence, for damages or injuries resulting from the administration of medication to a student, provided such administration conforms to the requirements of this policy.

PARTIES AND SOCIALS

The rules of good conduct and grooming shall be observed for school social events. Guests will be expected to observe the same rules as students attending the event; the person inviting the guest will share responsibility for the conduct of the guest. Students attending a party or social may be asked to sign out when leaving before the end of the party; anyone leaving before the official end of the party may not be readmitted.

PEST CONTROL

The District periodically applies pesticides inside buildings. Except in emergency, signs will be posted on the outside entry doors near the school offices 48 hours before application. Information regarding the application of pesticides is available from K. L. Groholski, Calvert I.S.D., 410 Main Street, P.O. Box 7, Calvert, Texas 77837, or phone (979) 364-2824. (Policy CLB and FD)

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

Texas law requires students to recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag each school day. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

A minute of silence will follow recitation of the pledges. 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 distract others. [See policy EC for more information.]

PRAYER

Each student has the 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 require, encourage, or coerce a student to engage in or to refrain from such prayer or meditation during any school activity. (Policy EMI Legal)

PROCESS AND PROCEDURES
PARENT OR STUDENT COMPLAINTS AND CONCERNS

There are proper channels for all complaints. Any person having a grievance to be filed in the school district shall first have a conference with the individual closest to the problem. If satisfactory adjustments are not made, go to the next person in line of authority. Failure to do so could hinder your chances of an adequate settlement.

The student or parent should first discuss the complaint as listed below:

If the problem concerns a child:

1. Teacher
2. Principal
3. Superintendent
4. Board of Trustees
5. Commissioner of Education

If the problem concerns a teacher:

1. Teacher
2. Principal
3. Superintendent
4. Board of Trustees
5. Commissioner of Education

If the problem concerns administration or school business in general:

1. Campus administrator
2. Superintendent
3. Board of Trustees
4. Commissioner of Education

For those complaints and concerns that may require a formal complaint, the District 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 superintendent's office 410 Main Street or on the District's website at www.calvertisd.com

PROM

High school students outside our district may attend these activities with a letter of recommendation from their school's administration. These letters must be presented to the school principal ten days before the event.

PROMOTION, RETENTION, AND PLACEMENT IN GRADES 6-12

Students shall be promoted from one grade to the next on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. **Middle school students (or junior high) must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: language arts (including reading improvement if required), mathematics, social studies, and science.** If a student's grade average in any subject or course is "borderline" or below 70 at the end of the first three weeks of any grading period, the student's parents shall be notified.

Please be aware that the requirements effective for third graders, fifth graders, and for eighth graders will condition promotion on the student's satisfactory performance on the state-mandated Texas Assessment of Knowledge and Skills (TAKS) examination.

Students who do not perform satisfactorily on the exams will have opportunities to participate in special instructional programs designed to help them improve their performance. These students will also have two additional opportunities to take the test. If the 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. 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. (Policy EHBC, EI, EIE)

Students in grade 11 must pass the secondary exit-level assessment in English language arts, mathematics, social studies, and science in order to receive a diploma. A student who does not pass the exit-level assessment will have additional opportunities to take the test.

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 or counselor.

Proof of Residency

A new student must show proof of residency with a electric bill, rent house receipt, gas bill, water bill picture ID, or a Certified Letter if they live with a relative in the Calvert ISD. Also, they must have a copy of their birth certificate to prove their date of birth.

PSYCHOTROPIC DRUGS

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate.

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

[For further information, see policies at FFAC.]

PUBLICATIONS AND POSTERS

School Materials

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

All school publications are under the supervision of a teacher, sponsor and the principal.

Non-school Materials

Unless a student (or a non-student) obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. If the material is not approved within ten school days of the time it was submitted to the principal, it should be considered disapproved.

Disapprovals may be appealed by submitting the disapproved material to the Superintendent; materials not approved by the Superintendent within three days are considered disapproved. This disapproval may be appealed to the Board in accordance with policy FMA (Local). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

REPORT CARDS

Report cards should be signed by the parent and returned to the school to be filed in each student's folder.

SCHEDULING

Calvert High School students pre-register in the spring for fall courses. All course requests are returned to the Counselor. Course requests are reviewed to assure all students are scheduled in the courses needed for graduation. Students will be given an opportunity to request schedule changes the first ten days of each semester. The Counselor and Principal review all schedule change requests to determine if the request will be approved.

SCHOOL CLOSING INFORMATION

The Superintendent of Schools will make the determination if schools should be closed. In the event it is determined schools need to be closed, students and parents will be notified on TV channel 3 or 4 (KBTX)

SCHOOL PICTURES

Pictures are taken twice a year for the entire student body. The fall pictures are used for the school yearbook at no charge to the student. If students are interested they can order a packet of pictures for personal use. Pictures made in the spring may be purchased after viewing the proofs.

SCHOOL RULES

Applicability of School Rules

As required by law, the District has developed a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

To achieve the best possible learning environment for all students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student in accordance with the Student Code of Conduct.

Before and After School

All Calvert I.S.D. 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. 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 code of conduct for participants established by the sponsor in accordance with Board policy.

Social Events

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.

A student and the guest attending a social event will be asked to sign in as they enter. As they leave they will be asked to sign out when leaving before the end of the event; anyone leaving before the end of the official end of the event will not be readmitted.

SCHOOL SPONSORED TRIPS

The District's rules of student conduct apply to all school-sponsored and school-related activities, on or off campus. Students who violate these rules will be subject to disciplinary action.

On all sponsored school trips where the school furnishes transportation, every student involved will ride the school-furnished transportation to and from the particular event. The only exception will be when a parent or other adult member of the immediate family meets directly with the sponsor and requests the student ride in a personal vehicle in order to get home.

Written notes will not be accepted under any circumstance. In a case where the parent wants their child to ride with another adult, they must make prior arrangements with the coach or teacher. A student will not be allowed to ride home with a boyfriend, girlfriend or other non-family member.

SENIOR ELIGIBILITY

Only seniors who are pursuing enough courses to graduate in May are eligible for senior activities. Only seniors graduating in May will be permitted to order invitations. Junior students who are passing enough work to complete eighteen credits by the end of their junior year may order class rings. Seniors must have their grades in before they are eligible for graduation. To receive a high school diploma from the District, a student must successfully complete the required number of credits and pass a statewide exit-level examination. All records in the office must be clear, including textbooks, library books, discipline, and fees.

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, dyslexic students, students with disabilities and bilingual students. Students or parents with questions about these programs should contact the principal's office. The coordinator of each program can answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

STEROIDS

Parents and students should be aware that 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.

Under state law, 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.

STUDENT ACTIVITIES

A student in grades 6-12 may participate in extracurricular activities on or off campus at the beginning of the school year only if the student has earned at least the cumulative number of units in state-approved courses indicated below:

- Beginning at the *sixth grade year*--regularly promoted from the fifth to the sixth grade.
- Beginning at the *seventh grade year*--regularly promoted from the sixth to the seventh grade.
- Beginning at the *eighth grade year*--have credit for all but one of the courses required for the Seventh grade.
- Beginning at the *ninth grade year*--have completed all courses required for the seventh grade year and have credit for all but one of the courses required for the eighth grade.
- Beginning of the *tenth grade year*--at least 7 units toward graduation.
- Beginning of the *eleventh grade year*--at least 14 units toward graduation.
- Beginning of the *twelfth grade year*--at least 21 units toward graduation.

STUDENT ASSISTANCE PROGRAM

The District provides a student assistance program to assist students in a wide range of student concerns from child abuse cases to tutorial requests. For more information about this program contact the counselor's office.

STUDENT FUNCTION DAYS

The District makes every attempt to not schedule, nor permit students to participate in any school-related or school-sanctioned activities on or off campus that would require, permit, or allow a student to be excessively absent from class in any course. (TAC 97.113).

Student function days are designated for co-curricular and extracurricular activities occurring during the school day. Activities may include, but are not limited to, performances, contests, demonstrations, displays, and club activities. Forms are available in the office to request a Student Function Day.

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

- By law, both parents--whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights.
- An “eligible” student, which for purposes of student records is one who is 18 or older OR who is attending an institution of postsecondary education. As soon as the student becomes 18 or is

emancipated by a court, control of the records goes to the student. However, the parents may continue to have access to the records of a student who is a minor or a dependent for tax purposes,

- School officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include any employees, agents, or Trustees of the District, of cooperatives of which the District is a member or facilities with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:
 1. Working with the student;
 2. Considering disciplinary or academic actions, the student's case, or a handicapped student's Individual Education Plan (IEP);
 3. Compiling statistical data; or
 4. Investigating or evaluating programs.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

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

Certain information about CHS students is considered “directory information” and will be released to anyone, who follows procedures for requesting it. That information includes:

1. Name
2. Address
3. Telephone listing
4. Date and place of birth
5. Photograph
6. Participation in officially recognized activities and sports
7. Weight and height of members of athletic teams
8. Dates of attendance
9. Grade level
10. Enrollment status
11. Honors and awards received in school
12. Most recent previous school attended
13. E-mail address

The District must comply with a request by a military recruiter or an institution of higher education for student’s names, addresses, and telephone listings, unless parents have advised the District not to release their child’s information without prior written consent.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days of the child’s first day of this school year. (See the acknowledgement form attached to this handbook.)

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. A parent or eligible student may review records during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the superintendent and principals are listed on the front cover of this handbook. (FL Local)

The parent's or student's right of access to, and copies of, student records does not extend to all records. Materials not considered educational records, such as teachers' personal notes on a student that are shared

only with a substitute teacher and records pertaining to former students after they are no longer students in the District, do not have to be made available to the parents or student.

Students over 18 and parents of minor students may inspect the student's records and request a correction if the records are inaccurate, misleading or otherwise in violation of the student's privacy or other rights. If the District refuses the request to amend the records, the requestor has the right to a hearing. If the records are not amended as a result of the hearing, the District shall inform the parent of the right to place a statement in the records commenting on the contested information and/or stating why the parent disagrees with the decision of the District. These comments will become part of the official records. Although improperly recorded grades may be challenged, parents and students are not allowed to contest a student's grade in a course through this process. Complaints of this nature are addressed in Policy FNG regarding Student or Parent Complaints and Concerns. Parents or students have the right to file a complaint with the U.S. Department of Education if they feel that the District is not in compliance with the law regarding student records.

Copies of student records are available at a cost of \$.25 per page, payable in advance. Parents may be denied copies of a student's records (1) after the student reaches age 18 and is no longer a dependent for tax purposes; (2) when the student is attending an institution of post-secondary education; or (3) if the parent fails to follow proper procedures and pay the copying charge. If the student qualifies for free or reduced-price lunches and parents are unable to view the records during regular school hours, upon written request of the parent, one copy of the record will be provided at no charge.

TARDY POLICY

Students have three minutes to change classes. Students reporting late to class without the permission of the teacher will be written up as tardy. Repeated instances will result in more severe disciplinary action.

First Tardy	-----	Warning/ <i>Community Service</i>
Second Tardy	-----	One day of ISS/ <i>Community Service</i>
Third Tardy	-----	Two days of ISS/<i>Community Service</i>
Fourth Tardy	-----	Three days of ISS/ Community Service with Parent/Principal Conference upon return to school.
Fifth Tardy	-----	5 days of ISS/ Community Service with Parent/Principal Conference upon return to school.

*Tardiness will be cumulative over each semester.

***3 Tardies equals 1 unexcused absence.**

TELEPHONES

School phones are for business and are not to be used by students for personal calls. A student will not be called from class to receive a phone call except in emergencies.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class; students are responsible for -textbooks issued them. The student must cover books as directed by the teacher and state law. Students who are issued a damaged book should report that fact to the teacher. Any student failing to return a book or damaging a book issued by the school may lose the right to have free textbooks assigned beyond the school day until the book is returned or paid for by the parent or guardian.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal or sponsor, however, may make the exception if the parent personally requests that the student be permitted to ride with the parent or presents a written request to the principal the day before the scheduled trip that the student be allowed to ride with an adult designated by the parent. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the district. (FMG)

Buses and Other School Vehicles

The District makes school bus transportation available to all students. This service is provided at no cost to students. Bus routes and subsequent changes are posted at the school. Further information may be obtained by calling 979-364-2824.

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

- Follow the driver's instructions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases and other objects out of the aisle.
- Not deface the bus or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw or drop objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

When students ride in a District vehicle equipped with seat belts the seat belts must be fastened at all times.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

Trojan Academy

Trojan Academy is an academic alternative education program which serves as a drop out recovery/drop out prevention program designed to respond to individual needs of high school students to assist them in becoming lifelong learners. (Target level: 9-12 who are "at risk" of school failure but who are "at promise" for future success.) The program has been established to create an alternative route to graduation for students who have not been successful in the traditional setting. Students are expected to complete the appropriate 22 credits towards graduation along with the TAKS (Texas Assessment of Knowledge & Skills) exit exams.

Trojan Academy is targeted toward meeting educational needs of students one or more years behind their peers academically.

Admission Requirements:

Fill out Application

Legal resident of the Calvert ISD

Transfer-See Transfer Requirements in Trojan Academy Handbook

One or more years behind peers academically (Grades K-12)

TUTORIALS

Tutorials are offered to any student and are encouraged for any student with a grade below 70. Generally, tutorials are offered by the teacher on Mondays through Friday from 7:45 a.m. until 8:15 a.m. and from 3:15-3:45 p.m. on Monday-Thursday. Tutorials will also be offered to students during the school day Monday - Friday on an as-needed basis.

VANDALISM

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

VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment may be used to monitor student behavior on buses, halls, parking lots and other common areas on campus. Students will not be told when the equipment is being used.

The principals will review the tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct.

A parent who wants to view a videotape of the incident leading to the discipline of their child may request access in accordance with District policy.

VISITORS

Parents and other visitors are welcome to visit CISD schools. All visitors must first report and sign-in with the principal's office. The visitor will be given a Visitor ID pass on a lanyard to identify them to school personnel. Visits to individual classrooms during instructional time shall be permitted only with the principal's pre-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.

WITHDRAWALS

A student under 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. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages; to the textbook custodian to check in textbooks; to the lunchroom to settle lunchroom accounts; to the Library to clear records of books checked out; and to the registrar to obtain a copy of their latest report card and provide a forwarding address and the name of the school they will be entering to send health, attendance and academic records. The document will require the principal's signature. A copy will be given to the student and a copy placed in the student's permanent record. Due to the number of people required to sign off on a withdrawal form, the student should give the Campus secretary at least 24 hours notice. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

WHAT TO DO IF...

You need to see the Principal or Counselor--

CALL TO MAKE AN APPOINTMENT OR SEE THE SCHOOL SECRETARY.

You are late to class or school--

GO TO THE OFFICE FOR AN ADMITTANCE SLIP.

If you are absent from school--

CALL THE OFFICE TO REPORT ABSENCE. GO TO THE OFFICE WITH A WRITTEN NOTE THE DAY YOU RETURN TO SCHOOL. IF ABSENT MORE THAN ONE DAY...CALL TO GET YOUR ASSIGNMENTS. IF YOU WENT TO THE DOCTOR, DENTIST OR OTHER HEALTH CARE OR LEGAL APPOINTMENT, BRING A NOTE ON THEIR OFFICE STATIONARY.

You have lost a textbook--

CHECK WITH YOUR TEACHERS AND THE OFFICE. IF IT IS NOT FOUND YOU MUST PAY FOR IT IN THE OFFICE AND A NEW BOOK WILL BE ISSUED TO YOU.

You need to leave the classroom--

GET A HALL PASS FROM YOUR TEACHER.

You become ill--

GET PERMISSION TO LEAVE THE ROOM FROM YOUR TEACHER AND REPORT TO THE OFFICE TO SIGN OUT.

You need advice about schedules, personal problems, college, scholarships, etc.--

SEE THE COUNSELOR TO SET UP A TIME FOR A CONFERENCE SO THAT NO ACADEMIC CLASSES WILL BE MISSED.

You want information about any phase of the school--

READ THIS HANDBOOK; ASK A TEACHER, THE COUNSELOR, OR PRINCIPAL.

You must withdraw from school--

SEE THE COUNSELOR/ PRINCIPAL.

You have a problem with your locker--

GO TO THE OFFICE.

You want to be successful at school--

GET INVOLVED IN SCHOOL ACTIVITIES. SET REASONABLE GOALS AND STRIVE TO ACCOMPLISH THEM. AVOID NEGATIVE GROUPS. GET TO KNOW YOUR TEACHERS, THE COUNSELOR, SUPPORTIVE STAFF, AND ADMINISTRATORS.

NOTES

