

CRANE INDEPENDENT SCHOOL DISTRICT

Student Handbook (including Student Code of Conduct)

2011-2012

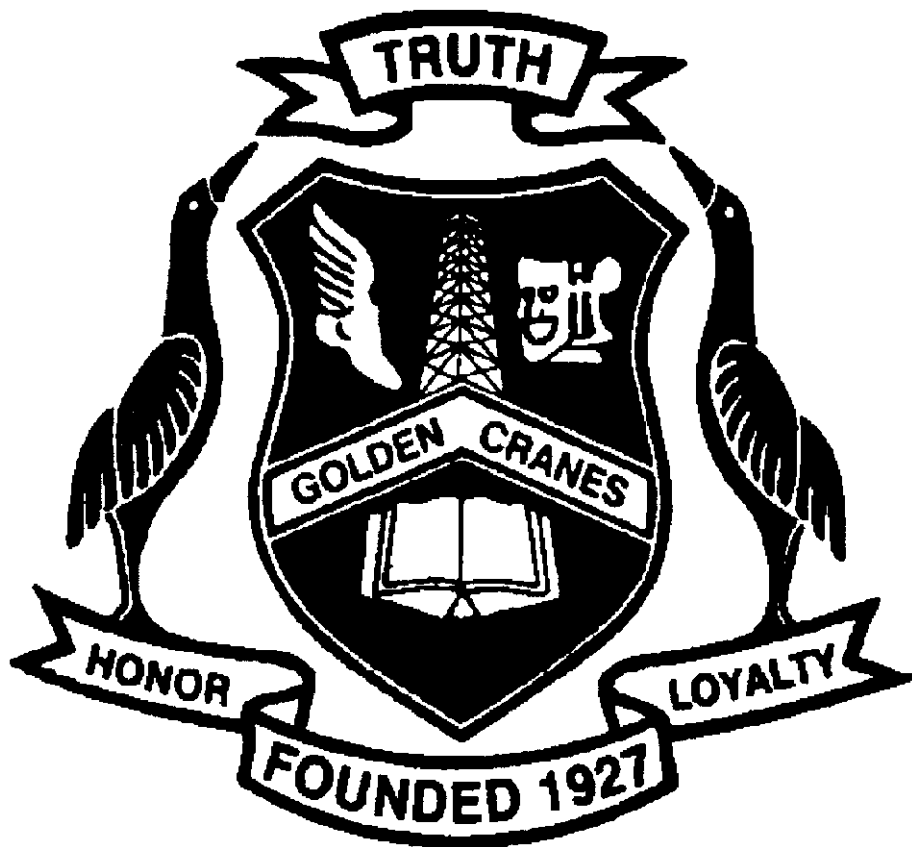


TABLE OF CONTENTS

SIGNATURE PAGES	i
Handbook Acknowledgement, Electronic Use Agreement, Student Code of Conduct.....	i
Request to Disallow Corporal Punishment	iii
Directory Information Release.....	v
Random Drug Testing Authorization Form.....	vii
UIL Anabolic Steroid Use and Random Testing Form	ix
Parents Release of Student Information to Military and Colleges.....	xi
Residency Questionnaire	xiii
Use of Student Work in District Publications.....	xv
Photography/Videography Release.....	xvii
Request for Food Allergy Information Form.....	xix
Crane Middle School School/Parent Compact	xxi
Crane Elementary School School/Parent Compact.....	xxiii
Preface.....	1
SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES	3
PARENTAL INVOLVEMENT.....	3
Working Together	4
Parent Involvement Coordinator.....	4
PARENTAL RIGHTS	4
Obtaining Information and Protecting Student Rights.....	4
“Opting Out” of Surveys and Activities	4
Inspecting Surveys	4
Requesting Professional Qualifications of Teachers and Staff.....	4
Reviewing Instructional Materials	5
Displaying a Student’s Artwork and Projects.....	5
Accessing Student Records.....	5
Granting Permission to Video or Audio Record a Student.....	5
Granting Permission to Receive Parenting and Paternity Awareness Instruction	5
Removing a Student Temporarily from the Classroom	6
Removing a Student from Human Sexuality Instruction.....	6
Excusing a Student from Reciting the Pledges to the U.S. and Texas Flags.....	6
Excusing a Student from Reciting a Portion of the Declaration of Independence	6
Requesting Limited or No Contact with a Student through Electronic Media	7
Requesting Notices of Certain Student Misconduct	7

Prohibiting the Use of Corporal Punishment	7
School Safety Transfers	7
Requesting Classroom Assignment for Multiple Birth Siblings.....	8
Request for the Use of a Service Animal.....	8
Parents of Students with Disabilities	8
Options and Requirements for Providing Assistance to Students	8
Parents of Students Who Speak a Primary Language Other than English	9
Accommodations for Children of Military Families	9
Student Records	9
Directory Information	11
Directory Information for School-Sponsored Purposes.....	12
Release of Student Information to Military Recruiters/Colleges.....	12
SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS/ PARENTS	13
ABSENCES/ATTENDANCE	13
Compulsory Attendance.....	13
Exemptions to Compulsory Attendance	13
Failure to Comply with Compulsory Attendance	14
Attendance for Credit.....	14
Parent’s Note after an Absence.....	15
Doctor’s Note after an Absence for Illness.....	15
Driver License Attendance Verification	15
ACADEMIC PROGRAMS	16
AWARDS AND HONORS	16
BULLYING	19
CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS.....	20
CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN	20
CLASS RANK / HIGHEST RANKING STUDENT	21
CLASS SCHEDULES	23
COLLEGE CREDIT COURSES.....	24
COMPLAINTS AND CONCERNS	24
CONDUCT	24
Applicability of School Rules.....	24

Disruptions.....	25
Social Events.....	25
CONTAGIOUS DISEASES / CONDITIONS	25
COUNSELING	26
Academic Counseling	26
Personal Counseling.....	26
Psychological Exams, Tests, or Treatment	26
COURSE CREDIT	26
End of Course Assessments	26
Credit.....	26
Retakes	26
Special Education	27
CREDIT BY EXAM.....	27
DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION	28
Dating Violence	28
Discrimination.....	28
Harassment.....	28
Sexual Harassment.....	29
Retaliation	29
Reporting Procedures.....	29
Investigation of Report	29
DISCRIMINATION	30
DISTANCE LEARNING	30
DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS	30
School Materials	30
Nonschool Materials...from students	30
Nonschool Materials...from others.....	31
DRESS AND GROOMING	31
END OF COURSE ASSESSMENT	36
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS	36

Standards of Behavior	37
FEES	40
FUND-RAISING	41
GANG-FREE ZONES	41
GRADE CLASSIFICATION	41
GRADING GUIDELINES	40
GRADUATION.....	45
Correspondence Courses.....	46
Graduation Programs	46
HARASSMENT	50
HEALTH-RELATED MATTERS	50
Bacterial Meningitis.....	50
Food Allergies.....	51
Physical Activity for Students in Elementary and Middle School	51
School Health Advisory Council (SHAC).....	52
Other Health-Related Matters	52
Physical Fitness Assessment.....	52
Vending Machines	52
Tobacco Prohibited	52
Asbestos Management Plan	52
Pest Management Plan.....	52
HOMELESS STUDENTS	53
HOMEWORK.....	53
IMMUNIZATION	53
IN-SCHOOL SUSPENSION.....	54
LAW ENFORCEMENT AGENCIES	55
Questioning of Students.....	55
Students Taken Into Custody	55
Notification of Law Violations	55
LIMITED ENGLISH PROFICIENT STUDENTS	56
MAKEUP WORK	56

Makeup Work Because of Absence.....	56
DAEP Makeup Work.....	56
In-school Suspension (ISS) Makeup Work.....	56
MEDICINE AT SCHOOL.....	57
Psychotropic Drugs.....	58
NONDISCRIMINATION STATEMENT.....	58
NONTRADITIONAL ACADEMIC PROGRAMS	59
PHYSICAL EXAMINATIONS / HEALTH SCREENINGS.....	59
PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE.....	59
PRAYER.....	59
PROMOTION AND RETENTION.....	59
RELEASE OF STUDENTS FROM SCHOOL.....	60
REPORT CARDS / PROGRESS REPORTS AND CONFERENCES.....	61
RETALIATION.....	61
SAFETY	61
Accident Insurance.....	62
Drills: Fire, Tornado, and Other Emergencies.....	62
Fire Drill Bells	62
Tornado Drill Bells	62
Emergency Medical Treatment and Information.....	62
Emergency School-Closing Information	62
SAT, ACT, AND OTHER STANDARDIZED TESTS	62
SCHOOL FACILITIES	63
Use by Students Before and After School	63
Conduct Before and After School.....	63
Use of Hallways During Class Time	63
Cafeteria Services	63
Library.....	63
Meetings of Noncurriculum-Related Groups.....	64
SEARCHES	64
Students' Desks and Lockers.....	64
Electronic Devices	64

Vehicles on Campus	64
Trained Dogs.....	64
Drug-Testing.....	65
SPECIAL PROGRAMS	65
STANDARDIZED TESTING.....	65
STARR (State of Texas Assessments of Academic Readiness).....	65
STUDENTS IN PROTECTIVE CUSTODY OF THE STATE	67
STUDENT SPEAKERS	67
SUICIDE AWARENESS	68
SUMMER SCHOOL.....	68
TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS).....	68
TARDINESS.....	68
TEXTBOOKS, ELECTRONIC TEXTBOOKS, ETC.....	69
TRANSFERS.....	69
TRANSPORTATION.....	69
School-Sponsored Trips.....	69
Buses and Other School Vehicles	69
VANDALISM.....	70
VIDEO CAMERAS.....	70
VISITORS TO THE SCHOOL	70
General Visitors	70
Visitors Participating in Special Programs for Students.....	70
WITHDRAWING FROM SCHOOL	71
WEEKLY FOLDERS FOR ELEMENTARY	71
Glossary	72
APPENDIX I: Guidenlines for Penalties of Student Code of Conduct.....	76
APPENDIX II: Electronic Use Policy	80
APPENDIX III: Extracurricular Code of Conduct	86
APPENDIX IV: Special Ed Information	90
APPENDIX V: STUDENT CODE OF CONDUCT	94

PREFACE

To Students and Parents:

Welcome to school year 2011–2012! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

The Crane ISD Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. In an effort to make it easier to use, the handbook is divided into two sections:

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

Section II—OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS—organized alphabetically by topic for quick access when searching for information on a specific issue.

Please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or any other person who has agreed to assume school-related responsibility for a student.

Both students and parents should become familiar with the Crane ISD] *Student Code of Conduct*, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. That document may be found as an attachment to this handbook, posted online at www.craneisd.com or in the principal’s office.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications.

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

After reading through the entire handbook with your child, keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

Also, please complete and return to your child’s campus the following required forms included in this handbook:

- 1) Acknowledgement Form
 - a) Student Handbook
 - b) Student Code of Conduct
 - c) Electronic Use Agreement
- 2) Request to Disallow the Administration of Corporal Punishment Form;
- 3) Notice Regarding Directory Information Form
- 4) Random Drug Testing Authorization Form
- 5) Anabolic Steroid Use and Random Steroid Testing Form
- 6) Release of Information to Military Recruiters and Institutions of Higher Education Form;
- 7) Student Residency Questionnaire
- 8) Use of Student Work in District Publications Form
- 9) Photography/Videography Release Form

- 10) CMS and CES School/Parent Compact for 2011-2012
- 11) Food Allergies

See **Obtaining Information and Protecting Student Rights** and **Directory Information** for more information.

Please note that references to policy codes are included so that parents can refer to current board policy. A copy of the district's policy manual is available for review in the school office or online at www.craneisd.com.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

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

PARENTAL INVOLVEMENT

Working Together

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the district.
- Discussing with the counselor or principal any questions you may have about the options and opportunities available to your child.
- Reviewing the requirements of the graduation programs with your child, if your child is entering ninth grade.
- Monitoring your child's academic progress and contacting teachers as needed. (See Academic Counseling and Academic Programs.)
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school. [See Report Cards/Progress Reports and Conferences for more information.
- Becoming a school volunteer. ([For further information, see policies at GKG and the building principal.)
- Participating in campus parent organizations. Parent organizations include: Crane PTSA.
- Serving as a parent representative on the district-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB, and contact the building principal.
- Serving on the School Health Advisory Council, assisting the district in ensuring local community values are reflected in health education instruction. [See policies at BDF, EHAA, FFA, and information in this handbook at **School Health Advisory Council**.
- Attending board meetings to learn more about district operations. [See policies at BE and BED for more information.]

Parent Involvement Coordinator

The Parent Involvement Coordinator, who works with parents of students participating in Title I

programs is Rebecca Suttles and may be contacted at 558-1022.

PARENTAL RIGHTS

Obtaining Information and Protecting Student Rights

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

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

You will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation. [For further information, see policy EF(LEGAL).]

“Opting Out” of Surveys and Activities

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

Any survey concerning the private information listed above, regardless of funding.

School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

Any nonemergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

Inspecting Surveys

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

Requesting Professional Qualifications of Teachers and Staff

You may request information regarding the professional qualifications of your child’s teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the

certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Reviewing Instructional Materials

As a parent, you have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child. Also see [Removing a Student from Human Sexuality Instruction](#) for further information.

Displaying a Student's Artwork and Projects

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

Accessing Student Records

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

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

See [Student Records](#) for further information.

Granting Permission to Video or Audio Record a Student

As a parent, you may grant or deny any written request from the district to make a video or voice recording of your child. State law, however, permits the school to make a video or voice recording without parental permission for the following circumstances:

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

Granting Permission to Receive Parenting and Paternity Awareness Instruction

As a parent, if your child is under the age of 14, you must grant permission for your child to receive instruction in the district's parenting and paternity awareness program or your child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the

district's health education classes.

Removing a Student Temporarily from the Classroom

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

Removing a Student from Human Sexuality Instruction

Currently, Crane ISD does not offer a curriculum in human sexuality. Should this topic be covered in the course of instruction in another class, the following guidelines are guidelines to which the district will adhere.

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

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

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

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

As a parent, you may request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows. See Pledges of Allegiance and a Minute of Silence in this handbook and policy EC(LEGAL).

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

You may request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the district

determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. See policy EHBK(LEGAL).

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the district to communicate with students through the use of electronic media within the scope of the individual's professional responsibilities. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

An employee described above may also contact a student individually through electronic media to communicate about items such as homework or upcoming tests.

If you prefer that your child not receive any one-to-one electronic communications from a district employee, please submit a written request to the campus principal stating this preference.

Requesting Notices of Certain Student Misconduct

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

Prohibiting the Use of Corporal Punishment

Corporal punishment – spanking or paddling the student may be used a discipline management technique in accordance with the Student Code of Conduct and policy FO(Local) in the district's policy manual.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in this handbook to the campus principal stating this decision. A signed statement must be provided each year.

You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

School Safety Transfers

As a parent, you have a right:

To request the transfer of your child to another classroom or campus if your child has been determined by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341. Transportation is not provided for a transfer to another campus. See the superintendent or designee for information. [See policy FDB.] [See **Bullying** on page in this handbook and policy FFI(LOCAL).]

To request the transfer of your child to attend a safe public school in the district if your child attends school at a campus identified by TEA as persistently dangerous or if your child has been a victim of a violent criminal offense while at school or on school grounds. [See policy FDE(LOCAL).]

To request the transfer of your child to a neighboring district if your child has been the victim of a sexual assault by another student assigned to the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault. [See policy FDE.]

Requesting Classroom Assignment for Multiple Birth Siblings

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

Parents of Students with Disabilities

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. For more information, see **Special Programs** in this handbook or contact Special Education Director, Glorietta North, at 432-558-1032.

Request for the Use of a Service Animal

A parent of a student who uses a service animal because of the student's disability must submit a request in writing to the principal at least ten (10) district business days before bringing the service animal on campus.

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

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 school districts to meet the needs of all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will

include a statement that informs the parent of their rights if they disagree with the district. The district is required to give parents the *Notice of Procedural Safeguards—Rights of Parents of Students with Disabilities*. Additional information regarding the Individuals with Disabilities Education Act (IDEA) is available from the school district in a companion document, A Guide to the Admission Review, and Dismissal Process.

The following Web sites provide information to those who are seeking information and resources specific to students with disabilities and their families:

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

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is Glorietta North at 432-558-1032.

If a student is receiving special education services at a campus outside his or her attendance zone, the parent or guardian may request that any other student residing in the household be transferred to the same campus, if the appropriate grade level for the transferring student is offered on that campus. [See policy FDB(LOCAL).]

Parents of Students Who Speak a Primary Language Other than English

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing ordinary class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee (LPAC) will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

Accommodations for Children of Military Families

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

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

In addition, absences related to a student visiting with his or her parent related to leave or deployment activities may be excused by the district. The district will permit no more than 10 excused absences per year for this purpose. Additional information may be found at <http://www.tea.state.tx.us/index2.aspx?id=7995> .

Student Records

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

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

- The parents—whether married, separated, or divorced—unless the school is given a copy of a court order terminating parental rights or the right to access a student’s education records.
- Federal law requires that, as soon as a student becomes 18, is emancipated by a court, or enrolls in a postsecondary institution, control of the records goes to the student. The parents may continue to have access to the records, however, if the student is a dependent for tax purposes and under limited circumstances when there is a threat to the health and safety of the student or other individuals.
- District school officials who have what federal law refers to as a “legitimate educational interest” in a student’s records. School officials would include trustees and employees, such as the superintendent, administrators, and principals; teachers, counselors, diagnosticians, and support staff; a person or company with whom the district has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, or volunteer); a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties. “Legitimate educational interest” in a student’s records includes working with the student; considering disciplinary or academic actions, the student’s case, or an individualized education program for a student with disabilities; compiling statistical data; reviewing an educational record to fulfill the official’s professional responsibility; or investigating or evaluating programs.
- Various governmental agencies, including juvenile service providers.
- Individuals granted access in response to a subpoena or court order.
- A school or institution of postsecondary education to which a student seeks or intends to enroll or in which he or she is already enrolled.

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

The principal is custodian of all records for currently enrolled students at the assigned school.

The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected by a parent or eligible student during regular school hours. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records.

A parent or eligible student who provides a written request and pays copying costs of ten cents per page may obtain copies. If circumstances prevent inspection during regular school hours and the student qualifies for free or reduced-price meals, the district will either provide a copy of the records requested or make other arrangements for the parent or student to review these records.

The address of the superintendent’s office is 511 West 8th Street, Crane, Texas.

The address(es) of the principals’ offices are:

- **Crane Elementary School:** 300 W. 7th Street, Crane, Texas 79731
- **Crane Middle School:** 1000 Vivian, Crane, Texas 79731
- **Crane High School:** 509 W. 8th Street, Crane, Texas 79731

A parent (or eligible student) may inspect the student’s records and request a correction if the

records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the district denies the request to amend the records, the parent or eligible student has the right to request a hearing. If the records are not amended as a result of the hearing, the parent or eligible student has 30 school days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy FNG(LOCAL). A grade issued by a classroom teacher can be changed only if, as determined by the board of trustees, the grade is arbitrary, erroneous, or inconsistent with the district's grading policy. [See FINALITY OF GRADES at FNG(LEGAL), Report Cards/Progress Reports and Conferences in this handbook, and Student or Parent Complaints and Concerns in this handbook for an overview of the process. The district's policy regarding student records found at FL(LEGAL) and (LOCAL) is available from the principal's or superintendent's office or on the district's Web site at www.cranesid.com. The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as a teacher's personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

Please note:

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

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

Directory Information

The law permits the district to designate certain personal information about students as “directory information.” This “directory information” will be released to anyone who follows procedures for requesting it.

However, release of a student's directory information may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days of your child's first day of instruction for this school year. See the “Notice Regarding Directory Information and Parent's Response Regarding Release of Student Information” included in this handbook.

Directory Information for School-Sponsored Purposes

The district has not designated a separate list of student information as directory information for school-sponsored purposes. As a result, if you object to the release of the student information included on the directory information response form, your decision will also apply to the use of that information for school-sponsored activities, new releases, or athletic programs.

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

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

SECTION II: OTHER IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact the campus principal.

Attendance for elementary is taken at 9:30 a.m.

ABSENCES/ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student who voluntarily attends or enrolls after his or her 18th birthday is required to attend each school day until the end of the school year and is subject to compulsory attendance laws, if the student is under 21 years old. In addition, 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 thereafter would be unauthorized and may be considered trespassing. [See FEA.]

Students enrolled in prekindergarten or kindergarten are required to attend school.

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

A student in grades 3–8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and

- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.

In addition, a junior or senior student's absence of up to two days related to visiting a college or university will be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

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

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

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.
- For a student younger than 12 years of age, the student's parent could be charged with a criminal offense based on the student's failure to attend school.
- If a student between the ages of 12 and 18 violates the compulsory attendance law, both the parent and student could be charged with a criminal offense.

If the student is age 18 years of age or older, the student, but not the student's parents, would be subject to penalties as a result of the student's violation of state compulsory attendance law. See policy FEA(Legal).

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 at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal, which allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

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

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

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent in accordance with policy FNG(LOCAL). The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. Notes will not be accepted more than 3 days after the student's return to school.

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school.

Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

[See policy FEC(LOCAL).]

Driver License Attendance Verification

For a student between the ages of 16 and 18 to obtain a driver license, written parental permission must be provided for the Texas Department of Public Safety (DPS) to access the student's attendance records and, in certain circumstances, for a school administrator to provide the student's attendance information to DPS.

ACADEMIC PROGRAMS

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. For more information, see Academic Counseling in this handbook and policies at EIF

The school counselor provides students and parents information regarding academic programs to prepare for higher education and career choices. [For more information, see Academic Counseling in this handbook and policies at EIF.]

AWARDS AND HONORS

All awards are subject to the approval of administration and directors.

National Honor Society (NHS)

The National Honor Society is the leader among organizations and societies that promote appropriate recognition for students who reflect outstanding accomplishments in the areas of scholarship, character, leadership and service. Our school is one of thousands chartered with a chapter that follow the Constitution.

Selection to NHS is a privilege, not a right. Students do not apply for membership in the National Honor society; instead, they provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council in each school. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS is more than just an honor roll and the extent to which the local chapter emphasizes the other components of the selection process (leadership, service, and character) should be carefully included in the selection process guide-lines. To give aspiring students some guidance in their preparation for possible membership selection, we include a description of traits and requirements:

Scholarship

All candidates will be considered for membership when they have completed four semesters of work, or at the end of their sophomore year. Candidates eligible for election to the chapter shall have a minimum scholarship average of 108 Crane High School grade points. This scholastic level of achievement shall remain fixed, and shall be the required minimum scholastic level of achievement for admission to candidacy. All students who can rise in scholarship to or above such a standard may be admitted to candidacy for election for membership.

Leadership

The student who exercises leadership:

- √ Is resourceful in proposing new problems, applying principles, and making suggestions
- √ Demonstrates initiative in promoting school activities
- √ Exercises positive influence in promoting school activities
- √ Contributes ideas that improve the civic life of the school
- √ Is able to delegate responsibilities
- √ Exemplifies positive attitudes
- √ Inspires positive behavior in others
- √ Demonstrates academic initiative
- √ Successfully holds school offices or positions of responsibility;

- conducts business effectively and efficiently; demonstrates reliability and dependability
- √ Is a leader in the classroom, at work, and in other school or community activities
- √ Is thoroughly dependable in any responsibility accepted
- √ Is willing to uphold scholarship and maintain a loyal school attitude

Service

The student who serves:

- √ Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance
- √ Works well with others and is willing to take on difficult or inconspicuous responsibilities
- √ Cheerfully and enthusiastically renders any requested service to the school
- √ Is willing to represent the class or school in inter-class and inter-scholastic competition
- √ Does committee and staff work without complaint
- √ Participates in some activity outside of school, for example, Girl Scouts, Boy Scouts, church groups, volunteer services for the elderly, poor, or disadvantaged
- √ Mentors persons in the community or students at other schools
- √ Shows courtesy by assisting visitors, teachers, and students

Character

A person of character demonstrates the following six qualities:

- √ respect,
- √ responsibilities,
- √ trustworthiness,
- √ fairness,
- √ caring, and
- √ citizenship

In addition, it can also be said that the student of character:

- √ Takes criticism willingly and accepts recommendations graciously
- √ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability)
- √ Upholds principles of morality and ethics
- √ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- √ Demonstrates the highest standards of honesty and reliability
- √ Regularly shows courtesy, concern, and respect for others
- √ Observes instructions and rules, is punctual, and faithful both inside and outside the classroom
- √ Has powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies
- √ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating

- √ in written work, and showing unwillingness to profit by the mistakes of others
- √ Actively helps rid the school of bad influences of environment

All deliberations and individual votes of the members of the Faculty Council shall be confidential and only the final results of such deliberations and votes shall be made a matter of general knowledge outside the council.

Once a candidate's qualifications for character, leadership, service, and scholarship are evaluated, the candidacy is approved or denied. A formal letter is sent from the advisor informing the candidate of their acceptance or denial. One induction ceremony will take place each school year. This ceremony will be held during the fall semester.

All NHS members will be required to perform 10 hours of community service before May 1 of each school year. Hours must be approved by the faculty sponsor. Pre-approval by the sponsor is recommended. A record of hours will be kept by each member and turned in before the deadline.

UIL Literary

Crane High School letter awards will be made to students who participate in UIL contests on the following basis:

Regulations:

- √ To any high school student, grades 9-12 who contributes points at the District UIL meet, or
- √ To any senior who participated in the District meet, but has not contributed points during his/her high school career upon the recommendation of his/her sponsor.
- √ Such letter awards are controlled by rules and regulations of the University Interscholastic League and by the Board of Trustees of the Crane Independent School District.

Band

All band awards will adhere to UIL Rules and Regulations. Band awards will be determined by the band directors based on student's behavior, work ethic, musical ability, leadership, and attitude.

Band Letter Jacket Awards are based on the following requirements:

- √ All seniors graduating in band are to receive a letter jacket award.
- √ Any high school band student, regardless of classification, who meets any two of the following criteria:
 - a first division in Marching
 - a first division in Solo & Ensemble (instrumental or twirling)
 - a first division in Concert & Sight-Reading
 - qualifies for All-Region Band
 - qualifies for Jazz Region Band
 - qualifies for All-State Band

Athletic Letter Jackets

Athletes are eligible according to the rules of the University Interscholastic League. Crane High School letter jackets will be awarded to athletes who participate in athletics on the following basis:

- √ The athlete is in high school
- √ The athlete was on the varsity team for at least half the regular season of that activity.

Vocational

All vocational students who receive a first division at the state contest are eligible to receive a letter jacket award, provided that they are eligible under the rules and regulations of awards of the UIL

Art

Students may receive a letter jacket award in Art if they meet the following criteria:

- √ Receive a judges score of 4 on their artwork evaluation and student interview at the Visual Arts Scholastic Event (VASE).
- √ Qualify for state at the VASE competition.

Symbolic Award

Symbolic awards will be given only in one activity each year after the first jacket award has been obtained. Students in any event lettered may select a symbolic award. All letter awards are controlled by rules and regulations of the UIL and by the Board of Trustees of the Crane ISD.

Other Awards

Students are awarded for various other accomplishments involving academic performance, character, attendance, etc. from time to time.

Crane Elementary Award Programs

Honor Roll

Crane Elementary School maintains honor rolls for students in grades 1-5. To be eligible for the A honor roll each six weeks, students must have an average of 90 or above in each of the academic areas of Language Arts, reading, spelling, mathematics, science, and social studies.

To be eligible for the A-B honor roll each six weeks, students must have an A or B average in those same academic areas.

BULLYING

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

- results in harm to the student or the student's property,

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

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

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

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

[Also see School Safety Transfers, Hazing and policy FFI(LOCAL).]

CAREER AND TECHNICAL EDUCATION (CTE) PROGRAMS

The district offers career and technical education programs in Auto Mechanics, Technology Applications, Family and Consumer Science, Cosmetology and Industrial Arts. Admission to these programs is based on individual students needs and interests.

Crane ISD will take steps to ensure that lack of English language skills will not be a barrier to admission and participation in all educational and CTE programs. Also see **Nondiscrimination Statement** for additional information regarding the district’s efforts regarding participation in these programs.

CHILD SEXUAL ABUSE AND OTHER MALTREATMENT OF CHILDREN

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

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

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you.

Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

<http://www.childwelfare.gov/pubs/factsheets/signs.cfm>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml

http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml

Reports may be made to:

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

CLASS RANK / HIGHEST RANKING STUDENT

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

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

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University's enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2011 term, the University will be admitting the top eight percent of the high school's graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Students and parents should contact the counselor or principal for further information about automatic admissions, the application process, and deadlines. For further information, see policies at EIC.

Policy EIC may be found online at www.craneisd.com and has reprinted below:

Calculation	The district shall include in the calculation of class rank grades earned in all high school credit courses regardless of when the credit was earned, unless excluded below.
Exclusions	The calculation of class rank shall exclude grades earned in or by band; physical education; athletics; independent studies; office or teacher aide; applied music; and remediate courses.
End-of-Course Assessment Scores	The district shall not include scores from end-of-course (EOC) assessments in calculations for class rank.
Weighted Grade	The District shall categorize and weight courses as Enriched and

System Categories	Regular in accordance with provisions of this policy.						
Enriched Courses	Eligible Enriched courses shall include Honors, AP, and dual credit courses.						
Regular Courses	All other eligible courses shall be designated as Regular courses.						
Weighted Numerical Grade Average	<p>The District shall assign weights to semester grades and calculate a weighted numerical grade average, in accordance with the following scale:</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 40px;">Category</td> <td>Weight</td> </tr> <tr> <td>Enriched</td> <td>Multiplied by 1.4</td> </tr> <tr> <td>Regular</td> <td>Multiplied by 1.2</td> </tr> </table> <p>The District shall record unweighted numerical grades on student transcripts.</p>	Category	Weight	Enriched	Multiplied by 1.4	Regular	Multiplied by 1.2
Category	Weight						
Enriched	Multiplied by 1.4						
Regular	Multiplied by 1.2						
Transferred Grades	When a student transfers grades for properly documented courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District, if same course is offered to the same class of students in the District.						
Local Graduation Honors	<p>For the purpose of determining honors to be conferred during graduation activities, the District shall calculate class rank at the end of the fifth six-week grading period of the senior year. The average of the fourth and fifth six-week grades shall be used as the semester grade for this purpose.</p> <p>For the purpose of applications to institutions of higher education, the District shall also calculate class ranking as required by state law. The District's eligibility criteria for local graduation honors shall apply only for local recognitions and shall not restrict class ranking for the purpose of automatic admission under state law. (See EIC(Legal))</p>						
Valedictorian and Salutatorian	<p>The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. Students who entered grade 9 prior to the 2011-2012 school year shall not be subject to the following eligibility requirements for valedictorian and salutatorian. Application of the following provisions began with students who entered grade 9 in the 2011-2012 school year. The valedictorian and salutatorian shall be the eligible students with the highest and second highest ranking, respectively. To be eligible for such recognition, a student must have been continuously enrolled in the District high school for the three semesters immediately preceding graduation and have completed the Recommended Program or the Advanced/Distinguished Achievement Program for graduation.</p>						
Breaking Ties	<p>In case of a tie in weighted numerical grade averages, the District shall apply the following methods, in this order, to determine recognition as valedictorian or salutatorian:</p> <ol style="list-style-type: none"> 1. Compute the weighted numerical grade average to a sufficient number of decimal places until the tie is broken. 2. Compare ACT scores, if the same test was taken by all students involved in the tie. 						

	<p>3. Compare SAT scores, if the same test was taken by all students involved in the tie.</p> <p>4. Compare the grades in AP courses taken by each student involved in the tie.</p> <p>5. Compare the grades in Honor courses taken by each student involved in the tie.</p> <p>If the tie is not broken after applying these methods, the District shall recognize all students involved in the tie as sharing the honor and title.</p>
Honor Graduates	The District shall recognize as an honor graduate each student who has all students whose weighted numerical grade averages comprise the top ten percent of the students in the graduating class.

CLASS SCHEDULES

All students are expected to attend school for the entire school day and maintain a class/course schedule to fulfill each period of the day. Exceptions may be made occasionally by the campus principal for students in grades 9–12 who meet specific criteria and receive parental consent to enroll in less than a full-day’s schedule.

COLLEGE AND UNIVERSITY ADMISSIONS

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

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

In addition, the student must submit a completed application for admission in accordance with the deadline established by the college or university.

The University of Texas at Austin may limit the number of students automatically admitted to 75 percent of the University’s enrollment capacity for incoming resident freshmen. For students who are eligible to enroll in the University of Texas at Austin during the summer or fall 2012 term, the University will be admitting the top nine percent of the high school’s graduating class who meet the above requirements. Additional applicants will be considered by the University through an independent review process.

Should a college or university adopt an admissions policy that automatically accepts the top 25 percent of a graduating class, the provisions above will also apply to a student ranked in the top 25 percent of his or her class.

Students and parents should contact the counselor or superintendent for further information about automatic admissions, the application process, and deadlines.

[See also Class Rank/Highest Ranking Student for information specifically related to how the district calculates a student’s rank in class].

COLLEGE CREDIT COURSES

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

- Certain courses taught at the high school campus, which may include courses termed dual credit, Advanced Placement (AP), or International Baccalaureate (IB);
- Enrollment in an AP or dual credit course through the Texas Virtual School Network;
- Enrollment in courses taught in conjunction and in partnership with Odessa College and UTPB;
- Certain CTE courses.

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

COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher or principal. Teachers may refer students to the principal or counselor to discuss problems. Identifying problems and establishing steps for correction will be discussed. Parents may schedule appointments with individual teachers by calling the principal's office.

For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG (LOCAL) in the district's policy manual. A copy of this policy may be obtained in the superintendent's office or on the district's web site at www.craneisd.com

CONDUCT

Applicability of School Rules

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior—both on and off campus—and consequences for violation of these standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students and parents should be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

Disruptions of School Operations

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

- Interference with the movement of people at an exit, entrance, or hallway of a district building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to district property.

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

Social Events

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

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

CONTAGIOUS DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

The school nurse or the principal's office can provide information from the Department of State Health Services regarding these diseases.

COUNSELING

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 8-11 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and CTE opportunities.

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

Personal Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the school office.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

[For more information, refer to policies EHBAA(LEGAL), FFE(LEGAL), and FFG(EXHIBIT).]

COURSE CREDIT

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

End-of-Course Assessments. When required by state law, a student's score on the initial end-of-course (EOC) assessment shall count for 15 percent of the student's final grade for the course as reported on the student's transcript.

Credit. An EOC assessment score shall affect whether a student receives credit for a course only if the score results in the student earning credit, as calculated in accordance with the District's grading guidelines. If a student's score on an EOC assessment results in lowering the student's grade below passing, the score will not affect whether the student receives credit for the course.

Retakes. If a student retakes an EOC assessment, the District will use the retake score for credit decisions only if the retake score allows a student to gain credit for the course. If the retake score is being used in the credit decision, the retake score will also be included in the final course grade calculation as reported on the student's transcript.

Special Education. A student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements.

CREDIT BY EXAM—If a Student Has Taken the Course

A student who has previously taken a course or subject—but did not receive credit for it—may, in circumstances determined by the principal or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a nonaccredited school.

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

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

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

CREDIT BY EXAM—If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course for which the

student has had no prior instruction or to accelerate to the next grade level. The dates on which exams are scheduled during the 2011–2012 school year include:

Dates Scheduled:
September 13, 2011
November 2, 2011
November 3, 2011
January 9, 2012
June 4, 2012
June 5, 2012

A student will earn course credit with a passing score of at least 90 on the exam. A student in elementary school will be eligible to accelerate to the next grade level if the student scores at least 90 on each exam in the subject areas of language arts, mathematics, science, and social studies.

If a student plans to take an exam, the student (or parent) must register with the principal no later than 30 days prior to the scheduled testing date. The district will honor a request by a parent to administer a test on a date other than the published dates. If the district agrees to administer a test other than the one chosen by the district, the student's parent will be responsible for the cost of the exam. [For further information, see policy EHDC(LOCAL).]

Credit by Exam – Failure to Report

Students who register for a Credit by Examination session and fail to report at the appropriate time will be required to reimburse the district for the cost of the exam.

DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION

The district believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and district employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

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

Discrimination

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

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. A copy of the district's policy is available in the principal's office and in the superintendent's office or on the district's website at www.craneisd.com.

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

Sexual Harassment

Sexual harassment of a student by an employee, volunteer, or another student is prohibited. 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, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

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

Retaliation

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

Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student's poor academic performance in the classroom.

Reporting Procedures

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

Investigation of Report

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated. The district will notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy.

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

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

DISCRIMINATION

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.

DISTANCE LEARNING

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

The Texas Virtual School Network (TxVSN) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. Depending on the course in which a student enrolls, the course may be subject to the "no pass, no play" rules.

The additional distance learning opportunities available to district students are Odessa College and University of Texas of the Permian Basin.

DISTRIBUTION OF PUBLISHED MATERIALS OR DOCUMENTS

School Materials

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

The school newspaper, *The Crane*, and the yearbook, *The El Ave*, are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal. See Directory Information for School-Sponsored Purposes for additional information

Nonschool Materials...from students

Students must obtain prior approval from the principal before posting, circulating, or distributing more than ten copies of written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days. The principal will designate the location for approved nonschool materials to be placed for voluntary viewing by students. [See policies at FNAA.]

A student may appeal a principal's decision in accordance with policy FNG(LOCAL). Any student who posts nonschool material without prior approval will be subject to disciplinary action in accordance with the *Student Code of Conduct*. Materials displayed without the principal's approval will be removed.

Nonschool Materials...from others

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

Prior review will not be required for:

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

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

Prior review will not be required for:

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

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

DRESS AND GROOMING

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

Enforcement: Teachers and administrators have the authority to enforce the dress code.

This dress code provides guidance regarding common situations but cannot cover every style of dress and specific situations that may arise. The District reserves the right to prohibit any clothing or grooming style that the administration determines to be reasonably expected to pose a health or safety hazard or to cause substantial disruption of, distraction from, or interference with general school operations. In addition, extracurricular programs may have additional requirements or guidelines for students participating in those programs.

Violations: If a student fails to comply with the dress code, the campus administrator will request that the student make the appropriate corrections. This may include changing into clothing provided by the school.

If the student refuses to make the appropriate corrections, the student's parent/guardian will be contacted for assistance in making the necessary corrections. If both the student and parent/guardian refuse, the student will be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated violations of the dress code will result in more serious disciplinary action. In all cases, appropriate disciplinary action will be administered in compliance with the *Student Code of Conduct*.

General Guidelines:

- Articles of clothing with pictures, emblems, symbols, slogans, or writings that are lewd, offensive, vulgar, obscene, contain sexual innuendoes, or cause disruption to the educational process are prohibited.
- Articles of clothing that advertise or depict tobacco products, alcoholic beverages, drugs, controlled substances, or other outlawed items are prohibited.
- See-through attire is unacceptable.
- Tight clothing that fits closely to the body is prohibited.
- Torn or ripped clothing is prohibited.
- Students may not wear boxers, pajamas, or other sleepwear as outerwear.
- All articles of clothing must be worn as it is designed to be worn (i.e., not backwards or inside out).
- Revealing fashions should not be worn.

Shirts and Dress Tops

- Shirts must be worn at all times while in the classroom, on school grounds, or at school-related or school-sponsored events.
- Shirts and dress tops must have sleeves that cover the shoulders of the student.
- Shirts and dress tops must have sleeves that cover the shoulders of the student.
- Undergarments should not be visible.
- Shirts must be long enough to cover the midriff.
- Spandex tops, leotards, and tube tops are prohibited.

Pants, Shorts, Capris, Skirts, Skorts, or Dresses

- Shorts must reach the knee or longer for high school and middle school. Elementary length should not be excessively revealing.
- Dresses, skirts, slit skirts, or split skirts must when measured with the student standing, be no more than 3 inches from the top of the kneecap or 5 inches from the floor with the student kneeling. A student may appeal a 3” to 5” rule to an outside measurement of 17 inches for high school students and 15 inches for middle school students, from the bottom of the waistband to the bottom of the hem.
- All must fit over the hips at the waist.
- Undergarments should not be visible
- Pants may not sag or bag at the waist or drag on the ground.
- Pants with frayed hems may not be worn.
- No baggy or sagging oversized clothing is allowed.
- Oversized pockets are not allowed.
- No tight or form fitting pants, stretch pants, or leggings may be worn unless worn under a skirt, dress, or skort that complies with the dress code.
- Spandex material, biker shorts, and cutoffs are prohibited.

Footwear

- For reasons of health and safety, shoes must be worn at all times.
- The following footwear is prohibited due to health or safety concerns:
 - house shoes
 - beach footwear
 - flip flops
 - roller shoes
- Certain classes may require students to wear certain types of footwear. For example, athletic shoes may be required for physical education classes (which includes shoes with a backstrap for elementary) and closed toe shoes may be required for chemistry.

Hair and Headwear

- Hairstyles or designs that are disruptive or distracting to the school environment are prohibited (i.e., Mohawks, rattails, dreadlocks, patterns or shavings in the hair, or spikes).
- Hair color that is disruptive or distracting to the school environment is prohibited (i.e., colors other than natural hair colors).
- Wigs may not be worn unless there is a medical exception.
- Notching of the eyebrows is prohibited.

Males

- Hair will not fall below the top of the eyebrow. Hair length on the sides or back of the head will not be longer than the top of the shirt collar or 1” above a shirt that has no collar.
 - Sideburns may not exceed the bottom of the earlobe.
 - Males may not wear any length of ponytails, braids, etc., in order to avoid compliance with the dress code.
 - Afro style hairstyles may not exceed more than three inches.
 - Beards and goatees are prohibited. Mustaches are permitted as long as the mustache, including the sides of the mustache, do not extend the student’s bottom lip.

- Hats, caps, sweatbands, scarves, bandanas, hoods, visors, or other head coverings are prohibited in the classroom or school building except on approved occasions.

Jewelry and Accessories

- Appropriately worn earrings are permitted for females only. Earrings include clip earrings, pierced earrings or studs, or any item used as a post in a pierced ear.
- Facial piercing of any kind is prohibited.
- Lip and nose wear (i.e., rings and studs) is prohibited.
- Tongue rings or studs are prohibited.
- Eyebrow rings or studs are prohibited.
- Belly rings or studs are prohibited.
- Band-aids may not be used to cover earring piercings.
- Jewelry that causes a distraction or that could be dangerous to the student or other individuals is prohibited (i.e., necklaces made out of safety pins and chain links).
- Mouth grills or mouth pieces that are worn over a student's teeth that serve only a decorative purpose are prohibited.
- All tattoos must be covered at all times while in the classroom, on school grounds, or at school-related activities or school-sponsored events.
- Males are prohibited from wearing make-up or fingernail polish.
- Contacts that are an unnatural eye color (ie., purple), "Wild Eye" contacts, or contacts that alter the normal shape and look of the pupil are prohibited.
- Sunglasses or other eyewear that is not for a medical reason is prohibited from being worn inside school buildings.

Coats or Winter Attire

- No jackets, coats, or vests may be longer than the student's knees.
- All winter weather attire must comply with dress code provisions.

Exceptions to Dress Code

- Medical conditions may qualify for an exception from certain dress and grooming policies. However, any exceptions must receive prior approval by the campus administrator and be supported by documentation from a physician.
- Certain recognized religious or spiritual beliefs may qualify for an exception from provisions of the dress code. However, any exceptions must receive prior approval by the campus administrator.

Certain extracurricular activities or events may qualify students for an exception, when appropriate, from provisions of the dress code. However, any exceptions to the dress code must receive prior approval by the campus administrator.

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given an opportunity to correct the problem at school. If not corrected, the student will be assigned to in-school suspension for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

Possession and Use of Personal Telecommunications Devices, Including Mobile Telephones

For safety purposes, the district permits students to possess personal mobile telephones; however, these devices must remain turned off during the instructional day, including during all testing, unless they are being used for approved instructional purposes. A student must have approval to possess other telecommunications devices such as netbooks, laptops, tablets, or other portable computers.

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event. If a student uses a telecommunications device without authorization during the school day, the device will be confiscated. The parent may pick up the confiscated telecommunications device from the principal's office at the end of the school day. Subsequent offenses will result in confiscation by the campus principal for 15 school days.

Confiscated telecommunications devices that are not retrieved by the student or the student's parents will be disposed of after the notice required by law. [See policy FNCE.]

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

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

Possession and Use of Other Personal Electronic Devices

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

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

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

Instructional Use of Personal Telecommunications and Other Electronic Devices

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

Acceptable Use of District Technology Resources

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued individually to students. Use of these technological resources, which include the

district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding use of these district resources. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement.

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

END-OF-COURSE (EOC) ASSESSMENTS

See **Course Credit**, **Grading Guidelines**, **Graduation**, and **Standardized Testing**.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. [See <http://www.uil.utexas.edu> for additional information.]

The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in any academic class—other than an Advanced Placement or International Baccalaureate course; or an honors or dual credit course in English language arts, mathematics, science, social studies, economics, or language other than English—may not participate in extracurricular activities for at least three school weeks. The following courses have been recognized by Crane ISD as exempt from these requirements:
 - Any and all AP courses
 - Any and all Dual Credit (Concurrent) courses
 - Calculus AB
 - Calculus BC
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to 15 absences not related to post-district competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the board, are subject to these restrictions.
- An absence for participation in an activity that has not been approved will receive an unexcused absence.

Standards of Behavior

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

(For further information, see policies at FM and FO. For student-organized, student-led groups, see **Meetings of Noncurriculum-Related Groups**).

Students are encouraged to participate in school activities beyond the classroom. Research shows that school is a more rewarding experience when students feel ownership and have opportunities to apply their skills and knowledge.

The following is a partial list of organizations and clubs sponsored by Crane High School:

Band

The high school band is an important part of our school activities. Band members are expected to contribute many hours of personal effort toward making this organization a success. The high school band participates in University Interscholastic League activities and other events during the school year.

Cheerleaders

The purpose of cheerleading is to promote school spirit and involve students and adults in sportsmanlike support. Tryouts are held in the spring of the preceding school year. The Varsity Squad will be open to all students entering the 9th, 10th, 11th, and 12th grades. There will be nine cheerleaders and one mascot elected by a panel of judges.

Eligibility for tryouts will be determined according to the following criteria:

1. Candidates who are ineligible at the time of tryouts will be allowed to tryout.
2. The candidate must not have been ineligible more than once during the current school year.
3. A candidate must have his/her parent’s consent before he/she will be allowed to tryout.
4. After the candidate signs up to tryout for cheerleader or mascot, they and a parent/guardian **MUST** attend a meeting when rules and tryout information is given. Any parental substitutions must be cleared through the sponsor prior to the meeting. Notification must come from the parent or guardian.
5. Any cheerleader or mascot candidate must have no more than one discipline violation that results in a consequence of ISS and no violations that result in a consequence of AEP during the current year.
6. Any cheerleader or mascot that leaves the squad during the year and/or does not fulfill their duties will not be eligible to tryout the following year.

The judges will be from out of town and will all be affiliated with the UCA (Universal Cheerleaders Association), if possible.

Extracurricular Academics

Crane High School is a member of the University Interscholastic League. Students can participate in the following list of UIL literary events:

- Informative Speaking, Persuasive Speaking, Prose, Poetry, Lincoln-Douglas Debate, Cross-Examination Debate, Accounting, Calculator, Computer Science, Computer Application, Mathematics, Ready Writing, Current Issues, Number Sense, Spelling, Science, Social Studies, Journalism, One-Act Play and Literary Criticism.

Athletic Activities

The following are areas of athletic competition in which Crane students can compete:

BOYS

Football
Basketball
Golf
Tennis
Powerlifting
Track
Baseball
Cross country

GIRLS

Volleyball
Basketball
Golf
Tennis
Powerlifting
Track
Softball
Cross country

Eligibility to Participate

1. During the first grading period, a student is eligible if he/she was promoted at the end of the previous year, or has accumulated the required number of units toward graduation. See the PROMOTION and GRADE CLASSIFICATION sections in this handbook or the principal for more information on promotion.
2. A student participating in University Interscholastic League (UIL) will be suspended from participation after a grading period in which the student received a grade lower than the equivalent of 70 on a scale of 100 in any academic class (other than an identified honors or advanced class). This suspension continues for three school weeks. The grades will be subsequently reviewed at the end of each three-week period; the suspension will be removed if the student's grade is equal to or greater than the equivalent of 70.
3. Students taking identified honors and advanced classes and scoring below a 70 will be exempt from No Pass, No Play rules. Exemptions are intended to encourage hard working students who want to take challenging courses.

4-H and High School Rodeo

Students are encouraged to participate in the Crane County 4-H program and Texas High School Rodeo. Students must be passing all basic subject areas; however, to be eligible to attend stock shows or rodeo events, all make-up work must be completed upon the student's return to school.

Students and/or students' parents are responsible for confirming with the school if a child is passing three weeks prior to participation in the stock show and rodeo.

Publications

The Crane is the school newspaper published and edited by the high school journalism class. Contributions from all students are invited and news leads and suggestions from students, faculty members, and citizens of the community are helpful.

El Ave is the high school yearbook, sold only by subscription each fall and distributed the following August.

Skills USA (Auto Mechanics and Cosmetology)

Students taking Auto Mechanics and Cosmetology must be members of the Skills USA. This enables them to enter district and state contests provided for them.

Student Council

The Crane High School Student Council is an organization designed to help provide better solutions for the problems of school life, to establish laws of good creed, cooperation, loyalty and fair play, to preserve good understanding between the student body and faculty and to support all forms of student activities, thereby promoting school spirit.

Student Council is designed to give students a share in the management of the school and the decision-making process. It encourages students to participate and become involved in school activities and develops within the individual a sense of responsibility for personal conduct and behavior. Student Council contributes to the total educational growth of the student.

Each class will elect six representatives made up equally of both male and female. The seventh member of the council will be the president of the class. Any Crane High School student may apply for an Associate Membership in the Student Council at the beginning of the grading period, provided that the student has been determined to be eligible, according to UIL rules. Associate Members are governed by the same rules as representatives except for the fact they have no voting rights.

Texas Association of Future Educators (TAFE)

TAFE is a career and technology organization open to all high school students. TAFE is dedicated to providing students the opportunities for exploration of education careers. Students participate in leadership development through competitions on a Regional and State level. Senior classification members may apply for recognition of graduation cords. Qualifications for graduations cords are listed in the Chapter By-laws.

Technology Education

The Technology Education Club is made up of students who are interested in furthering their knowledge of the subject area in Technology Education. Each year, club members compete in the regional and state TSA (Technology Student Association) U.I.L. contest with either individual projects, team projects, or written subject matter tests.

Standards of Behavior

Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the organization’s standards of behavior. For further information, see policies at FM and FO. For student-organized, student-led groups, see Meetings of Noncurriculum-Related Groups.

Offices and Elections

In order to obtain the best possible student leadership and to prevent interference with scholastic pursuits, all student leaders are expected to possess certain traits of character and personality, which will inspire the cooperation of group members. Scholarship, good citizenship, dependability, and cooperation are important traits to be considered.

If it should become necessary in the best interests of the students and the school, the administration may remove any student from an office of leadership, retract any position of honor, deny any privilege of service, and prevent any further activity by the student in an organization. Failure on the part of a student to maintain good scholarship, to comply with the rules and regulations of the school, to show interest in fulfilling the duties of an office, or to cooperate with the faculty sponsor are among the reasons for which a student may be disqualified for an office of responsibility and leadership.

Any student dismissed from an organization or removed from an office as a result of breach of conduct will be ineligible for re-election to such organization or office until the beginning of the next year.

FEES

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

- Costs for materials for a class project that the student will keep.
- Membership dues in voluntary clubs or student organizations and admission fees to extracurricular activities.
- Security deposits.
- Personal physical education and athletic equipment and apparel.
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Voluntarily purchased student accident insurance.
- Musical instrument rental and uniform maintenance, when uniforms are provided by the district.
- Personal apparel used in extracurricular activities that becomes the property of the student.
- Parking fees and student identification cards.
- Fees for lost, damaged, or overdue library books.

- Fees for driver training courses, if offered.
- Fees for optional courses offered for credit that require use of facilities not available on district premises.
- Summer school for courses that are offered tuition-free during the regular school year.
- A reasonable fee for providing transportation to a student who lives within two miles of the school. [See **Buses and Other School Vehicles**.
- A fee not to exceed \$50 for costs of providing an educational program outside of regular school hours for a student who has lost credit because of absences and whose parent chooses the program in order for the student to meet the 90 percent attendance requirement. The fee will be charged only if the parent or guardian signs a district-provided request form.
- In some cases, a fee for a course taken through the Texas Virtual School Network (TxVSN).

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

FUND-RAISING

Student groups or classes and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal. [For further information, see policies at FJ and GE.]

GANG-FREE ZONES

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

GRADE CLASSIFICATION

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

Credits Earned	Classification
6	Grade 10 (Sophomore)
13	Grade 11 (Junior)
20	Grade 12 (Senior)

GRADING GUIDELINES

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student's mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages,

checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade.

State law requires a student's score on an end-of-course (EOC) assessment to count as 15 percent of the student's final grade for the course.

Relation to Essential Knowledge and Skills. The district shall establish instructional objectives that relate to the essential knowledge and skills for grade-level subjects or courses. These objectives shall address the skills needed for successful performance in the next grade or next course in a sequence of courses.

Assignments, tests, projects, classroom activities, and other instructional activities shall be designed so that each student's performance indicates the level of mastery of the designated district objectives.

Guidelines for Grading. The superintendent or designee shall ensure that each campus or instructional level develops guidelines for teachers to follow in determining grades for students. These guidelines shall ensure that grading reflects a student's relative mastery of an assignment. Guidelines for grading shall be clearly communicated to students and parents.

The following grading guidelines will apply:

1. If final exams are given, the principal will keep the final examination papers on file until the beginning of the next school year.
2. A student receiving an incomplete for a six-week grading period has one calendar week from the last day of the six weeks to convert the incomplete grade to an earned grade.

Grade Books. Each teacher must maintain accurate, up-to-date grade books using the District's accepted electronic grade book system. Grade books must be updated on a weekly basis. The following information must be recorded in the grade book:

1. A record of attendance for each student.
2. Quiz and exam grades, and any daily grades and project grades, identified with a notation at the column heading.
3. Grade reductions as a result of unexcused absences. Late assignments, or academic dishonesty, if allowed by Board policy.

Grade books will be available for examination by administrators at all times and will be filed with the principal at the end of the school term.

Six-Week and Semester Numerical Grade Averages. Six-week and semester numerical grades will be averaged according to the following weights:

- | | | |
|--------------|-----------------|---|
| 1. Six-Week: | Daily grades | 30-50% |
| | Quizzes | 10-30% |
| | Major tests | 40-60% (includes CSCOPE unit tests/benchmarks/six-week tests) |
| 2. Semester: | Six-week grades | 85% |
| | Semester exam | 15% |

Number of Grades per Six-Week Period. A minimum of 8 grades (at least 1 per week for each subject area) must be recorded for each student during the six-week grading period.

Progress Reports to Parents. Teachers will use the following techniques, as applicable, in maintaining communication with parents:

1. Report cards, with comments as appropriate.
2. Written notices regarding excellent or unsatisfactory performance, attendance, conduct, and the like.
3. Personal conferences.
4. Telephone communication.

Teachers will notify parents immediately upon ascertaining that a student is performing below a level that will permit him or her to meet promotion requirements in accordance with EIE(Local).

Report Cards. Report cards are normally issued to students the week following the close of each six-week period during the school year. At the close of each school year, the final report card is issued at a time and in a manner designated by each school principal.

With the exception of the report card at the end of the year, all report cards are to be signed by the parent and returned to the school.

Interim Reports. Teachers must issue interim reports at the midpoint of each grading period to the parents of all students with a grade average below 70. Teachers may issue interim reports for other students as well. See EIA(Local).

Exceptions. Campus principals may allow exceptions to these guidelines as he/she determines appropriate.

End-of-Course Assessments. When required by state law, a student's score on the initial end-of-course (EOC) assessment shall count for 15 percent of the student's final grade for the course as reported on the student's transcript.

Credit. An EOC assessment score shall affect whether a student receives credit for a course only if the score results in the student earning credit, as calculated in accordance with the District's grading guidelines. If a student's score on an EOC assessment results in lowering the student's grade below passing, the score will not affect whether the student receives credit for the course.

Retakes. If a student retakes an EOC assessment, the District will use the retake score for credit decisions only if the retake score allows a student to gain credit for the course. If the retake score is being used in the credit decision, the retake score will also be included in the final course grade calculation as reported on the student's transcript.

Special Education. A student's ARD committee shall determine the type of assessment to be administered and how the score on an EOC assessment shall be used for final course grades, credit decisions, and graduation requirements.

Grading. Calculation of grades with EOC assessment scores shall be in accordance with the district's grading guidelines.

(See EIC for class rank provisions addressing end-of-course assessments. See EKB for further information regarding EOC assessments.)

Conferences. In addition to conferences scheduled on the campus calendar, conferences may be requested by a teacher or parent as needed.

Academic Dishonesty. A student found to have engaged in academic dishonesty shall be subject

to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Makeup Work. Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time.

Tests. Students shall be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

Late Projects. Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

Unexcused Absences. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

Exemptions from Semester Tests

Exemptions for semester tests will be granted to all students who meet the following criteria during a semester and have cleared all fines:

<u>Grade</u>	<u>Attendance</u>	<u>Discipline</u>
70-79	1 Absence	No ISS Assignments, No AEP Assignments
80-89	2 Absences	No ISS Assignments, No AEP Assignments
90-100	3 Absences	No ISS Assignments, No AEP Assignments

Three tardies will be considered an absence for exemption purposes.

Absences are counted towards exemption status in every circumstance with the following exceptions:

- Absence in a school related activity;
- Hospitalization-verified *in writin.*;
- Two College Days (Juniors & Seniors Only)-verified *in writing* by the college;
- Death in the immediate family as defined by board policy for school employees;
- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and

Documented health-care appointments, including absences for recognized services for student diagnosed with autism spectrum disorders.

GRADUATION

Requirements for a Diploma

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

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

The exit-level test, currently required for students in grade 11, covers English language arts, mathematics, science, and social studies and requires knowledge of Algebra I and Geometry; Biology and Integrated Chemistry and Physics; English III; and early American and United States History, World History, and World Geography. Students in grades 10 and 11 during the 2011–2012 school year must pass the exit-level test to graduate. A student in grade 12 who has not passed the exit-level test will have opportunities to retake it. Also see **Standardized Testing**. Beginning with students who enter grade 9 in the 2011–2012 school year, EOC assessments will be administered for the following courses and will replace the exit-level test as mentioned above: English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History. Students graduating under the Minimum Program must take EOC assessments only for courses in which they are enrolled and for which there is an EOC assessment. Each student will be required to achieve certain scores on the applicable EOC assessments to graduate, depending on the graduation program in which the student is enrolled. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments.

If a student fails to perform satisfactorily on an EOC assessment, the district will provide remediation to the student in the content area for which the performance standard was not met. Also see Grading Guidelines above and Standardized Testing **for** more information.

Correspondence Courses

The district permits high school students to take correspondence courses – by mail or via the Internet – for credit toward high school graduation. For further information, see policies at EEJC.

Graduation Programs

The district offers the graduation programs listed below. All students entering grade 9 are required to enroll in the Recommended Program or Advanced/Distinguished Achievement Program. Permission to enroll in the Minimum Program will be granted only if a written agreement is reached among the student, the student's parent or person standing in parental relation, and the counselor or appropriate administrator. In order for a student to take courses under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 one or more times. [See policy EIF(LEGAL).] Effective with ninth graders in the 2011–2012 school year, in addition to the credit and course requirements for each program, performance on EOC assessments will be linked to a student's eligible graduation program. To graduate, a student must meet a minimum cumulative score set by the Texas Education Agency (TEA) for each content area: English, mathematics, science, and social studies. To determine whether the student meets the cumulative score, the student's EOC assessment scores in each content area will be added together. If the student's total score

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

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

All students must meet the following credit and course requirements for graduation under the programs listed:

Courses	Number of credits Minimum Program	Number of credits Recommended Program	Number of credits Advanced/ Distinguished Achievement Program
English/Language Arts	4	4	4
Mathematics	3	4	4
Science	2	4	4
Social Studies	3.5	3.5	3.5
Economics	0.5	0.5	0.5
Physical Education	1	1	1
Speech	0.5	0.5	0.5
Language other than English		2	3
Fine Arts		1	1
Electives	12.5 credits	7.5 credits	6.5 credits
Academic Elective	1 credit from any of the following: <ul style="list-style-type: none"> • World History • World Geography any science course approved by SBOE Studies 		Completion of 4 Advanced Measures
TOTAL	28 credits	28 credits	28 credits

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

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

- 1) An original research project or other project that is related to the required curriculum. These projects must be judged by a panel of professionals or conducted under the direction of a mentor and reported to an appropriate audience. Please note that no more than two of the four advanced measures may be received from this option.

1. Test data where a student receives:
 - a. A score of three or above on an Advanced Placement (AP) exam;
 - b. A score of four or above on an International Baccalaureate (IB) exam; or
 - c. A score on the Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) that qualifies the student for recognition as a commended scholar or higher by the College Board and National Merit Scholarship Corporation, as part of the National Hispanic Recognition Program (NHRP) of the College Board, or as part of the National Achievement Scholarship Program of the National Merit Scholarship Corporation. The PSAT/NMSQT score will count as only one advanced measure regardless of the number of honors received by the student.
2. College academic courses, including those taken for dual credit, and advanced technical courses, including locally articulated courses, provided the student scores the equivalent of a 3.0 or higher.

Information regarding specific courses required or offered in each curriculum area, along with a description of advanced measures available to students in the Advanced/Distinguished Achievement Program from the options listed above, will be distributed to students each spring in order to enroll in courses for the upcoming school year.

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

Certificates of Coursework Completion

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

Students with Disabilities

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

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

[See policy FMH(LEGAL).]

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

If a student receiving special education services is scheduled to graduate under the Minimum Program or in accordance with the provisions of his or her IEP, the student's ARD committee

will determine whether the general EOC assessment is an accurate measure of the student's achievement and progress or whether an alternative assessment is more appropriate. STAAR Modified and STAAR Alternate are the alternative assessments currently allowed by the state. [See **Standardized Testing** for additional information.] If a student takes the STAAR Modified or STAAR Alternate assessment, the student's ARD committee will determine whether the score on an EOC assessment will count as 15 percent of a student's final grade, as well as whether successful performance and a cumulative score on the EOC assessments will be required for graduation.

Graduation Activities

Graduation activities will include:

- [Commencement Ceremony.]

Graduation Speakers

Graduating students will be given an opportunity to provide opening and closing remarks during the graduation ceremony. Only those students who are class officers of the graduating class will be eligible to give these remarks; however, if the student was assigned to disciplinary placement at any time during the spring semester, he or she will not be eligible to speak at graduation. Students eligible to give the opening and closing remarks will be notified by the principal and given an opportunity to volunteer. In the event there are more eligible students volunteering than there are speaking roles at the graduation ceremony, the names of all eligible students who volunteered will be randomly drawn. The student whose name is drawn first will give the opening remarks and the student whose name is drawn second will give the closing remarks. In addition to the opening and closing remarks, the Valedictorian and Salutatorian may also have speaking roles at the graduation ceremony.

[For student speakers at other school events, see Student Speakers.][See FNA(LOCAL).]

Graduation Expenses

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

Scholarships and Grants

- Students who have a financial need according to federal criteria and who complete the Recommended Program or Advanced/Distinguished Achievement Program may be eligible under the T.E.X.A.S. Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.
- Contact the counselor for information about other scholarships and grants available to students.

HARASSMENT

[See **Dating Violence, Discrimination, Harassment, and Retaliation**.

HAZING

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

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

[Also see **Bullying** and policies FFI and FNCC.]

HEALTH-RELATED MATTERS

Bacterial Meningitis

State law specifically requires the district to 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 laboratory results.

- How serious is bacterial meningitis?

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

- How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. 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 percent). 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 for up to five years.

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

You should seek prompt medical attention.

- Where can you get more information?

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

Food Allergies

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

Physical Activity for Students in Elementary and Middle School

In accordance with policies at EHAB, EHAC, EHBG, [and FFA], the district will ensure that students in full-day prekindergarten through grade 5 engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week.

Students in middle or junior high school will engage in [30 minutes of moderate or vigorous physical activity per day for at least four semesters OR at least 225 minutes of moderate or vigorous physical activity within each two-week period for at least four semesters].

For additional information on the district's requirements and programs regarding elementary, middle, and junior high school student physical activity requirements, please see the principal.

School Health Advisory Council (SHAC)

During the preceding school year, the district's School Health Advisory Council held four meetings. Additional information regarding the district's School Health Advisory Council is available from the superintendent. [See also policies at BDF and EHAA.]

The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing school health

services, counseling services, a safe and healthy school environment, recess recommendations, and employee wellness. See policies at BDF and EHAA.

[See **Removing a Student from Human Sexuality Instruction**.

Other Health-Related Matters

Physical Fitness Assessment

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

Vending Machines

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

Tobacco Prohibited

The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district’s Asbestos Management Plan is the office Alan Swinford, Maintenance/Transportation Director. If you have any questions or would like to examine the district’s plan in more detail, please contact Alan Swinford, the district’s designated asbestos coordinator, at 432-558-1064.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child’s school assignment area may contact Alan Swinford, the district’s IPM coordinator, at 432-558-1064

HOMELESS STUDENTS

For more information on services for homeless students, contact the district’s Liaison for Homeless Children and Youths, Carlin Grammer at 432-558-1030].

HOMEWORK

Crane Elementary School

Homework may not be assigned on Wednesday, on weekends, or over student holidays. Homework should require little parental assistance and should take no more than 30-45 minutes for the average student to complete. Parents/guardians are asked to monitor their child's homework assignments and check to see that assignments are complete. Students are encouraged to read their AR library book every night.

Crane Middle School and Crane High School

The CMS/CHS staff recognizes that homework contributes toward building responsibility, self-discipline and lifelong learning habits, and that time spent on homework directly influences a student's ability to meet the district's academic standards. CMS/CHS expects students and parents/guardians to view homework as a routine and important part of student's daily lives. Although it is the student's responsibility to do most homework assignments independently, CMS/CHS expects students at all grade levels to use parents/guardians as contributing resources. When students repeatedly fail to do their homework, parents/guardians shall be notified and asked to contact the teacher. To further support students' homework efforts, the grade level teachers have established a tutorial schedule where students can receive encouragement and clarification about homework assignments from teachers.

IMMUNIZATION

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

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. [For further information, see policy FFAB(LEGAL) and the Department of State Health Services Web site:

<http://www.dshs.state.tx.us/immunize/school/default.shtm>.]

IN-SCHOOL SUSPENSION

In-School Suspension (ISS)

The Crane ISD In-School Suspension will operate under rules consisting of the following:

- Student is to report directly to the I.S.S. campus by 8:00 a.m. (school clock). If students are not present at this time, they will be given an additional day. Students are responsible for their own transportation. Students riding route buses will be unloaded at the I.S.S. campus.
- Students must bring all necessary textbooks, paper, pen, pencil and any other necessary materials to do all academic work assigned.
- Students will be assigned a study cubicle by the I.S.S. supervisor. Remain seated at all times in a good upright position. You must face the wall at all times. Student's eyes must be affixed at all times to the material pertinent to completing the assignment. Students must not be day dreaming and must be working at all times.
- A student in need of assistance (help with understanding an assignment, finished an assignment and need additional work, need a reference book, sharpen a pencil, or for any other reason) should hold up his/her hand without looking around. The supervisor will come to you.
- You must be working on school-assigned work at all times. No non-school related material (comic books, magazines, etc.) are to be brought to the I.S.S. room.
- Gum or tobacco, in any form, is not allowed.
- Students are given one restroom break at 10:00 in the morning and one at 1:30 in the afternoon. You will use the restroom near the I.S.S. room. You will be allowed to go only one at a time.
- Lunch time is 12:00 to 12:20. Each student will be expected to bring his or her own lunch (brown bags) or the student may purchase a sack lunch from the cafeteria while in the I.S.S. room. No caffeine or carbonated drinks will be allowed. Students will eat lunch in the cubical. There will be no talking.
- If you are absent a day from school while assigned to I.S.S. regardless of the reason, this day must be made up in I. S. S.
- Students should keep their feet off the wall and chairs as far forward as possible in the cubicles.
- Students will be dismissed at 3:17 p.m. Students must leave the building immediately. Bus students will wait at the front door for their route bus.

The I.S.S. supervisor will decide if the assigned student has done satisfactory work, followed proper rules and maintained the proper attitude necessary for meeting I.S.S. requirements. Failure to meet requirements will mean extra days assigned to I.S.S.

LAW ENFORCEMENT AGENCIES

Questioning of Students

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

- The principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
- The principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers to be a valid objection.
- The principal ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.

Students Taken Into Custody

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

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

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

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

Notification of Law Violations

The district is required by state law to notify:

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

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

LIMITED ENGLISH PROFICIENT STUDENTS

A student with limited English proficiency (LEP) is entitled to receive specialized services from the district. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both district personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student.

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

The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, as mentioned at **Standardized Testing**, below, may be administered to a LEP student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services.

If a student is considered LEP and receives special education services because of a qualifying disability, the student's ARD committee will make these decisions.

MAKEUP WORK

Makeup Work Because of Absence

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

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB(LOCAL).]

A student who does not make up assigned work within the time allotted by the teacher will receive a grade of zero for the assignment.

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

Crane Elementary School

All Elementary students are given an opportunity to make up missed work. Upon the student's return from an absence, the following guideline for make-up work is to be followed:

- For each school day missed, the student will receive one day for each day out to make up all work missed.
 - Example: if a student is out of school for three days, he/she has three days to make up the work.
- Make-up work is due upon the day of return if assigned before the absence.

DAEP Make-up Work

A student removed to a disciplinary alternative education program (DAEP) during the school year will have an opportunity to complete, before the beginning of the next school year, a

foundation curriculum course in which the student was enrolled at the time of removal. The district may provide the opportunity to complete the course through an alternative method, including a correspondence course, distance learning, or summer school. The district will not charge the student for any method of completion provided by the district. [See policy FOCA(LEGAL).]

In-school Suspension (ISS) Makeup Work

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

MEDICINE AT SCHOOL

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

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

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

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

In accordance with a student's individual health plan for management of diabetes, a student with

diabetes will be permitted to possess and use monitoring and treatment supplies and equipment while at school or at a school-related activity. See the school nurse or principal for information. [See policy FFAF(LEGAL).]

Psychotropic Drugs

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance. Teachers and other district employees may discuss a student's academic progress or behavior with the student's parents or another employee as appropriate; however, they are not permitted to recommend use of psychotropic drugs. A district employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. [For further information, see policies at FFAC.]

NONDISCRIMINATION STATEMENT

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

- Title IX Coordinator, for concerns regarding discrimination on the basis of gender: Larry T. Lee, Superintendent, 511 West 8th Street, Crane, Texas, 432-558-1022.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Glorietta North, Special Education Director, 511 West 8th Street, Crane, Texas, 432-558-1032.
- All other concerns regarding discrimination: See the superintendent, Larry T. Lee, 511 West 8th Street, Crane, Texas, 432-558-1022.

NONTRADITIONAL ACADEMIC PROGRAMS

[See **Requirements for a Diploma**.

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

The district periodically conducts certain health screenings as required. (See FFAA(LEGAL).

PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect,

pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. [See policy EC(LEGAL) for more information.]

PRAYER

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

PROMOTION AND RETENTION

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

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

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

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

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

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

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

With the exception of the 2011–2012 school year, a student in grade 5 or 8 will have two

additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained; however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. [See policies at EIE.]

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

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

RELEASE OF STUDENTS FROM SCHOOL

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

A student who will need to leave school during the day must bring a note from his or her parent that morning and follow the campus sign-out procedures before leaving the campus. Otherwise, a student will not be released from school at times other than at the end of the school day.

Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the instructional day.

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

REPORT CARDS / PROGRESS REPORTS AND CONFERENCES

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

At the end of the first three weeks of a grading period, parents will be given a written progress report if their child's performance in any course is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. See *Working Together*.

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

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

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

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

Report cards and unsatisfactory progress reports must be signed by the parent and returned to the school the next school day.

RETALIATION

See Dating Violence, Discrimination, Harassment, and Retaliation.

SAFETY

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

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

Accident Insurance

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

Drills: Fire, Tornado, and Other Emergencies

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

Fire Drill Bells

Fire Alarm	leave the building
2 bells	return to the classroom

Tornado Drill Bells

1 continuous tone	move quietly but quickly to the designated locations
2 bells	return to the classroom

Emergency Medical Treatment and Information

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

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early because of severe weather or another emergency.

SAT, ACT, AND OTHER STANDARDIZED TESTS

See Standardized Testing.

SCHOOL FACILITIES

Use by Students Before and After School

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

The following areas are open to students before school, beginning at 7:30 a.m. District supervision **will not begin before 7:30 a.m.**

- SUR – Crane High School
- Front of High School – Crane High School
- Horseshoe Patio – Crane Middle School
- Gym – Crane Elementary – **All students are to report to the gym each morning at 7:30 a.m. NOT THE PLAYGROUND.**

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

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

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on district premises and at school-sponsored events off district premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways During Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily. Free and reduced-price meals are available based on financial need. Information about a student's participation is confidential. See Beverly Massingill to apply.

The district follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day. [For more information, see policy CO(LEGAL).]

Library

The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure. The library is open for independent student use during the following times with a teacher permit:

- Monday – Friday – 7:30 a.m. – 4:00 p.m.

Meetings of Noncurriculum-Related Groups

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

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

SEARCHES

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

Students' Desks and Lockers

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

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

Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

Electronic Devices

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

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a

lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.
See policy FNF(LEGAL) for more information.

Vehicles on Campus

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and content of his or her vehicle and must make certain that it is locked and that the keys are not given to others. [See also the Student Code of Conduct.]

Trained Dogs

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

Drug-Testing

For further information, see policy FNF(Local) and Steroids.

SPECIAL PROGRAMS

The district provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Glorietta North, Special Education Director, 432-558-1032.

STANDARDIZED TESTING

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

Many colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor early during their junior year to determine the appropriate exam to take; these exams are usually taken at the end of the junior year.

The ACT or SAT may be available at no cost to students. In addition, students in grades 8 and 10 may have the opportunity to take the corresponding preparation assessments at no charge. Please check with the counselor for details.

STAAR (State of Texas Assessments of Academic Readiness)

Grades 3–8

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

- Mathematics, annually in grades 3–8

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

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

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

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

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

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

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

Satisfactory performance on the applicable assessments will be required for graduation and will also affect the plan under which the student may graduate.

Normally, there will be three testing windows during the year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. For the 2011–2012 school year, however, there will be only the spring and summer administrations of the EOC assessments.

In each content area (English language arts, mathematics, science, and social studies), a student must achieve a cumulative score. To determine whether the student meets the cumulative score, the student’s EOC assessment scores in each content area will be added together. If the student’s total score on the assessments within the content area is not equal to or greater than the cumulative score set by TEA, the student may retake any of the assessments in that content area until the student achieves the cumulative score. A student who does not achieve the minimum required score on any individual assessment will be required to retake that assessment.

A student may choose to retake an EOC assessment in situations other than those listed above as well.

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

STAAR-L, which is a linguistically accommodated assessment, will be available for students who have been determined to be limited English proficient (LEP) and who require this type of

testing accommodation.

Additional information will be provided to students and parents prior to the spring 2012 administrations.

Also see Course Credit, Grading Guidelines, and Graduation for additional information.

TAKS (Texas Assessment of Knowledge and Skills)

TAKS is a state-mandated assessment currently being transitioned to the STAAR program. However, depending on the grade level of the student, TAKS may still be administered to a student.

For a student in grade 10 or 11 during the 2011–2012 school year, the student will be assessed with TAKS in the subject areas of mathematics, English/language arts, social studies, and science. The test at grade 11 is called “exit-level” TAKS, and satisfactory performance on this test is required for graduation.

Also see **Graduation** for more information.

THEA (Texas Higher Education Assessment)

Prior to enrollment in a Texas public college or university, most students must take a standardized test, such as the Texas Higher Education Assessment [THEA]. The purpose of the THEA is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This test may be required before a student enrolls in a dual-credit course offered through the district as well.

STEROIDS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing.

More information on the UIL testing program may be found on the UIL Web site at

<http://www.uil texas.org/health/steroid-information>.

STUDENTS IN PROTECTIVE CUSTODY OF THE STATE

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

Please contact the superintendent, Larry Lee, who has been designated as the district’s liaison for children in the conservatorship of the state, at 432-558-1022 with any questions.

STUDENT SPEAKERS

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

- Administrator approved assemblies and banquets
- Class Meetings

Students are eligible to introduce these events if they volunteer, and are not in a disciplinary

placement at the time of the speaking event.

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

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

[See FNA(LOCAL).]

SUICIDE AWARENESS

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

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

SUMMER SCHOOL

Students may apply credits earned in summer school at any accredited public school towards graduation requirements at Crane High School.

TAKS (TEXAS ASSESSMENT OF KNOWLEDGE AND SKILLS)

See **Standardized Testing**.

TARDINESS

Students are tardy if they are not in their assigned seat or not in their assigned work area when the bell rings. Students tardy to class are not being considerate of other students or teachers. The only acceptable excuse for tardiness during the school day is being detained by the counselor or the principal. When detained, students should report to the main office for an admit slip to class. Teachers may assign detention to students with an unexcused tardy. Excessive tardiness by a student is considered thoughtless and disrespectful behavior and can result in more serious disciplinary action.

Elementary students are tardy after 7:55a.m. All doors will be locked at the elementary school at 7:55a.m. Students arriving after 7:55 a.m. will have to enter through the main office for a tardy slip before going to class.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic

textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

[See **School Safety Transfers, and Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education Services** on page for other transfer options.]

TRANSPORTATION

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The superintendent, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The district makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school and on the district's Web site.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact Alan Swinford at 432-558-1064.

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

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

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

- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

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

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS TO THE SCHOOL

General Visitors

Parents and others are welcome to visit district schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the principal's office and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and only so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment.

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

Visitors Participating in Special Programs for Students

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

WITHDRAWING FROM SCHOOL

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.

The parent may obtain a withdrawal form from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book and equipment clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course

clearance; to the librarian to ensure a clear library record; to the nurse for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor may withdraw without parental signature.

WEEKLY FOLDERS FOR ELEMENTARY

Each teacher will send home a weekly folder on the first school day of each week and on Thursday, Parents are asked to review their child's folder, sign it, take all notes and graded papers and return it to their child's teacher the following school day.

Glossary

Accelerated instruction is an intensive supplemental program designed to address the needs of an individual student in acquiring the knowledge and skills required at his or her grade level and/or as a result of a student not meeting the passing standard on a state-mandated assessment. **ACT** refers to one of the two most frequently used college or university admissions exams: the American College Test. The test may be a requirement for admission to certain colleges or universities.

ARD is the admission, review, and dismissal committee convened for each student who is identified as needing a full and individual evaluation for special education services. The eligible student and his or her parents are members of the committee.

Attendance review committee is sometimes responsible for reviewing a student's absences when the student's attendance drops below 90 percent of the days the class is offered. Under guidelines adopted by the board, the committee will determine whether there were extenuating circumstances for the absences and whether the student needs to complete certain conditions to master the course and regain credit lost because of absences.

DAEP stands for disciplinary alternative education program, a placement for students who have violated certain provisions of the Student Code of Conduct.

EOC assessments are end-of-course tests, which are state-mandated, and are part of the STAAR program. Successful performance on EOC assessments will be required for graduation beginning with students in grade 9 during the 2011–2012 school year. These exams will be given in English I, English II, English III, Algebra I, Geometry, Algebra II, Biology, Chemistry, Physics, World Geography, World History, and United States History.

FERPA refers to the federal Family Educational Rights and Privacy Act that grants specific privacy protections to student records. The law contains certain exceptions, such as for directory information, unless a student's parent or a student 18 or older directs the school not to release directory information.

IEP is the written record of the individualized education program prepared by the ARD committee for a student with disabilities who is eligible for special education services. The IEP contains several parts, such as a statement of the student's present educational performance; a statement of measurable annual goals, with short-term objectives; the special education and related services and supplemental aids and services to be provided, and program modifications or support by school personnel; a statement regarding how the student's progress will be measured and how the parents will be kept informed; accommodations for state or districtwide tests; whether successful completion of state-mandated assessments is required for graduation, etc.

ISS refers to in-school suspension, a disciplinary technique for misconduct found in the Student Code of Conduct. Although different from out-of-school suspension and placement in a DAEP, ISS removes the student from the regular classroom.

LAT stands for linguistically accommodated testing, which is an assessment process for recent immigrant English language learners who are required to be assessed in certain grades and subjects under the NCLB Act.

NCLB Act is the federal No Child Left Behind Act of 2001.

PGP stands for Personal Graduation Plan, which is recommended for all students entering grade 9 and is required by state law for any student in middle school or higher who fails a section on a state-mandated test or is identified by the district as not likely to earn a high school diploma before the fifth school year after he or she begins grade 9.

SAT refers to one of the two most frequently used college or university admissions exams: the

Scholastic Aptitude Test. The test may be a requirement for admissions to certain colleges or universities.

SHAC stands for School Health Advisory Council, a group of at least five members, a majority of whom must be parents, appointed by the school board to assist the district in ensuring that local community values and health issues are reflected in the district's health education instruction.

Section 504 is the federal law that prohibits discrimination against a student with a disability, requiring schools to provide opportunities for equal services, programs, and participation in activities. Unless the student is determined to be eligible for special education services under the Individuals with Disabilities Education Act (IDEA), general education with appropriate instructional accommodations will be provided.

STAAR is the State of Texas Assessments of Academic Readiness, the state's system of standardized academic achievement assessments, effective beginning with certain students for the 2011–2012 school year.

STAAR Alternate is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services who meet the participation requirements, as determined by the student's ARD committee.

STAAR Modified is an alternative state-mandated assessment based on modified achievement standards that is administered to eligible students receiving special education services, as determined by the student's ARD committee.

STAAR Linguistically Accommodated (STAAR L) is an alternative state-mandated assessment with linguistic accommodations designed for certain recent immigrant English language learners.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the grade 11 exit-level test or end-of-course assessments, when applicable, is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the district-level committee and adopted by the board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TAKS is the Texas Assessment of Knowledge and Skills, the state's standardized achievement test currently given to students in certain subjects in grades 10 and 11 and required for graduation for students at these grade levels.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language, and is administered for those who meet the participation requirements in kindergarten–grade 12.

TxVSN is the Texas Virtual School Network, which provides online courses for Texas students to supplement the instructional programs of public school districts. Courses are taught by qualified instructors, and courses are equivalent in rigor and scope to a course taught in a traditional classroom setting.

UIL refers to the University Interscholastic League, the statewide voluntary nonprofit organization that oversees educational extracurricular academic, athletic, and music contests.

APPENDIX I

GUIDELINES FOR PENALTIES OF *STUDENT CODE OF CONDUCT*

Penalties for infractions are listed by Steps. In severe cases a penalty may be increased based on an individual review.

Step 1 - Verbal warning and review of offense plus 1 day detention

Step 2 - Review of offense and a parent contact/conference is made plus 2 days detention

Step 3 - Minimum of ISS - 1 to 5 days based upon offense and frequency of occurrence.

Step 4 - Alternative Education - 1st offense 10 days; 2nd offense 20 days; 3rd offense rest of year.

Step 5 - Suspension - Suspensions will range from 1-3 days based upon need for student removal.

Step 6 - Expulsion - Remainder of year. (120 day review is available)

Attendance

(All step 1 and 2 attendance violations must be preceded by documentation of parent contact from the Principal or Attendance Clerk.)

Step 2- Class cutting/missed class

Step 1- Failure to return to class

Step 1- Leaving class without authorization

Step 2 Leaving school without authorization

Step 1- Tardy

Step 3- Truancy (absent with out parent, guardian, or attendance office having knowledge)

Tobacco

Step 3- Possession of tobacco products

Step 3- Prohibited use of tobacco products

Step 3- Sale of tobacco products

Insubordination

(All step 1 and 2 insubordination's must be preceded by a documented contact between the teacher and the parent)

Step 1- Failure to attend detention, Etc.

Step 1- Failure to follow instructions

Step 1- Failure to suit out for PE

Step 3- Failure to attend ISS

Step 2- Insubordination/gross failure to comply

Step 2- Misrepresentation, fake note, and fake call

Step 1- On campus without permission

Step 2- Other persistent misbehavior

Step 2- Refusal to work/failure to comply

Disruption

(All disruptions must be preceded by a documented contact between the teacher and the parent)

Step 2- Class disruption

Step 2- Disrespect (mild)

Step 2- Disruptive behavior (mild)

Step 2- Disruption out of class

Step 2- Disruption of the educational process

Step 2- Horseplay, scuffling, running

- Step 2- Misbehaving
- Step 2- Talking in class
- Step 2- Throwing objects
- Step 2- Unprepared for class/incomplete work

Abusive Conduct Toward Students

- Step 4- Assault toward a student
- Step 3- Coercion toward a student
- Step 3- Extortion/blackmail toward a student
- Step 3- Fighting with a student
- Step 3- Harassment/intimidation toward student
- Step 3- Rude/profane language/gestures toward student
- Step 3- Sexual harassment toward student
- Step 3- Threat/incite threat toward student
- Step 3- Racial remarks toward a student

Abusive Conduct Toward Adults

(The step represents the minimum penalty that could be assessed. The penalty may be elevated to step 4, 5, or 6 if the action is warranted due to the severity of the violation.)

- Step 4- Assault toward an adult
- Step 3- Coercion toward an adult
- Step 3- Extortion/blackmail toward an adult
- Step 3- Harassment/intimidation toward adult
- Step 4- Physical contact with an adult
- Step 3- Rude/profane language/gestures toward an adult
- Step 4- Sexual harassment toward adult
- Step 4- Threat/incite threat toward adult

Property

- Step 6- Arson
- Step 3- Possession of stolen property
- Step 3- Robbery/theft/stealing
- Step 4- Vandalism/criminal mischief of school property greater than \$200
- Step 3- Vandalism/criminal mischief of school property less than \$200
- Step 4- Vandalism/criminal mischief of student property greater than \$200
- Step 3- Vandalism/criminal mischief of student property less than \$200
- Step 4- Vandalism/criminal mischief of teacher/staff property greater than \$200
- Step 3- Vandalism/criminal mischief of teacher/staff property less than \$200
- Step 3- Unauthorized entrance

Weapons

- Step 6- Explosives or explosive devices
- Step 4- Possession of fake/look alike weapons
- Step 6- Possession of a firearm
- Step 6- Possession of weapons as defined in Penal Code
- Step 6- Use of firearm
- Step 6- Use of a weapon
- Step 2- Possession/use of laser device

Alcohol

- Step 4- Alcohol consumption

Step 4- Alcohol distribution

Step 4- Under the influence of alcohol

Step 4- Possession of alcohol

Step 4- Sale of Alcohol

Dangerous Drugs/Controlled Substances

Step 4- Consumption of drugs/controlled substances

Step 4- Distribution of drugs/controlled substances

Step 4- Under the influence of drugs/controlled substances

Step 4- Possession of drugs/controlled substances

Step 4- Sale of drugs/controlled substances

Violation of Rules

Step 2- Cheating

Step 2- Violation of established classroom rules

Violation of Policy

(All step 1 and 2 violations of policy must have been preceded by a documented contact between the principal and the parent)

Step 4- Affiliated with unauthorized organizations

Step 1- Dissemination of unauthorized materials

Step 1- Dress code violation

Step 1- Violation of hallway matters

Step 1- Littering

Step 1- Loitering in unauthorized areas

Step 1- Lunch violation

Step 1- Sitting in a car

Violation of Law

(All step 1 and 2 violations of law must have been preceded by a documented contact between the principal and the parent.)

Step 4- Bomb threat

Step 4- Criminal Mischief (felony)

Step 4- False fire alarm

Step 1- Gambling

Step 3- Hazing

Step 2- Improper use of free lunch

Step 2- Indecent exposure

Step 2- Possession of pager

Step 2- Possession/use of fireworks

Step 4- School gang related violence

Step 3- Sexually explicit behavior

Step 2- Student driving violation

APPENDIX II

ELECTRONIC USE POLICY

Electronic Communication and Data Management

Board Policy—CQ (LOCAL)

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 primarily for instructional and administrative purposes and in accordance with administrative regulations. Limited personal use of the system shall be permitted if the use:

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

Use by Members of the Public –

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

1. Imposes no tangible cost on the District; and
2. Does no unduly burden the District's computer or network resources.

Acceptable Use -

The Superintendent or designee shall develop and implement administrative regulations, guidelines, and user agreements consistent with the purposes and mission of the District and with law and policy.

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 allow monitoring of their use and to comply with such regulations and guidelines. Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with District policies. (See DH, FN series, FO series and the *Student Code of Conduct*). Violations of law may result in criminal prosecution as well as disciplinary action by the District.

Internet Safety -

The Superintendent or designee shall develop and implement an Internet safety plan to:

1. Control students' access to inappropriate materials, as well as to materials that are harmful to minors;
2. Ensure student safety and security when using electronic communications;
3. Prevent unauthorized access, including hacking and other unlawful activities; and
4. Restrict unauthorized disclosure, use and dissemination of personally identifiable information regarding students.

Filtering -

Each District computer with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful

to minors, as defined by the federal Children's Internet Protection Act and as determined by the Superintendent or designee.

The Superintendent or designee shall enforce the use of such filtering devices. Upon approval from the Superintendent or designee, an administrator, supervisor or other authorized person may disable the filtering device for bona fide research or other lawful purpose.

Monitored Use -

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered private. Designated District staff shall be authorized to monitor such communication at any time to ensure appropriate use.

Intellectual Property Rights -

Students shall retain all rights to work they create using the District's electronic communications system.

As agents of the District, employees shall have limited rights to work they creating using the District's electronic communications system. The District shall retain the right to use any product created in the scope of a person's employment even when the author is no longer an employee of the District.

Disclaimer of Liability -

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

GENERAL DISTRICT RESPONSIBILITIES

(in addition to Board Policy Listed Above)

The Superintendent or designee will oversee the District's electronic communications system and work with the Regional Educational Service Center and TEA network staff, as appropriate. Commercial use of the District's network system is strictly prohibited.

Copyrighted software or data may not be placed on any system connected to the District's network system without the author's permission. Only the owner(s) or the individuals the owner specifically authorizes may upload copyrighted material to the system.

Unless required to do so by law or by policies of the District or to investigate complaints regarding electronic mail that is alleged to contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive, or illegal material, the system administrator will not intentionally inspect the contents of electronic mail sent by a system user to an identified addressee or disclose such contents to anyone other than the sender.

System Access

All users of the District's network system will be provided with a user name and password. The user is responsible for maintaining the security of his/her password. The Superintendent or designee may require that passwords be changed periodically to maintain a reasonable level of security.

Any system user identified as a security risk or having a history of violations of District and/or campus computer use guidelines may be denied access to the District's network system.

System Administrator Responsibilities

The system administrator will:

1. be responsible for disseminating and enforcing District policies and

- administrative regulations governing use of the District's network system.
2. ensure that system users have been provided appropriate training.
 3. be authorized to monitor or examine all system activities as deemed appropriate to ensure proper use of the system.
 4. be authorized to establish a retention schedule for electronic messages on the system.
 5. set quotas for disk usage on the system, as needed. Requests for increased quotas may be submitted to the system administrator and should state the reason for the requested increase.
 6. ensure that all users of the District's network system sign an agreement to abide by the District's policies and administrative regulations regarding such use. All such agreements will be maintained and filed in the appropriate office.

Individual User Responsibilities

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

1. The individual in whose name a system account is issued will be responsible at all times for its proper use. If the user believes that his/her password has been compromised, it is the user's responsibility to report any inappropriate activities that resulted from the breach and to change the password on the account to re-establish account security. All security problems in the District's system must be reported to the appropriate teacher or administrator as appropriate.
2. System users must not encourage the use of alcohol, tobacco, or controlled substances or otherwise promote any activity prohibited by District policy or state or federal law.
3. Transmission of material, information, or software in violation of any District policy or local, state, or federal law is prohibited.
4. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
5. System users may not use another person's system account. Attempting to log on to the District's network system as another user may result in cancellation of user privileges and/or other disciplinary action.
6. System users may not post messages or access materials that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. The Internet filtering process cannot filter ALL inappropriate material. The user is not permitted to access inappropriate material even if the filter would allow it.
7. A student may use real-time conference features such as talk/chat/Internet relay chat only as approved by the supervising teacher. All such activities must be monitored by the supervising teacher.
8. System users must remove electronic mail in accordance with established retention guidelines. Messages may be removed by the system administrator if guidelines are not followed by the user.
9. System users will not disable virus protection on any part of the system. Real-time virus protection must be in place at all times.
10. System users must not evade or otherwise manipulate the filtering process for Internet access that is maintained by the District. Use of peer-to-peer file sharing

processes (on the local area network as well as across the Internet) are strictly prohibited without permission from the system administrator.

11. System users must abide by copyright regulations concerning downloaded material as well as any software that is to be installed on a District computer.
12. System users who have Internet filter bypass authorization must maintain the security of such access and monitor all access to the system while the bypass is in place.

Vandalism

Any malicious attempt to harm or destroy District equipment or materials, data of another user or 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 will be viewed as violations of District policy and may be viewed as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Any interference with the work of other users, including erasing, renaming or making files or disks unusable, with or without malicious intent, is construed as mischief and is strictly prohibited. Vandalism of this nature may result in the cancellation of system use privileges and could result in restitution for costs associated with system restoration, hardware, or software costs.

Forgery Prohibited

Forgery or attempted forgery of electronic mail messages or other data on the network system is prohibited. Attempts to read, delete, copy or modify the electronic mail or other data 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

System 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 global electronic network that may contain inaccurate and/or objectionable material.

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

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

System users may order services or merchandise from individuals and agencies not affiliated with the District but may be accessed through the District's system. All matters concerning merchandise and services ordered including, but not limited to, purchase terms, payment terms, warranties and guarantees, and delivery are solely between the seller and the system user.

The District makes no warranties or representation whatsoever with regard to any goods or services provided by the seller and regard to any goods or services provided by the seller.

District employees and administration will not be party to any such transaction or be liable for any costs or damages arising out of either directly or indirectly, the actions or inactions of sellers.

Termination/Revocation of System User Account

The District may suspend or revoke a system user's access to the District's system upon any violation of district policy and/or administrative regulation.

Prior to a suspension or revocation of system service, or as soon as practicable, the principal or other supervisor will inform the system user of the suspected violation and give him/her an opportunity to present an explanation, as follows:

1. A system user may appeal the suspension or revocation within seven calendar days.
2. The district coordinator or designee will conduct hearing before a committee. The person who imposed the suspension or revocation will not be assigned to the committee hearing the appeal.

Termination of an employee's account will coincide with the effective date of resignation or termination of employment. Termination of student's access will be effective on the date the principal receives notice of student withdrawal or revocation of system privileges, or on a future date of so specified in the notice.

Guidelines for Technology Usage

Penalties for violations are listed in Steps. In severe cases a penalty may be increased upon an individual review. In cases where there has been a violation of law, the proper authorities will be notified. The following guidelines are used in conjunction with the *Student Code of Conduct* Guidelines.

Guidelines

- Step 1 – Verbal warning and review of offense
- Step 2 – Review of offense and a parent contact/conference is made
- Step 3 – Student usage suspended of a period of 2 weeks
- Step 4 – Student usage is denied for a period of 6 weeks (42 calendar days).
- Step 5 – Student usage is denied for the remainder of the school year

Online Conduct Violations

- Step 2 User sharing usage rights.
- Step 1 User reference to tobacco, alcohol or controlled substances.
- Step 3 User transmission of material, information or software in violation of policy or law.
- Step 3 User usage for illegal purposes.
- Step 2 User using someone else's account without permission.
- Step 2 User attempting to log on as another user.
- Step 2 User using realtime conference features (talk, chat or internet relay chat) without approval.
- Step 2 User misuse of electronic email accounts.
- Step 2 User abuse of quota storage space.
- Step 2 User posting inappropriate messages to any electronic bulletin board inside or outside the system.

Vandalism

- Step 4 User attempt to harm or destroy equipment or materials.
- Step 4 User attempt to harm or destroy data.
- Step 5 User attempt to destroy equipment, materials or data of other agencies or networks connected to the District system.
- Step 5 User introduction of a virus to the system.
- Step 4 User erasing, renaming or making files or disks unusable.

Forgery

- Step 4 User electronic forgery of mail messages (read, delete, copy or modify) of another

system user.

Step 3 User interference of another's ability to send or receive electronic mail.

Prohibited Materials

Step 3 User transmits any prohibited materials.

Step 3 User searches for prohibited materials.

APPENDIX III

Extracurricular Code of Conduct

This Code of Conduct is an attempt to ensure a clear understanding of expectations for students involved in Crane ISD extracurricular activities. This Code of Conduct is intended to help lend fairness and consistency across school programs to the highest extent appropriate. The board, administration and staff believe these policies to be in the best interest of students. Policies apply to students in mentioned activities throughout the entire calendar career.

Philosophy

The philosophies of Crane ISD regarding extracurricular programs are as follows:

1. Extracurricular activities allow students a positive outlet for energy, while teaching vital life skills.
2. Extracurricular participation is a privilege extended to students who are willing to adhere to certain policies and procedures. Participation is not a right.
3. Extracurricular programs are voluntary; therefore, special rules and regulations apply to them that do not necessarily apply to students outside these organizations.
4. As a representative of Crane ISD, the school expects positive behavior to be exhibited at all times by students and staff.
5. The use of alcohol, tobacco, and drugs will not be tolerated.
6. This policy adheres only to extracurricular sanctions and is separate from school sanctions.
7. Extracurricular activity participants are expected to comply with this policy at all times, regardless of location. This includes both on and off-campus conduct as well as evenings, weekends, holidays and summer vacation.

Expectations for Extracurricular Activity Participants

1. Maintain an average of 70% or better in all academic courses, except as provided in District policy FM(Legal).
2. Be punctual and prepared for all games, practices, meetings, performances, camps and/or other scheduled events related to an extracurricular event.
3. Treat all school property with respect and ensure that school property is returned upon request in good condition.
4. Abide by the District's dress and grooming standards for students, as well as any reasonable dress and grooming standards required by the activity sponsor.
5. Comply with all UIL rules, including local drug testing requirements and UIL steroid testing, if applicable
6. Be courteous and respectful toward all fellow participants, school faculty and staff members, spectators, parents and officials.
7. Provide advance notice to coach or sponsor of an activity if unable to attend a game, practice, meeting, performance, and/or other scheduled event related to the extracurricular activity.

8. Complete all required safety training (ex. Symptoms of injuries, risk of using dietary supplements).
9. Comply with all rules established for a specific activity for which the student participates.
10. Comply with and adhere to the behavioral standards identified in the District's Student Code of Conduct.

Prohibited Conduct for Extracurricular Activity Participants

1. Engaging in criminal behavior regardless of on or off school property
2. Engaging in theft, destruction, or misuse of school district property
3. Failing to return school issued property
4. Engaging in hazing, harassment or bullying
5. Buying, selling, giving, delivering, using, possessing, or being under the influence of tobacco, alcohol, marijuana, a controlled substance (without proper prescription), or a dangerous drug at any time regardless of whether the student is on school property or at a school-related activity
6. Being tardy or absent to games, meetings, practice performances, camps or events without permission from the activity sponsor
7. Engaging in acts of poor sportsmanship
8. Being insubordinate to a sponsor
9. Disruptive behavior while involved at an extracurricular related event
10. Violating specific rules for specific extracurricular activities
11. Engaging in general misconduct prohibited by District's Student Code of Conduct

Participation Restrictions

Students placed in DAEP, In-school Suspension, Out-of-school Suspension (including expulsion) will not be allowed to practice for, or participate in, an event on the day they are assigned to DAEP, ISS, suspension or expulsion.

Discipline Authority

Each activity sponsor or coach is responsible for discipline decisions regarding participants when behavior is of minor nature. Serious or repetitive discipline infractions may result in the removal of a participant for one or more activities at the sponsor's discretion and/or according to any specific activity guidelines.

Long-term suspensions or removals must be approved by the head sponsor (ex. Athletics – athletic director; band – HS band director) and the campus principal. Parents will be notified of all violations that result in suspension of extracurricular activities. The activity sponsor/coach will contact the student(s) and parent(s) via telephone or have a face-to-face conference within five (5) school days from the time the sponsor/coach learns of such a violation.

The sponsor will provide an opportunity for the student to respond to the allegations. All appeals will be addressed through the district's complaint process contained in policies

FNG(Legal) and(Local). A decision of the Crane ISD Board of Trustees regarding an extracurricular activity complaint is final and not appealable.

Specific Policies for Athletics/Band/Cheerleading

Conditional Participation

As a condition of participation in targeted programs, each student and his or her parent/guardian shall sign an Authorization Form acknowledging that the student may be randomly tested for drugs before, during, and after the season of the activity in which the student participates. If a student and/or his parent/guardian refuse to permit the drug testing to be performed, the student will automatically be removed from the targeted programs.

Alcohol and Drugs

Participants will not possess, use, or be under the influence of alcohol or drugs. Students will not possess paraphernalia associated with these drugs. Any participant who tests positive, admits guilt, is observed and reported by school personnel, or reported by law enforcement as having been engaged in the above mentioned prohibited activities will be subject to the sanctions listed below. Under all situations, it will be the student's responsibility to inform his/her sponsor upon a violation of this policy.

Consequences for Alcohol/Drug Infractions

1st Offense – The student shall be suspended from all competition and/or performances for fourteen (14) calendar days from the date of determination. The student shall be suspended from no fewer than the next two consecutive events or performances. The student shall be permitted to participate in practices for the activity. The participant will not be allowed to travel with the team. The school will provide the student and parent/guardian with a list of drug education programs available in the area. After the first offense, the student shall be tested on the dates of the next three random tests.

2nd Offense – The student shall be suspended from all competition and/or performances for 28 calendar days from the date of determination. The student shall be suspended from no fewer than the next four consecutive events or performances. The student shall be permitted to participate in practices for the activity. The participant will not be allowed to travel with the team. After the second offense, the student shall be tested on the dates of the next six random tests.

3rd Offense – The student shall be suspended from all competitions and performances for one calendar year from the date of determination. The school shall require a certificate of completion from a drug/alcohol substance abuse course prior to reinstatement to a targeted program. The program will be at the student/parent expense. After the third offense, the student shall be tested at each random testing dates upon reinstatement.

4th Offense - The student will be suspended from all targeted activities for the remainder

of the student's high school career from the date of determination.

Quitting

Quitting is an intolerable habit to acquire. Students who quit an activity may lose the privilege of participating in athletic activities. A student may quit an activity and remain in the athletic program if that student quits the activity before a specified cutoff date. For football, volleyball, and cross-country, the date will be Labor Day. For basketball and power lifting, the date will be January 1st. For all spring athletics, the date will be after Spring Break. The student may leave a particular sport to go to another sport if they do so before these cutoff dates. If the student quits a particular sport after the cutoff date, they are suspended from the entire athletic program until that sport comes around again the following year. Extenuating circumstances to this policy will be at the discretion of the athletic director and superintendent.

Travel

Athletes will be expected to travel to and from the athletic events in transportation provided by the school. Parents or guardians may accept responsibility for transporting the student home by notifying the coach in charge in person and in writing, at the event. The athlete will then be released to ride home with the parent or guardian. Athletes will not be released to anyone other than the parents or guardians unless arrangements are made prior to the contest with the superintendent's office.

APPENDIX IV

**SPECIAL EDUCATION INFORMATION
511 W. 8TH STREET CRANE, TX 79731
432.558.1032 FAX # 432.558.1076**

504 CHILD FIND NOTICE

Pursuant to Section 504 of the Rehabilitation Act of 1973, the District has a duty to identify, refer, evaluate and if eligible, provide a free, appropriate public education to disabled students. For additional information about the rights of parents of eligible children, or for answers to any questions you might have about identification, evaluation and placement into Section 504 programs, please contact the District's Section 504 Coordinator 432.558.1032 or by mail at 511 W. 8th Street, Crane, TX 79731.

ADVISO SOBRE LA IDENTIFICACION DE ESTUDIANTES INCAPACITADOS BAJO LA SECCION 504

Bajo la Seccion 504 del Decreto de Rehabilitacion de 1973, el Distrito Escolar esta obligado a identificar, referir, evaluar, y proporcionar servicios educativos apropiados y gratuitos a estudiantes incapacitados que califican para recibir servicios bajo esta ley, Si usted desea mas informacion sobre los derechos de padres de nino incapacitados, o si tiene preguntas sobre la indentificacion, evaluacion, y colocacion de ninos en el programa de Seccion 504, favor de ponerse in contacto con el Coordinador de 504 del Distrito al numero, 432.558.1032, o por correo a la siguiente direccion: 511 W. 8th, Crane, TX 79731

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

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 may 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 informed 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*.

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

Contact Person: Glorietta North

Phone Number: 432.558.1032

Opciones sitios para Ofrecer Asistencia a Estudiantes que Tienen Dificultades de Aprendizaje o que Necesitan o Pueden Necesitar Servicios de Educación Especial

Si un niño está experimentando dificultades de el aprendizaje, el padre o la madre puede ponerse en contacto con la persona que se menciona abajo para aprender sobre el sistema global de investigación o remisión para educación general del distrito para los servicios de apoyo. Este sistema vincula a los estudiantes con una variedad de opciones de apoyo, inclusive los remite a una evaluación para educación especial. Los estudiantes que tienen dificultades en la clase normal deberían ser considerados para servicios de tutorías, compensatorios u otro servicio de apoyo académico o, de comportamiento, que están disponibles para todos los estudiantes y que incluyen un proceso basado en la Respuesta a la Intervención (RtI, por sus siglas en inglés). La implementación de la RtI tiene el potencial para producir un impacto positivo en la habilidad de las agencias locales de educación, para cubrir las necesidades de todos los estudiantes con dificultades. El padre o la madre tiene derecho a pedir una evaluación para los servicios de educación especial en cualquier momento. El distrito debe decidir si la evaluación es necesaria dentro de un periodo razonable de tiempo. Si la evaluación es necesaria, el padre o la madre será notificado/a y se le pedirá que presente un consentimiento informado por escrito para la evaluación. El Distrito debe completar la evaluación y el informe dentro de los 60 días calendario a partir de la fecha en que el distrito recibió el consentimiento por escrito. El distrito debe entregar una copia del informe al padre o la madre.

Si el distrito determina que la evaluación no es necesaria, el distrito le entregará al padre o la madre una notificación por escrito donde explique por qué el niño no será evaluado. Esta notificación incluirá una declaración en la que se le informa sobre sus derechos, si éste/a no está de acuerdo con el distrito. Además, la notificación deberá informarle al padre o la madre cómo obtener una copia de la *Notificación de las Salvaguardas del Procedimiento – Derechos de los Padres de los Estudiantes con Discapacidades (Notice of Procedural Safeguards-Rights of Students with Disabilities)*.

La persona designada para ser contactada acerca de las opciones que tiene un niño que experimenta dificultades de aprendizaje o una remisión para una evaluación para los servicios de educación especial es:

Persona de contacto: Glorietta North

Número de teléfono: 432.558.1032