



# GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**DATE, TIME, LOCATION: MONDAY, JUNE 28, 2010, 6:30 PM  
REGULAR MEETING OF THE BOARD OF TRUSTEES  
ADMINISTRATION BUILDING BOARD ROOM  
4544 INTERSTATE 10, BAYTOWN, TEXAS**

## **AGENDA**

1. CALL TO ORDER/DECLARATION OF QUORUM
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    1. Future Board Agenda Items
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Regarding Pending Litigation or a Settlement Offer on Matters or a Matter in Which the Duty of the Attorney of the Governmental Body Under the Texas Disciplinary Rules of Professional Conduct of the State Bar of Texas Conflicts with the Texas Open Meetings Act; Regarding Grievance Matter -- Consideration of Pending or Contemplated Litigation Regarding Technical Contracts, Construction Matter
    3. Superintendent's Evaluation
    4. Discussion of Purchase, Exchange, Lease, or Value of Real Property

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7. ADJOURNMENT

**If, during the course of the meeting, any discussion of any item on the Agenda should be held in Closed meeting, the Board will conduct a closed meeting in accordance with the Texas Open Meetings Act, Texas Government Code, Chapter 551, Subchapter D and E.**

*If you require special assistance or the provision of an auxiliary aid or device during this event,  
please contact Noemi Garcia in the Superintendent's Office  
at 281.420.4816 at least 48 hours prior to the event.*

**RECOGNITIONS  
AND  
ACKNOWLEDGEMENTS**



GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

**BYRON P. TERRIER, Ed.D.**  
ASSISTANT SUPERINTENDENT  
ADMINISTRATIVE SERVICES

June 28, 2010

TO: DR. TOBY YORK

FROM: DR. BYRON TERRIER

**SUBJECT: NEW PRINCIPAL – SCHOOL COMMUNITY GUIDANCE CENTER**

On June 14, 2010, Gary Allen was elected as principal of the School Community Guidance Center. Mr. Allen has served as assistant principal at Cedar Bayou Junior School for the past five years.

/rn

**Presentation to Former Board of Trustees**  
**President Agustin Loreda**

## **CITIZENS' PARTICIPATION**

Citizens who have registered with the recording secretary may address the Board on matters other than the character of any student, staff, or Board member. The item addressed by the speaker may not have been posted in accordance with the Texas Open Meetings Law. Board members may only listen to the individual's statement and may not discuss the item with the patron or take action on any matter not on the agenda. Each individual heard shall be allotted no more than five minutes for the presentations; however, if more than six citizens register to address the Board, more time may be given by a majority vote of the Board.

Meeting of the Board of Trustees  
**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**  
Baytown, Texas

June 14, 2010

The Board of Trustees and the Administrative Staff of the Goose Creek Consolidated Independent School District met in a Regular Board Meeting on Monday, June 14, 2010, in the Board Room of the Administration Building, 4544 Interstate 10, 6:31 p.m., with the following Board members present:

**PRESENT:** Mr. Agustin Loreda, President; Mr. Ken Martin, Vice President; Ms. Wilyne Laughlin, Secretary; Ms. Jenice Coffey, Assistant Secretary; Mr. Robert Hoskins; Mr. Carl Burg; and Mr. Howard Sampson

**ABSENT:** None

**OPENING EXERCISE**

Board Member Robert Hoskins asked for a Moment of Silence and gave the prayer. The pledges to the United States and Texas flags were led by Mr. Howard Sampson.

**PUBLIC HEARING**

The Board held a Public Hearing to Overview the District's Internet Protection Measures and Safety Policy. Ms. Frankie Jackson, Chief Technology Officer, Mr. Matt Flood, Director of Technology, and Mr. Steve Koester, Director of Educational Technology, explained that the Children's Internet Protection Act (CIPA) is a federal law enacted by Congress, it addresses concerns about access to offensive content over the Internet on School Computers. To be in compliance with this law, we must conduct a public hearing to discuss the technology protection measures that are in place and address the Internet safety policy.

- The technology protection measures that are in place were discussed. They included an overview of how our Internet content filter, Websense, works. They explained how Internet website categories are managed and students are protected, as well as the process for selecting how categories and websites are blocked and unblocked.
- Reviewed the Internet Safety Policy to certify that we are in compliance with the CIPA.

**RECOGNITIONS AND ACKNOWLEDGEMENTS**

New Elementary Principal

The Board recognized Rachell Ysquierdo as the new principal of Lamar Elementary School for the 2010-2011 school year.

### **CITIZENS PARTICIPATION**

No one registered to address the Board of Trustees.

### **DISPOSITION OF MINUTES**

#### **May 17, 2010, Special Meeting**

Mr. Hoskins moved and Mr. Burg seconded the motion **THAT THE BOARD APPROVE THE MAY 17, 2010, SPECIAL MEETING MINUTES AS PRESENTED.** The motion passed with Mr. Loredo, Mr. Martin, Ms. Laughlin, Mr. Hoskins, and Mr. Burg voting for the motion. Ms. Coffey and Mr. Sampson abstained.

#### **May 24, 2010, Top Ten Students Reception and Regular Board Meeting**

Mr. Hoskins moved and Mr. Martin seconded the motion **THAT THE BOARD APPROVE THE MAY 24, 2010, TOP TEN STUDENTS RECEPTION AND REGULAR BOARD MEETING MINUTES AS CORRECTED.** The motion passed with Mr. Loredo, Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Hoskins, Mr. Burg, and Mr. Sampson voting for the motion.

Correction: The minutes showed Mr. Hoskins voting twice for budget amendments.

### **ITEMS OF DISCUSSION/ACTION**

#### **CLOSED SESSION**

At approximately 6:47 p.m., President Agustin Loredo recessed the Regular Meeting into a Closed Meeting with the following statement:

“The Board will now recess into Closed Session pursuant to the following sections of the Texas Open Meetings Act: 551.071, Private consultation with the Board’s attorney. No action will be taken while the Board is in Closed Session.”

#### **Board Reconvenes into Regular Session**

At approximately 6:53 p.m., the Board reconvened into Regular Session with President Loredo presiding. No action was taken while in Closed Session.

**8155. CONSIDERATION OF REORGANIZATION OF THE BOARD OF TRUSTEES**

President of the Board

Mr. Loredó moved and Ms. Coffey seconded the motion **THAT MR. KEN MARTIN BE ELECTED AS PRESIDENT OF THE BOARD OF TRUSTEES FOR THE 2010-2011 YEAR.** The motion passed with Mr. Loredó, Ms. Laughlin, Mr. Hoskins, Mr. Burg, Mr. Sampson, and Ms. Coffey voting for the motion. Mr. Martin abstained.

Mr. Martin began his service as President of the Board.

Vice President of the Board

Mr. Martin moved and Mr. Hoskins seconded the motion **THAT MS. LAUGHLIN BE ELECTED AS VICE PRESIDENT OF THE BOARD OF TRUSTEES FOR THE 2010-2011 YEAR.** The motion passed with Mr. Loredó, Mr. Hoskins, Ms. Coffey, Mr. Sampson, Ms. Coffey, and Mr. Burg voting for the motion. Ms. Laughlin abstained.

Secretary of the Board

Ms. Laughlin moved and Mr. Martin seconded the motion **THAT MS. JENICE COFFEY BE ELECTED AS SECRETARY OF THE BOARD OF TRUSTEES FOR THE 2010-2011 YEAR.** The motion passed with Mr. Loredó, Mr. Martin, Mr. Hoskins, Mr. Sampson, Ms. Laughlin, and Mr. Burg voting for the motion. Ms. Coffey abstained.

Assistant Secretary of the Board

Ms. Coffey moved and Mr. Hoskins seconded the motion **THAT MR. HOWARD SAMPSON BE ELECTED AS ASSISTANT SECRETARY OF THE BOARD OF TRUSTEES FOR THE 2010-2011 YEAR.** The motion passed with Mr. Loredó, Mr. Martin, Ms. Laughlin, Mr. Hoskins, Ms. Coffey, and Mr. Burg voting for the motion. Mr. Sampson abstained.

**8156. CONSIDERATION OF SUPERINTENDENT'S REPORTS**

- 1. Overview of Prologic TEAMS Student Information Systems Implementation**
- 2. Overview of GCCISD Career and Technical Education**

**Overview of Prologic TEAMS Student Information Systems Improvement**

Chief Technology Officer Frankie Jackson, Student Information Systems Analyst Diana Wilson, and Assistant Superintendent of Assessment and Accountability Rick Kirk gave an overview and presented a PowerPoint presentation on the following:

- What is Student Information Systems (SIS)?
- Background
- Where are we today?
- Why Prologic TEAMS for our SIS?
- Prologic TEAMS Application Areas
- Current Status by Application Area
- Teacher Gradebook Needs – Based on Survey and Focus Group Meetings
- Teacher Gradebook – Current Needs
- Prologic’s Commitment to Improve the Teacher Gradebook
- Teacher GradeBook Software Improvement Schedule

#### **Overview of GCCISD Career and Technical Education (CTE)**

A report on the Career and Technology Education Program was given by Director of Career and Technical Education Renea Dillon, Executive Director of School Administration Suzanne Heinrich, and CTE Coordinator Monelle Rougeau presented a PowerPoint presentation on the following:

- Curriculum & Instruction Revisions
- Course Expansions
- Enrollment
- Funding
- Post-Secondary Connections
  - Lee College
  - San Jacinto College
  - Any Community College in Texas
- Dual Credit Performance
- Workforce Connections
- Stuart Career Center – Expanding Programs
- Accountability – PBMAS 2009
- Accountability – CTE Indicator Codes
- 2010-2011 Focus

#### **8157. CONSIDERATION OF APPOINTMENT OF SCHOOL ATTORNEY**

Mr. Burg moved and Ms. Coffey seconded the motion **THAT THE BOARD APPROVE THE APPOINTMENT OF MR. RICK PEEBLES, P.C., AS THE SCHOOL DISTRICT’S ATTORNEY FOR JULY 1, 2010, THROUGH JUNE 30, 2011, AS RECOMMENDED BY THE SUPERINTENDENT AND IN ACCORDANCE WITH BOARD POLICY BAA (LOCAL).** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredó voting for the motion.

**8158. CONSIDERATION OF CONSENT AGENDA**

- 1. Resolution Adopting the Thirtieth Amendment of the Goose Creek CISD Money Purchase Pension Plan**
- 2. Waiver for Advanced Placement (AP) Environmental Science Textbooks**
- 3. Tax Refund**
- 4. Second Reading of TASB Localized Policy Manual Update 87**
- 5. Second Reading of Revised Board Policy CDA (Local); Other Revenues: Investments**
- 6. Engagement Letters from the District’s External Auditor for the Financial and Money Purchase Pension Plan Audits for Fiscal Year 2009-2010**
- 7. Donations**
  - a. Austin Elementary School Parent/Teacher Organization (PTO)**
  - b. Victoria Walker Elementary School Parent/Teacher Organization (PTO)**
  - c. Goose Creek Memorial High School Patriot Athletic Booster Club**

Mr. Burg moved and Ms. Laughlin seconded the motion **THAT THE BOARD APPROVE ITEMS D. 1-7 OF THE CONSENT AGENDA WITH CORRECTION TO CDA (LOCAL)**. The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredó voting for the motion.

**Resolution Adopting the Thirtieth Amendment of the Goose Creek CISD Money Purchase Pension Plan**

The Board approved the resolution adopting the Thirtieth Amendment of the Goose Creek CISD Money Purchase Pension Plan.

**Waiver for Advanced Placement (AP) Environmental Science Textbooks**

The Board approved the waiver for Advanced Placement (AP) environmental science textbooks.

**Tax Refund**

Approved the tax refund for C. David & Robin Martin, in the amount of \$8,768.24, in accordance with Section 31.11 of the State Property Code with provision that no taxes are owed by the referenced parties on any account.

**Second Reading of TASB Localized Policy Manual Update 87**

The Board approved second reading to add, revise, or delete (LOCAL) policies as recommended by TASB Policy Service and according to the Instruction Sheet for TASB Localized Policy Manual Update 87.

**Second Reading of Revised Board Policy CDA (Local); Other Revenues: Investments**

The Board approved second reading of revisions to Board Policy CDA (Local); Other Revenues: Investments.

**Correction to** Page 81, CDA (Local), Certificates of Deposit should be 50%.

**Engagement Letters from the District’s External Auditor for the Financial and Money Purchase Pension Plan Audits for Fiscal Year 2009-2010**

The Board approved the engagement letters from Start & Busch, LLC, the District’s external auditor, to perform the District’s annual external financial audits for fiscal year 2009-2010.

**Donations**

**Austin Elementary School Parent/Teacher Organization (PTO)**

The Board approved a donation of \$6,252.01 from Stephen F. Austin’s PTO.

**Victoria Walker Elementary School Parent/Teacher Organization (PTO)**

The Board approved the donation from the Victoria Walker Elementary PTO in the amount of \$16,960. The funds will be used to purchase a school marquee and playground equipment.

**Goose Creek Memorial High School Patriot Athletic Booster Club**

The Board approved the donation from the Patriot Athletic Booster Club in the amount of \$31,146. The funds will be used to purchase athletic items.

**8159. FUTURE BOARD AGENDA ITEMS, BOARD TRAINING,  
BOARD MEETINGS**

**Future Board Agenda Items**

- Security Department Update (June 28)
- Auxiliary Incentive Plan (July 12)
- Counseling Update (late summer)
- Special Education Update (late summer)
- Bus Fleet Status Report

**Board Training**

- Board Effectiveness Audit and Board Goals in August
- Summer Leadership Institute Conference handouts will be sent to Ms. Garcia for distribution to Board.

**Board Meetings**

Mr. Burg moved and Mr. Loredo seconded the motion **THAT THE BOARD CANCEL THE JULY 12, REGULAR MEETING AND SCHEDULE A SHORT MEETING FOR PERSONNEL ACTION AND BUDGET WORKSHOP/SUPERINTENDENT EVALUATION WORKSHOP.** The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredo voting for the motion.

**CLOSED SESSION**

At approximately 8:31 p.m., President Ken Martin recessed the Regular Meeting into a Closed Meeting with the following statement:

“The Board will now recess into Closed Session pursuant to the following sections of the Texas Open Meetings Act: 551.071, Private consultation with the Board’s attorney; 551.072, Discussing purchase, exchange, lease, or value of real property; and 551.074, Discussing personnel or to hear complaints against personnel. No action will be taken while the Board is in Closed Session.”

**Board Reconvenes into Regular Session**

At approximately 9:16 p.m., the Board reconvened into Regular Session with President Loredo presiding. No action was taken while in Closed Session.

**8160. CONSIDERATION OF PERSONNEL**

- 1. Approve Elections**
- 2. Accept Resignations**
- 3. Approve Administrative Elections**
  - a. Speech Language Pathologist**
  - b. Elementary Science Instructional Specialist**
  - c. Counselor at Ross S. Sterling High School**
  - d. Assistant Principal at De Zavala Elementary School**

Mr. Hoskins moved and Mr. Sampson seconded the motion **THAT THE BOARD APPROVE ITEMS G. 1 AND 2 (CONSIDERATION OF PERSONNEL, ELECTIONS AND RESIGNATIONS).** The motion passed with Mr. Martin, Ms. Coffey, Mr. Hoskins, and Mr. Sampson voting for the motion. Mr. Burg and Mr. Loredo voted against the motion. Ms. Laughlin abstained.

Elections Approved:

1. **Ashley Bramble**, teacher, assigned to Lamar Elementary School.
2. **Duane Fikac**, teacher-coach, assigned to Goose Creek Memorial High School.
3. **Charol Malak**, teacher, assigned to Crockett Elementary School.
4. **Theophile Nkuimi**, teacher, assigned to Ross S. Sterling High School.
5. **Norman Slaughter**, teacher, assigned to Highlands Elementary School.
6. **Ann Seawright**, teacher, assigned to Austin Elementary School.
7. **Laura Stauffer**, teacher, assigned to Ashbel Smith Elementary School.
8. **Bernardo Villegas, Jr.**, teacher, assigned to Robert E. Lee High School.

Resignations Accepted:

1. **Barbara Ardoin**, Principal of Cedar Bayou Junior School, is retiring effective June 30, 2010. Ms. Ardoin has been with the District six years.
2. **Rachel Boyle**, English teacher and coach at Goose Creek Memorial High School, resigned effective June 3, 2010. Ms. Boyle accepted a position with Katy ISD where she lives.
3. **Brenda Clem**, peer facilitator teacher at De Zavala Elementary School, retired effective June 3, 2010. Mrs. Clem had been with the District 36 years.
4. **Holly Daniel**, history teacher at Ross S. Sterling High School, resigned effective June 3, 2010. Ms. Daniel accepted a position closer to her home in Houston.
5. **Janice Farr**, diagnostician at Austin Elementary School, retired effective June 11, 2010. Ms. Farr had been with the District eight years.
6. **Jamie Fernandez**, fifth-grade science teacher at San Jacinto Elementary School, resigned effective June 3, 2010. Ms. Fernandez and her family are moving out of the Baytown area.
7. **James Fisher**, social studies teacher at Horace Mann Junior School, is retiring effective July 22, 2010. Mr. Fisher has been with the District 15 years.
8. **Lisa Fojt**, hearing impaired teacher at Robert E. Lee High School, resigned effective June 3, 2010. Mrs. Fojt accepted a position with Barbers Hill ISD.
9. **Anita Moyer**, second-grade bilingual teacher at Bowie Elementary School, resigned effective June 3, 2010. Mrs. Moyer moved to Conroe, Texas.
10. **Shalesha Pierce**, health teacher and coach at Robert E. Lee High School, resigned effective June 3, 2010. Mrs. Pierce accepted a position closer to her home in Houston.

11. **Ashley Roberson**, special education counselor at Horace Mann Junior School, resigned effective June 3, 2010. Ms. Roberson resigned to stay home with her family.
12. **Dimpengi Sakombi**, French teacher at Ross S. Sterling High School, resigned effective June 3, 2010. Mrs. Sakombi is seeking employment closer to her home in Houston.
13. **Katherine Sims**, first-grade teacher at Victoria Walker Elementary School, resigned effective June 3, 2010. Ms. Sims accepted a position with Barbers Hill ISD.

Administrative Personnel Elections Approved:

Mr. Hoskins moved and Mr. Loredo seconded the motion **THAT THE BOARD APPROVE THE ELECTION OF SARA MILLER AS ESL INSTRUCTIONAL SPECIALIST 6-8**. The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredo voting for the motion.

Mr. Hoskins moved and Mr. Burg seconded the motion **THAT THE BOAED APPROVE THE ELECTION OF ROBYN SEWELL-POUTRA AS EDUCATIONAL TECHNOLOGY SPECIALIST**. The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredo voting for the motion.

Ms. Coffey moved and Mr. Burg seconded the motion **THAT THE BOARD APPROVE THE ELECTION OF ERICA NAVEJAR AS ASSISTANT PRINCIPAL AT HARLEM ELEMENTARY AND HIGHLANDS JUNIOR**. The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredo voting for the motion.

Mr. Burg moved and Mr. Sampson seconded the motion **THAT THE BOARD APPROVE THE ELECTION OF GARY ALLEN AS PRINCIPAL AT SCHOOL COMMUNITY GUIDANCE CENTER**. The motion passed with Mr. Martin, Ms. Laughlin, Ms. Coffey, Mr. Sampson, Mr. Hoskins, Mr. Burg, and Mr. Loredo voting for the motion.

**8161. CONSIDERATION OF APPROVAL OF RESIGNATION AND SETTLEMENT AGREEMENT WITH JANICE FARR**

Mr. Hoskins moved and Mr. Sampson seconded the motion **THAT THE BOARD APPROVE THE RESIGNATION AND SETTLEMENT AGREEMENT WITH JANICE FARR**. The motion passed with Mr. Martin, Ms. Coffey, Mr. Hoskins, and Mr. Sampson voting for the motion. Mr. Burg and Mr. Loredo voted against. Ms. Laughlin abstained.

**ADJOURNMENT**

President of the Board Ken Martin adjourned the Board meeting at approximately 9:34 p.m.

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT: CONSIDERATION OF STUDENT/PARENT HANDBOOK AND CODE OF CONDUCT, AND EARLY COLLEGE HIGH SCHOOL STUDENT/PARENT HANDBOOK FOR 2010-2011 SCHOOL YEAR**

**RECOMMENDED ACTION:** Approve the 2010-2011 Student Handbooks and Code of Conduct as presented.

**RATIONALE:** Texas Education Code 37.001 requires annual approval of the Student Code of Conduct by the Board of Trustees.

**BUDGET PROVISIONS/ACTION REQUIRED:** Not applicable

**RESOURCE PERSONNEL:** Dr. Toby York  
Ms. Suzanne Heinrich  
Dr. Patty Bing  
Mr. Al Richard  
Mr. Bruce Davis  
Mr. Don Beck  
Mrs. Karen Smithson

**REVIEW COPIES OF THE PROPOSED  
2010-2011 STUDENT/PARENT HANDBOOKS  
2010-2011 STUDENT CODE OF CONDUCT  
2010-2011 EARLY COLLEGE HIGH SCHOOL STUDENT/PARENT  
HANDBOOK**

GCCISD 2010-2011 Discipline Code of Conduct/  
Student/Parent Handbook Proposed Changes

Student/Parent Handbook  
Front Section and District Information Attachment A

Elementary Information Attachment B

Junior School Information Attachment C

High School Information Attachment D

Student Code of Conduct Attachment E

Early College High School Student/Parent  
Handbook Proposed Changes

Early College High School Student/Parent  
Handbook  
Front Section and District Information Attachment F

Early College High School Information Attachment G

## PROPOSED CHANGES

### GCCISD 2010-2011 DISCIPLINE CODE OF CONDUCT/ STUDENT/PARENT HANDBOOK

Attached are review copies of the 2010-2011 student handbooks for your review.

- **Handbook Cover** – New slogan “Goose Creek Proud” replaced “Beginners to Winners” at the top of the cover and the school year was updated.
- **Pages iii –v** – The years were changed to correlate to the upcoming school year.
- **Pages ix-x** – Updated Administrators/positions.
- **Page xi** – Updated Board of Trustees officers.
- **Pages xiii-xiv** – Added Early College High School to the campus listings/revised principal names where needed.
- **Pages xvi-xvii** – Updated school year to bell schedule. San Jacinto Elementary was included in the list of schools to begin at 7:45 a.m., and deleted from the list of schools to begin at 8:00 a.m.

#### DISTRICT INFORMATION

- **Page 1** – Made minor word revisions.
- **Page 6** -- Minor revisions were made to the Checks section. The maximum service charge allowed by law will be assessed for all returned checks.
- **Page 10**-- hepatitis A was included to the subtopic Vaccine Preventable Diseases.
- **Page 11** -- The Course and Graduation Requirements section was revised, deleting the subtopic Graduation Standards and the paragraphs which pertained to ninth grade students prior to the 2007-2008 school year.
- **Page 11** -- The textbox which contained information on graduation requirements as a result of a TEA ruling on July 3, 2009, was deleted. All high school students must be scheduled for seven classes.
- **Page 12** -- Dates were removed from the paragraph pertaining to the Discipline Steering Committee.
- **Page 13** -- The general guidelines under the Dress and Grooming Standards was revised to include examples of prohibited designs, symbols or numbers on clothing or accessories which would symbolize gang affiliation.
- **Page 17**-- The Early Release Dates/Times were revised to reflect the dates for the 2010-2011 school year. San Jacinto Elementary was moved from the Elementary B list for early dismissals to the Elementary A list since the instructional day will now begin at 7:45 a.m.
- **Page 18** -- The UIL eligibility calendar has been replaced with the 2010-2011 eligibility dates.
- **Page 19** -- In the third paragraph of the Emergency Situations section a sentence was added to indicate that in case schools were closed due to weather or hazardous conditions, the information would be posted on the district website.

- **Page 19** – An Enrollment section was added, listing documents needed for enrollment.
- **Page 21**-- In the Health Advisory Council section, information was updated by changing the school year as well as listing Candy Ochoa as the contact person for inquiries.
- **Pages 21-26** -- Immunization requirements were updated for the upcoming school year
- **Page 27** -- Library (Media Center) section. A sentence was added to state that students must display their ID badge when checking out a book. Procedures for printing charges were also included.
- **Page 29** -- In the Parents' "Right to Know" section, "Dr." was added to reflect the proper title for Byron Terrier.
- **Page 32** -- Dr. Tom Kelchner's name was added as Director of Special Education; this addition was also made on Page 39. "Dr." was added to reflect the proper title for Byron Terrier.
- **Page 34** -- A Transportation section was added, which replaced the Bus Conduct section.
- **Page 36** -- In the first paragraph of the Visitors section it was revised to include that government issued photo identification is acceptable when visiting campuses. GCCISD employees are only required to provide their GCCISD identification badge.

#### **ELEMENTARY INFORMATION**

- **Page 43** – The 3<sup>rd</sup> grade was eliminated in regard to TAKS performance and compulsory attendance.
- **Page 43** -- The TAKS testing dates and tests were revised to correlate with the 2010-2011 test schedule. The sentence concerning the requirement of the TAKS test was moved to be above the TAKS schedule. The Student Success Initiative for Grade 5 eliminated the requirement of passing the Science TAKS test.

#### **JUNIOR SCHOOL INFORMATION**

- **Page 39** -- A sentence was added to the third paragraph in the Cheerleaders section to clarify that tryouts are only open to student who are currently enrolled in GCCISD.
- **Page 40** -- in the Credit By Examination With Prior Instruction, a sentence was eliminated from the second paragraph. Students are no longer required to receive a failing grade in a course in order to gain credit by examination.
- **Page 44** -- The TAKS testing schedule for 2010-2011 was updated.

#### **HIGH SCHOOL INFORMATION**

- **Page 40** -- Sentence was added to second paragraph in Cheerleaders section, to clarify that tryouts are only open to student who are currently enrolled in GCCISD.
- **Pages 43-45**-- The dual credit information was updated to reflect current courses needed.

- **Pages 46-47** -- The Final Examination Exemptions section was revised to explain more specifically which exams the different grade levels are eligible to exempt and the requirements for exemptions.
- **Page 50** -- The Parent Conferences section was updated to include six-year graduation plans being created beginning in junior school.
- **Page 53** -- The telephone number for the summer school administrator's office was revised.
- **Pages 54-55** -- The testing schedules for TAKS, college entrance exams, AP exams, as well as the guidance calendar were updated.
- **Page 56** -- The Texas Grant Program section has been updated.

#### **CODE OF CONDUCT**

- Cover page was updated for the 2010-2011 school year.
- **Page CC12** – Sexting and cyber bullying were added as Level III violations in the Code of Conduct. Each offense is described.
- **Page CC19** – The principals' names were revised for the Elementary DAEP and the SCGC.
- **Page CC24** – Disciplinary Procedures for Students with Disabilities was revised to clearly define the procedures. The Definition of a Student With a Disability Under Section 504 and the Definition of a Student With a Disability Under IDEA were also revised to clearly explain the definitions.
- **Pages CC29-36** – A District Acceptable Use Guidelines was created which explains in detail every aspect of computer and internet use, as well as fines for damaged computer items.
- **Page CC39** – Revised wording in Searches Conducted by School Authorities, changing the word "cause" to "suspicion".
- **Page 46** – Updated the school year on the Acknowledgement Form.

# Goose Creek Proud



Goose Creek Consolidated Independent School District

# Student / Parent Handbook

2010-2011

*“Good schools, like good societies and good families, celebrate and cherish diversity.”*  
- Deborah Meier



Fall 2010

Dear Student and Parent/Guardian:

Welcome back! We are excited about the start of the 2010-2011 school year and hope that you have a great experience this year.

In Goose Creek CISD, the well-being of students and staff is our top priority. We are committed to providing safe and orderly environments for learning and working. The partnership between home and school is an important one, and we appreciate your efforts in encouraging courteous and cooperative behavior.

The student handbook that follows includes the Student Code of Conduct, which outlines the District's discipline management plan. Required by state law, the handbook outlines the basic rules and expectations of our schools and specifies the expectations for student behavior and consequences that will be used when these expectations are not met. The information included in this handbook and code of conduct is based on state law, local Board policies, and *Goose Creek CISD Administrative Guidelines*. The handbook is approved by the Board of Trustees each year.

I hope that you will find this information helpful and I encourage you to refer to this handbook whenever you have a question or concern. In addition, please be aware of any specific rules and regulations that apply to your child's school so that you comply with campus-level policies and expectations. Working closely with parents and students, our goal is to help each child have the best possible opportunities for learning.

If you have any questions, please contact your child's principal. Best wishes for a wonderful school year!

Sincerely,

Toby York, Ed.D.  
Superintendent

/pl



## PREFACE

The 2010-2011 Goose Creek Consolidated Independent School District Student / Parent Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Each student and parent should be familiar with the policies and procedures outlined in this Student / Parent Handbook and will be required to sign a statement (the *Acknowledgement Form* located on the last page of the Code of Conduct). The signature indicates that each student and parent have received and read the Student / Parent Handbook and the Student Code of Conduct.

The Student / Parent 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 that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

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

We strongly recommend that parents review the entire handbook with their children and 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 the parental acknowledgement form located as the last page of this handbook.



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# Goose Creek Consolidated Independent School District

## Our Administration

<b>Superintendent</b>	<b>Dr. Toby York</b>
<b>Assistant Superintendent for Administrative Services</b>	<b>Dr. Byron Terrier</b>
<b>Assistant Superintendent of Assessment and Accountability</b>	<b>Rick Kirk</b>
<b>Chief Financial Officer</b>	<b>Pete Pape</b>
<b>Executive Director of Curriculum and Instruction</b>	<b>Diana Cox</b>
<b>Executive Director of School Administration</b>	<b>Suzanne Heinrich</b>
<b>Executive Director of Support Services and Special Projects</b>	<b>Pete Cote</b>
<b>Executive Director of Facilities Management</b>	<b>David Fluker</b>
<b>Chief Technology Officer</b>	<b>Frankie Jackson</b>
<b>Director of Athletics</b>	<b>Tom Ed Gooden</b>
<b>Director of Advanced Academics and Professional Development</b>	<b>Christi Leath</b>
<b>Director of Bilingual Education/ESL/Migrant</b>	<b>Norma Picacio-Jones</b>
<b>Director of Career and Technology Education</b>	<b>Renea Dillon</b>
<b>Director of Communications</b>	<b>Kathy Clausen</b>
<b>Director of Curriculum and Instruction</b>	<b>TBD</b>
<b>Director of Educational Technology</b>	<b>Steve Koester</b>
<b>Director of Fine Arts</b>	<b>Tim Vaughn</b>
<b>Director of Food Service</b>	<b>Rick Nunez</b>

<b>Director of Intervention Programs</b>	<b>Karen Coffey</b>
<b>Director of Guidance and Counseling</b>	<b>Janci Alexander-Alfaro</b>
<b>Director of Maintenance</b>	<b>Ron Loveless</b>
<b>Director of Operations/Grounds/ Risk Management</b>	<b>Mike Manley</b>
<b>Director of Personnel</b>	<b>Dr. Bernard J. Cannariato</b>
<b>Director of Personnel</b>	<b>Susan Moore-Fontenot</b>
<b>Director of Purchasing</b>	<b>Trudy Masters</b>
<b>Director of Special Education</b>	<b>Dr. Tom Kelchner</b>
<b>Director of Student Information and Assessment</b>	<b>David Yannotta</b>
<b>Director of Student Services</b>	<b>Dr. Patricia Bing</b>
<b>Director of Tax Services</b>	<b>Charlene Piggott</b>
<b>Director of Technology Services</b>	<b>Matt Flood</b>
<b>Director of Testing, Textbooks, and Library Services</b>	<b>Dr. Ann Arena</b>
<b>Director of Transportation</b>	<b>Rick Walterscheid</b>
<b>Coordinator of Migrant Education</b>	<b>Enid Lindsey</b>

## **Our Board of Trustees**

**Ken Martin, President**

**Wilyne Laughlin, Vice President**

**Jenice Coffey, Secretary**

**Howard Sampson, Assistant Secretary**

**Carl Burg, Member**

**Agustin Lored,III, Member**

**Robert Hoskins, Member**

Meetings of the Board of Trustees are open to the public. Regular meetings are held on the second and fourth Mondays of each month at 6:30 p.m. in the Board Room of the Administration Building, 4544 Interstate 10 East, Baytown, Texas. For information, call **Goose Creek CISD at 281-420-4800.**



# Goose Creek Consolidated Independent School District

## High Schools

<b>Early College High School</b> .....	<b>281-420-4802</b>
200 Lee Drive Karen Smithson, Principal	
<b>Robert E. Lee</b> .....	<b>281-420-4535</b>
1809 Market Street Bruce Davis, Principal	
<b>Goose Creek Memorial</b> .....	<b>281-421-4400</b>
6001 E. Wallisville Road Al Richard, Principal	
<b>Ross S. Sterling</b> .....	<b>281-420-4500</b>
300 W. Baker Road Don Beck, Principal	
<b>John M. Stuart Career Center</b> .....	<b>281-420-4550</b>
300 YMCA Drive Renea Dillon, Director	

## Junior Schools

<b>Baytown Junior School</b> .....	<b>281-420-4560</b>
7707 Bayway Drive Michael Wahl, Principal	
<b>Cedar Bayou Junior School</b> .....	<b>281-420-4570</b>
2610 East Elvinta Greg Lynd, Principal	
<b>Gentry Junior School</b> .....	<b>281-420-4590</b>
1919 E. Archer Road Tammy Edwards, Principal	
<b>Highlands Junior School</b> .....	<b>281-420-4695</b>
1212 E. Wallisville Road Kevin Foxworth, Principal	
<b>Horace Mann Junior School</b> .....	<b>281-420-4585</b>
310 South Highway 146 Michael Coopersmith, Principal	

## Alternative Programs

<b>Peter E. Hyland Alternative Learning Program</b> .....	<b>281-420-4555</b>
1906 Decker Drive Michelle Verdun, Principal	
<b>School/Community Guidance Center</b> .....	<b>281-420-4630</b>
401 Jones Road Gary Allen, Principal	
<b>Elementary Disciplinary Alternative Education Program</b> .....	<b>281-420-4595</b>
302 YMCA Dr. Ron Wyatt, Principal	

## **Elementary Schools**

<b>Alamo @ Kilgore</b> .....	<b>281-420-4595</b>
302 YMCA Dr. Ron Wyatt, Principal	
<b>Stephen F. Austin</b> .....	<b>281-420-4620</b>
3022 Massey-Tompkins Rd. Laura Smith, Principal	
<b>James Bowie</b> .....	<b>281-420-4605</b>
2200 Clayton Dr. Ginger McKay, Principal	
<b>G. W. Carver</b> .....	<b>281-420-4600</b>
600 South Pruett St. Rachel DeLeon, Principal	
<b>David Crockett</b> .....	<b>281-420-4645</b>
4500 Barkaloo Rd. Jaime Lannou, Principal	
<b>Lorenzo De Zavala</b> .....	<b>281-420-4920</b>
305 Tri-City Beach Rd. Precious Reimonenq, Principal	
<b>Harlem</b> .....	<b>281-420-4910</b>
3333 Interstate 10 Matt Warford, Principal	
<b>Highlands</b> .....	<b>281-420-4900</b>
200 E. Wallisville Road Ruth Perrin, Principal	
<b>Bonnie P. Hopper</b> .....	<b>281-420-4685</b>
405 E. Houston St. Karen Thomas, Principal	
<b>Mirabeau B. Lamar</b> .....	<b>281-420-4625</b>
816 N. Pruett St. Rachelle Ysquierdo, Principal	
<b>San Jacinto</b> .....	<b>281-420-4670</b>
2615 Virginia St. Becky Robins, Principal	
<b>Ashbel Smith</b> .....	<b>281-420-4615</b>
403 E. James St. Suzanne Raymundo, Principal	
<b>William B. Travis</b> .....	<b>281-420-4660</b>
100 Robin Rd. Brenda H. Gongora, Principal	
<b>Victoria Walker</b> .....	<b>281-421-1800</b>
4711 Seabird Suzanne Keith, Principal	

## **ZERO TOLERANCE POSITION**

### **A RESOLUTION OF THE GCCISD BOARD OF TRUSTEES ADOPTED JUNE 30, 2007**

It is the policy of the School Board and employees of Goose Creek Consolidated Independent School District to maintain a safe and secure learning environment for our students. In striving to do so, the District takes a "Zero Tolerance" position against weapons or illegal drugs or any violent or abusive behavior in any school environment, which includes all District facilities or any school-sponsored activity. Any person violating this policy will be subject to administrative and/or legal action including possible citations and/or arrest by local law enforcement agencies.

The Goose Creek CISD also will not tolerate the misbehavior of any student involving the elements of disrespect for authority; assaults; racial slurs; substance abuse; sexual harassment; public lewdness; the possession of weapons or the possession, giving, delivery, or dealing of drugs on school campuses or at school activities.

As such, the GCCISD Board of Trustees has approved the following concepts in the resolution:

- Goose Creek CISD pledges to continue to provide a safe environment for children and staff in the District.
- Violence will not be accepted on any school property or at any school activity. A self-defense plea will be investigated. Any student who assaults a teacher, student, or any school employee will be referred to a law enforcement agency, removed from school to a disciplinary alternative education program, and dealt with under Board policy (FO, FOD, or FOA) and the District's Student Code of Conduct.
- Any student who directs profane, obscene, or abusive language toward a teacher, other school employee, or fellow student will be removed and held over for a due process hearing. FNC(Local).
- Weapons are prohibited on school property or at any school activity, and students guilty of this offense will be recommended for expulsion, with charges filed against the students. FNCF(Local).
- Drugs are prohibited on any school property and at any school activity. Students who possess, sell, give, deliver or deal drugs will be removed from class and placed in a disciplinary alternative education program. All drug violations will be dealt with in accordance with the District's Student Code of Conduct.
- Any student found selling, giving, delivering, or dealing alcohol on school property, or while attending a school-sponsored or school-related activity, on or off school property, shall be removed from class and placed in a disciplinary alternative education program in accordance with the District's Student Code of Conduct.
- Tobacco and tobacco products are prohibited on any school property and at any school activity. Students who violate the tobacco policy will be dealt with through the District's Student Code of Conduct.

## SCHEDULES / HOURS OF OPERATION

### HIGH SCHOOL BELL SCHEDULE

<u>Monday / Tuesday</u>		<u>Thursday</u>	
First Period	7:30 - 8:20	Teacher Collaboration / Planning (Student Late Arrival)	7:30-9:10
Second Period	8:25 - 9:15		
Third Period	9:20 -10:10		
Announcements	10:10-10:15	Second Period/ Announcements	9:15-10:47 10:47-10:52
Fourth Period	10:20-11:10	Fourth Period	10:57-1:04
Fifth Period	11:15-12:55	A Lunch	10:57-11:27
A Lunch	11:15-11:45	B Lunch	11:45-12:15
B Lunch	11:50-12:20	C Lunch	12:34-1:04
C Lunch	12:25-12:55		
Sixth Period	1:00-1:50	Sixth Period	1:09-2:45
Seventh Period	1:55-2:45		
Optional Eighth Period	2:50-3:50		
<u>Wednesday</u>		<u>Friday</u>	
First Period	7:30-9:10	First Period	7:30-8:15
Third Period/ Announcements	9:15-10:47 10:47-10:52	Second Period	8:20-9:05
Fifth Period	10:57-1:04	Student Success Period / Announcements	9:10-9:40
A Lunch	10:57-11:27	Third Period	9:45-10:30
B Lunch	11:45-12:15		
C Lunch	12:34-1:04	Fourth Period	10:35-11:20
Seventh Period	1:09-2:45	Fifth Period	11:25-1:05
Optional Eighth Period	2:50-3:50	A Lunch	11:25-11:55
		B Lunch	12:00-12:30
		C Lunch	12:35-1:05
		Sixth Period	1:10-1:55
		Seventh Period	2:00-2:45
		Optional Eighth Period	2:50-3:50

### SCHOOL HOURS FOR JUNIOR SCHOOLS

8:40 a.m. – 3:55 p.m.

**SCHOOL HOURS FOR ELEMENTARY SCHOOLS**

**Alamo, Bowie, Carver, Lamar, San Jacinto, Ashbel Smith, Victoria Walker**

**Grades K, 1, 2, 3, 4, 5**

7:45 a.m. – 3:00 p.m.

**Morning Pre-Kindergarten**

7:45 a.m. – 10:45 a.m.

**Afternoon Pre-Kindergarten**

12:00 p.m. – 3:00 p.m.

**Austin, Crockett, De Zavala, Harlem, Highlands, Hopper, Travis**

**Grades K, 1, 2, 3, 4, 5**

8:00 a.m. – 3:15 p.m.

**Morning Pre-Kindergarten**

8:00 a.m. – 11:00 a.m.

**Afternoon Pre-Kindergarten**

12:15 p.m. – 3:15 p.m.



## DISTRICT INFORMATION

The information contained in this section applies to students in all grade levels of Goose Creek Consolidated Independent School District. All students and parents should review the entire contents of this section of the Student / Parent Handbook.

### 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.

### ATTENDANCE INFORMATION

#### Compulsory Attendance Law

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-kindergarten or kindergarten program must attend school. A student absent without an excuse from school or from any class will be considered truant and subject to disciplinary action, which may also include court action. Failure to comply with the compulsory attendance law is a Class C Misdemeanor and punishable by a fine.

The District employs attendance officers to support students in maintaining good attendance. Parents or students who have concerns about attendance should contact the child's school or the **District Attendance Office at 281-420-4423**.

#### Warning Notices/Parent Notification Regarding Unexcused Absences

Texas Education Code §25.095 requires school districts to notify a student's parent or legal guardian in writing at the beginning of the school year regarding unexcused absences. In accordance with this requirement, this officially notifies the parent and/or legal guardian that:

1. The student's parent is subject to prosecution under TEC §25.093 and
2. The student is subject to prosecution under TEC §25.094 or referral to Juvenile Court.

**Prosecution of the student and/or parent under TEC §25.093 and TEC §25.094 of the Texas Education Code can result in a fine of up to \$500 per day absent and/or incarceration.**

If your child is absent from school three or more days or parts of days in a four week period, or is absent without an excuse for 10 or more days or parts of days in a six month period, the district will send a notice home to inform the parent that:

1. It is the parent's duty to monitor the student's school attendance and require the student to attend school; and
2. The parent is subject to prosecution under TEC §25.093 for failure to require the child to attend school as required by law; or
3. The parent should request a conference with school officials to discuss the absences.

When a student is absent from school without an excuse from **any class** (or period), he/she will be considered in violation of the compulsory attendance law and subject to disciplinary action. The fact that a

parent did not receive this notice does not create a defense to prosecution under TEC §25.093 or TEC §25.094. "Parent" includes a person standing in parental relation.

### **Attendance Accounting**

There are two types of attendance accounting - daily attendance accounting for state purposes and daily attendance accounting for local classroom attendance requirements.

### **Attendance Accounting for State Purposes**

Texas residents whose age requires them by state law to attend school must be enrolled and attend school. Public schools are then required to record and report those students' daily attendance to the state agency. For state attendance reporting purposes, secondary school sites (high school and junior school) record this attendance each day during the second instructional class hour roll check and elementary school sites record this attendance each day at 9:30 a.m. A student is considered present if he/she: (1) is in the classroom at the roll check time; or (2) is with authorized school personnel; or (3) begins classes or returns to school on the same day as a health care appointment.

In the case of a health care appointment, a written note from the doctor must be given to the attendance clerk in order for the student to be counted present. If a student fails to meet one of these three requirements, the student is not considered present that day for state reporting purposes.

### **Attendance Accounting for Local Requirements**

Regular attendance and punctuality are extremely important for your child's academic success and are required of every student. It is imperative that your child attend school regularly and be on time. The only acceptable excuses for absences and tardiness are:

- Personal illness.
- Sickness or death in the family.
- Quarantine.
- Weather or road conditions making travel dangerous as approved by the Superintendent of Schools.
- Participation in school activities with permission of the campus administrator. When a student is not in attendance because of school business, he/she should obtain assignments prior to the absence. Students shall be limited to seven (7) school-activity related absences in any course in a semester, not to exceed ten (10) in a year.
- Emergencies or unusual circumstances recognized by the campus administrator or person designated.
- Religious days as approved by the Superintendent of Schools. Requests for excused absences for religious days must be made in advance of the absence. An absence note must also be brought to the office upon return to school.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.
- A junior or senior student's absence of up to two days related to visiting a college or university may 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.

### **Absence Procedures**

Please call the school office if your child is absent, and upon the child's return to school, send a written note within three (3) days to explain the nature of the absence. If a note is not received within three (3) days, the absence will be unexcused. These notes are maintained by the school for attendance records. The excuse should conform to the following:

- Be written by parents or guardian - no other person is acceptable.
- Show dates and periods absent.
- Show reason for absence. If there is more than one absence and the reasons are different, state the reason for each day/period of absence.

- Parent or guardian signature. No other person is authorized to sign absence excuses. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in place of a parent or guardian. The school district will continue its efforts to notify a parent or other party if a situation warrants (i.e., when a student leaves campus) even though such student is over age 18 or emancipated.

If the school is not contacted, a school official will call parents about repeated absences. The district attendance office contacts parents about excessive unexcused absences. A student may be required to provide a doctor's excuse for any absence that occurs after the student has accumulated 10 absences during the current school year.

Students participating in any activity which is not approved by the local School Board and/or is without certified District personnel supervision are counted absent. To qualify for funding purposes, the certified district staff member must be accompanying the students, as an official of the school district for the specific purpose of supervising the students, and must be approved by the School Board to supervise the activity.

Parents and students are requested to check their report cards at the end of each six weeks to verify the accuracy of the attendance reported on the card. Students have one week after report cards are issued to contact the school to make any corrections or changes to their attendance. If errors are not reported by this deadline, it may be too late to make corrections.

#### **Extenuating Circumstances for Excessive Absences**

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester / school year.

This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record:

- Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student's claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

#### **Perfect Attendance**

Certificates of Perfect Attendance will be given to students who enroll in the Goose Creek School District on the first day of instruction and are present every day of the school year. The student's attendance and tardies are both reported on the report card each six weeks. State Attendance Accounting records will be used to determine if a student will receive a perfect attendance certificate.

### **Tardies / Early Dismissals**

Students who arrive after the start of the school day (tardy) or depart prior to the end of the school day (early dismissal) will be counted as tardy for local attendance purposes. The parent of students who accumulate a combination of 10 tardies and/or early dismissals during the school year will receive a Court Warning Letter from the campus indicating the student has excessive tardies / early dismissals and continued accumulation will result in court action. The parent of students who accumulate a combination of 15 tardies / early dismissals during the school year will be subject to prosecution under TEC §25.093 and TEC §25.094.

## **BACTERIAL MENINGITIS**

### **What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is 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.

### **How serious is Bacterial Meningitis?**

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. 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 overcomes the body's immune system and causes meningitis or another serious illness.

### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### **What should you do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

## CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES

Cell phones cannot be visible and must be turned off while on school buses and during the instructional day. The instructional day begins when a student arrives on campus (or boards a school bus) and extends until the student departs campus after the dismissal bell (or exits the school bus if he/she rides District transportation after school). The instructional day will extend through detention hall and tutorials when appropriate.

**Elementary students (Grades PK-5)** may not display or use a cellular telephone during the instructional day (instructional day defined above). Elementary students who violate this rule shall be subject to established disciplinary measures as follows:

- **All Offenses** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period and a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other Level II disciplinary action as outlined in *The Code* may be taken.

**Secondary students (Grades 6-12)** who violate this rule shall be subject to established disciplinary measures as follows:

- **First Offense** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other disciplinary action as outlined in *The Code* may be taken for this Level II or higher violation. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**
- **Second and Subsequent Offenses** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other Level II or higher disciplinary action as outlined in *The Code* may be taken. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**

**NOTE:** The disciplinary measures outlined above will apply to the possession of any electronic communication devices, including, but not limited to, paging devices as defined in TEC 37.082. A paging device is defined as “a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.”

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*

[TEC §37.082, FNCE (LEGAL), FNCE (LOCAL), and Administrative Guideline 6.04]

## CHECKS

Individual campuses will accept checks. A \$25 service charge (or maximum allowable by law) will be assessed on all returned checks written to the school or school-related organizations. All checks must have a valid Texas driver's license number written on the check.

## CHILD ABUSE PROCEDURES

WHAT THE LAW SAYS:

### TEXAS FAMILY CODE - SECTION 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT

#### § 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT.

(a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.

(b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

(c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.

(d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:

- (1) as provided by Section 261.201; or
- (2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

## PROCEDURES

Teachers, principals, certified teachers' aides, bus drivers (and anyone else certified by the state who comes into regular contact with children) have an affirmative duty to report suspected child abuse or neglect not later than the 48th hour the professional first suspects that the child has been or may be abused or neglected.

## PENALTIES

Failure to report is a Class B Misdemeanor, punishable by up to 6 months in jail, and up to \$2000 fine. Make a report by calling any local or state law enforcement agency, or by calling 1-800-252-5400 (Tex. Dept. of Fam. and Protective Services), or go to <https://www.txabusehotline.org/PublicMain.asp> and report online. You will receive a confirming email.

A teacher, licensed teacher aide, bus driver or other professional may **not** delegate to or rely on another person (including a supervisor) to make the report. "Professional" means an individual who is licensed or certified by the state...and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children.

#### CONFIDENTIALITY

The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court rendered under §261.201 or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

#### MATTERS TO BE REPORTED

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect.

#### IMMUNITIES

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.

#### DEFINITIONS

"ABUSE" includes the following acts or omissions by a person:

(A) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;

(B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;

(C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;

(D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;

(E) sexual conduct harmful to a child's mental, emotional, or physical welfare;

(F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;

(G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;

(H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;

(I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child; or

(J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code.

"NEGLECT" includes:

(A) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;

(B) the following acts or omissions by a person:

(i) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;

(ii) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;

(iii) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused; or

(iv) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or

(C) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

## CHILD SEXUAL ABUSE

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

As a parent, if your child is a victim of sexual abuse, 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 YourCounty/default.asp>.

The following web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<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>)

## COMMUNICABLE DISEASE GUIDELINES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. Please see the following partial list of common communicable diseases and the appropriate time for returning to school.

DISEASE	EARLY SYMPTOMS	RETURN TO SCHOOL
<b>Conjunctivitis bacterial or viral</b> (Pink eye) 1-3 days – bacterial 12 hours – 12 days – viral	Red eye, usually some discharge from eyes; lids stick together leaving dry crust on lids; itching.	When symptoms have subsided or released by a physician.
<b>Impetigo</b> 4-10 days	Sores on face, nose, corner of mouth, ears, legs, maybe elsewhere. Lesion contains pus, becomes heavily crusted.	When sores are healed or adequately covered; or released by physician.
<b>Influenza (flu)</b> 1 – 3 days	Rapid onset of fever, chills, headache, sore throat, dry cough, lack of energy and muscle aching.	When fever-free for 24 hours.
<b>Mononucleosis</b> 30-50 days	Fever, sore throat, enlarged lymph nodes, malaise.	Written release by physician.
<b>Pediculosis (Head Lice)</b>	Itching of scalp: nits (live white eggs) in hair.	When free of all nits and live lice.
<b>Ringworm</b> (scalp)	Localized scaly patches, usually red-rimmed on scalp; hair is short, broken; circular bald spot seen.	May attend school provided child is under treatment by physician.
<b>Ringworm</b> (body)	Flat, scaly ring-shaped lesion on skin. Margins may be reddish and slightly raised.	May attend school as long as lesion is covered. Treatment is recommended.
<b>Scabies</b>	Linear burrows under skin usually in webs of fingers, on wrists, and/or abdomen. Severe itching.	May attend school provided child is under treatment by physician. All in household should be treated.

\*One day excused absence is allowed for nit removal.

Clearance to return to school should be channeled through the school nurse.

## COMMUNICABLE DISEASE NOTES

### Exclusion and Readmission

Children excluded from a school or child-care facility for a communicable disease may be readmitted by a written note from a HCW. A school or child-care facility administration may require a note from a parent or HCW for readmission regardless of the reason for the absence.

### When to Keep Your Child Home from School

The American Academy of Pediatrics recommends that your child be kept from a child-care facility or school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.

- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- Mouth sores and drooling until a physician of the health authority does not feel the condition is infectious.
- Fever, rash, or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.
- Students should remain at home for twenty-four hours fever-free without the use of fever-reducing medication before returning to school.

#### Nuisance Diseases

So-called “nuisance” disease, such as scabies, head lice (pediculosis), ringworm of the body or scalp, and pinworms are highly contagious and can cause problems in a group-care setting.

Children and adults with these conditions (except ringworm of the body and pinworms) should be excluded until treated and all nits have been removed. Family members, as well as adult caregivers and their families, should be aware of symptoms and treated if they become infected.

#### Vaccine Preventable Diseases

Many diseases are preventable by vaccination. Child-care facilities and schools are required to have an immunization record on file for each child enrolled to ensure that each child has received age-appropriate immunizations. Required vaccines include: DTaP (diphtheria, tetanus and pertussis); Hib (Haemophilus influenza type b); polio; MMR (measles, mumps, rubella); hepatitis B; chickenpox (varicella), and hepatitis A (refer to phase-in chart at [www.immunizetexas.com](http://www.immunizetexas.com)). Vaccines are also available for flu (influenza) and pneumococcal disease. For immunization information, contact your local health department or call (800) 252-9152.

#### Diarrheal Disease

Many different viral and bacterial agents may cause diarrhea. Students shall remain home until diarrhea has resolved or until cleared by child’s physician or health department. Antibiotic treatment may be recommended in some cases when outbreaks occur.

#### Antibiotic Use

Antibiotics are used to treat bacterial infections. Since most colds, coughs, runny noses, and sore throats are caused by viruses, not bacteria, treatment with antibiotics is not indicated. Unnecessary antibiotics use can lead to the developments of drug-resistant strains of bacteria. Diseases caused by resistant bacteria are often difficult to treat and can be especially severe and prolonged.

#### HCW

Health Care Worker (physician, local health authority, advance practice nurse, physician’s assistant).

### **COMPLAINTS / CONCERNS**

Individuals who encounter problems or want to voice a complaint or concern about GCCISD are encouraged to talk with the appropriate person at the level closest to the situation. For example, if a student has a problem with a bus driver, teacher, or school staff member, parents are urged to first discuss the situation with that individual. If the problem is not resolved or if the concern is not addressed to satisfaction at that level, parents are advised to discuss the issue with individuals at the following levels until the situation has been resolved:

- Step 1 – Contact the school staff member involved.
- Step 2 – Contact the principal or program supervisor.
- Step 3 – Contact the appropriate central office supervisor.
- Step 4 – Contact the Superintendent.
- Step 5 – Contact the School Board.

For complete details of the District's complaint policy, please refer to Board Policy FNG (Local) in the District's policy manual. The policy manual is available on the District's web site at [www.gccisd.net](http://www.gccisd.net).

## **COMPLIANCE WITH ASBESTOS REGULATIONS**

Goose Creek CISD is in compliance with all federal and state regulations concerning asbestos and is working hard to stay that way. Should you desire to review the Asbestos Management Plan for your child's school, a copy of the plan is available in the principal's office as well as in the District's Maintenance Office.

## **CORPORAL PUNISHMENT**

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

## **COURSE AND GRADUATION REQUIREMENTS**

### Graduation Policy

The Goose Creek Consolidated Independent School District offers three plans for graduation. Students transferring into the District shall be expected to meet the same graduation requirements as local students.

**The Recommended High School Program** - Twenty-six (26) credits are required for graduation, including four credits in English language arts, social studies, mathematics, and science, two credits in a foreign language, one credit in fine arts, one credit in computer technology, one and one-half credits in PE, one-half credit in health, one-half credit in communication applications, and three and one-half credits in electives

**The Distinguished Achievement Program (DAP)** - Twenty-six (26) credits are required for graduation. One elective credit must be an additional credit in a foreign language and four Advanced Measures must be completed in addition to the 26 credits.

**The Minimum High School Program** - Twenty-two (22) credits are required for graduation. Special permission must be granted for a student to graduate under the Minimum High School Program.

The following guidelines will enable students to develop the needed foundations essential for entry into higher education or the job market.

1. All freshman, sophomore, junior, and senior students must be scheduled for seven (7) classes. The Superintendent of Schools or designee may grant exceptions to this regulation. Students must be enrolled in the third period class for accounting purposes.
2. Enrollment in eight (8) semesters (4 years) shall normally be required after entering the ninth grade.
3. Students transferring into the Goose Creek Consolidated Independent School District shall normally be expected to meet the same graduation requirements as local students. Under unusual hardship circumstances, exceptions may be approved as provided for in Item 5.
4. Each student shall arrange a meeting with his/her counselor to review course requirements at least one year prior to anticipated graduation date.
5. All students are required to pass the appropriate state assessments of the exit level in addition to completing a minimum of 22 credits in order to receive a diploma and to participate in graduation ceremonies. All high school students are awarded the same type of diploma. However, transcripts will reflect the differing levels of academic achievement by a specific seal.

## CRIMINAL HISTORY CHECK

A criminal history check is made on all District employees, school volunteers, and chaperons. DC (Local), GKG (Local), Administrative Guidelines 4:13

## DELIVERIES

The delivery of flowers, balloons, gifts, cookies, etc. to school during the school day is not allowed. These items will not be sent to students during class time, and the school will not accept responsibility for any item left on school property by a delivery company or individual.

## DISCIPLINE STEERING COMMITTEE

The Goose Creek CISD Discipline Steering Committee in 2005-2006 developed the following belief statements:

We believe that.....

- Students, parents, and all staff members should be partners in each child's educational success.
- Self-discipline is the ultimate expectation for every GCCISD student.
- Building positive relationships is essential for managing student behavior.
- Effective classroom management is pro-active and part of the daily instructional process.
- Expected behaviors must be communicated, taught, and modeled throughout the year.
- Teaching, modeling, and reinforcing appropriate behavior (balanced with consequences for improper behavior) increases the desired behavior.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and learning of the intended curriculum for all students is the highest priority; therefore, the ultimate goal is for students to remain in the classroom. Student behavior should not:
  - Interfere with the learning opportunities of others,
  - Interfere with the teacher's responsibility to teach all students, or
  - Excuse a student from successfully completing the learning objectives.
- In handling unacceptable behaviors:
  - The focus will be on addressing the behavior of the students and not judging the students personally, and
  - Students will be dealt with in a respectful, professional manner regardless of the student's behavior.
  - The Goose Creek Code of Conduct will be followed by students and consistently applied by personnel.
- The responsibility of the parent is to collaborate with and support the school in creating a safe and productive learning environment.

The Discipline Steering Committee continues its mission with the development of the Pyramids of Interventions and Consequences, a discipline framework for GCCISD to use in implementing consistent discipline interventions and consequences throughout the District. A copy of this discipline framework can be obtained by contacting **Dr. Patricia Bing, Director of Student Services, at 281-420-4861.**

## DRESS AND GROOMING STANDARDS

### Philosophy

One of Goose Creek CISD's goals for ALL students is that they succeed both academically and socially and are prepared for the future upon graduation from high school. It is the philosophy of Goose Creek CISD that one's behavior, actions, and performance are affected by the way people dress. Appropriate student dress and grooming are important factors in the orderly operation of the schools. In the future, one certainly will have to follow rules, regulations, and dress codes of employers and some institutions of higher learning. Therefore, full cooperation between the home and school is expected.

Violation of the dress code is a Level II offense, according to *The Student Code of Conduct*. Disciplinary action other than those listed in this policy and consistent with Level II disciplinary actions may be imposed for dress code violations.

This dress code has been established to:

- Reflect the high standards of the community, adhering to good taste, modesty, and dignity;
- Create an atmosphere of respect for authority, safety, and good personal hygiene/grooming;
- Promote consistent standards of dress and grooming; and
- Reflect a sense of pride in self, one's academic achievements, one's school, and the District.

The student and his/her parent(s) or guardian may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- Shall not create a health problem or safety hazard for the student or others.

Using the following guidelines, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing acceptable student dress and grooming standards. The guidelines will be reviewed periodically to ensure that they continue to address the standards of the community and District.

### General Guidelines

- Students are not to wear clothing that is tight, loose, revealing, sagging, baggy, or short. Examples of unacceptable clothing according to this guideline include biker shorts, miniskirts, tank tops, backless apparel, midriffs, see-through clothing, and/or deliberately cut or torn garments.
- Students are prohibited from wearing clothing with visual, written, or implied messages that are likely to disrupt the school environment. Examples of such prohibited visual, written, or implied messages include, but are not limited to, the following: drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language, and/or insults to race, religion, gender, or ethnicity.
- An American flag or any state flag or facsimile thereof may not be attached on a garment, jewelry, or any other item in a disrespectful manner. Display of the Confederate battle flag is not permitted.
- Students are prohibited from wearing any form of dress or accessory identifying him or her as a member of or promoting a gang, cult, or other unauthorized student group or symbolizing the beliefs of such a group; i.e., territorial designations (zip codes, area codes, hometowns), or five- or six-point crowns, or designs or symbols identified by local, state, or federal law enforcement agencies and/or GCCISD.
- Clothing must be worn in the manner for which designed; clothing shall not be worn inside-out.
- Students must wear appropriate underclothing.

- Students may not wear pajama tops and/or bottoms, house shoes, or slippers.
- Students in grades 2 through 12 must wear belts with pants that have belt loops.
- Students in grades 2 through 8 must tuck in all shirts, except sweatshirts and sweaters with a banded waist, at all times. Shirts that are insufficient in length to tuck in may not be worn.
- Students participating in school-related activities, such as extracurricular or UIL activities, may have a different dress or grooming code imposed.

### **Specific Guidelines**

#### **Blouses/Shirts**

- Tank tops, backless apparel, halter tops, midriffs, muscle shirts, tops with straps less than two inches or three fingers wide (whichever is greatest), sleeveless tops that are revealing (deep or low-cut), see-through blouses, tube tops, and deliberately cut-off or torn shirts are not acceptable. Blouses covering tube tops must be buttoned so as not to reveal torso or shoulders.
- All shirts must be worn so as not to expose the bare chest. The midriff must not be exposed when a student goes through the normal activities of a school day (bending, stretching, reaching, etc.).
- Students in grades 2 through 8 must tuck in all shirts, except sweatshirts and sweaters with a banded waist, at all times. Shirts that are insufficient in length to tuck in may not be worn.

#### **Shorts / Skirts / Skorts**

- Students are permitted to wear shorts and other garments that are of an appropriate and modest length. The standard of minimum length is at the fingertips when arms are at the side.
- Shorts must have a finished hem; jogging shorts, cut-offs, nylon shorts, biker shorts, wind shorts, or boxer shorts are not acceptable.
- If it is deemed that there has been disregard of the dress code guidelines outlined above, the privilege of wearing shorts may be revoked. Any student who violates this rule twice when wearing shorts will lose the privilege of wearing shorts for the remainder of the school year.
- Skirts/skorts shall preserve modesty and the hem may not be shorter than fingertip length when the student is standing. Slits, flaps, or other openings in skirts/skorts shall not be above fingertip length.

#### **Dresses**

- Dresses must follow the same rule for length as described for skirts. Slits, flaps, or other openings in dresses shall not be above fingertip length when the student is standing.
- Dresses with straps less than two inches or three fingers wide (whichever is greatest) may not be worn. Dresses with spaghetti straps may not be worn.

#### **Pants / Belts**

- Students are prohibited from wearing pants that present a safety and/or modesty issue.
- Pants must be worn at waist level at all times.
- Sagging pants shall not be allowed.
- See-through pants are not allowed.
- Overalls and suspenders, if worn, must be worn over both shoulders and buckled as designed.
- Students in grades 2 through 12 must wear belts with pants that have belt loops.
- Exposed undergarments are prohibited.

#### **Shoes/Footwear**

- Footwear must be worn at all times.
- Shoes must be appropriate for school. In grades PK-8, footwear traditionally worn around the home (i.e., house shoes, slippers) or to the beach (i.e., flip flop design, water shoes, athletic sandals, etc.) is not permitted. In grades 9-12, footwear traditionally worn around the home (house shoes, slippers) is not permitted.
- The campus principal will determine the appropriateness of footwear worn by students.
- School District personnel will respond to changes, fads, etc., in shoes as appropriate.

### **Colored Glasses/Sunglasses/Contacts**

- Students shall not wear colored glasses, sunshades, or distracting contacts in the building.

### **Hair/Eyebrows**

- The student's hairstyle/color must not distract from or interfere with the learning environment. Hair must be neat, clean, well groomed, and out of the eyes. A student's bangs may not extend below the eyebrows at any time. Shaved lines in eyebrows will not be permitted.
- Letters, symbols, and designs beyond a single straight line which draw attention to an individual shall not be permitted. Extreme hairstyles, which include hair that is dyed (either partially or completely) an unnatural color (i.e., green, orange, etc.) or glittered will not be permitted.
- The length of a male student's hair shall not extend below the base of the neck. Ponytails and braids are permitted but shall not extend below the base of the neck.
- The administrator/supervisor reserves the right to determine if a hairstyle is disruptive to the educational process.

### **Head Coverings**

- No type of head covering, cap, or hat is to be worn or brought to school with the exception of approved school uniforms (i.e., ROTC or other extenuating circumstances with administrative approval). All other types of headwear worn or brought into the building will be confiscated and disciplinary action will be taken.
- Coats, jackets, sweaters, and sweatshirts that have an attached hood are allowed but the hood may not be worn inside the building at any time.
- Special days for headwear may be permitted by the campus principal.

### **Jewelry**

- Jewelry/accessories that are deemed noisy, distracting or unsafe may not be worn.
- Male students are not permitted to wear earrings or any other objects in the ear.
- No student shall be permitted to wear objects in or on other exposed body parts (i.e., nose, eyebrows, lips, tongue, etc.).
- No student shall be allowed wear "grills" or any other unnecessary type of orthodontic device.

### **Mustaches/Beards**

- Mustaches may be worn as long as they are neatly trimmed and do not extend past the corners of the mouth.
- Sideburns shall be neatly trimmed and not extend past the earlobe.
- No other facial hair will be allowed.

### **Tattoos**

- Tattoos and/or any other drawings on the skin must be covered/removed.

### **Dress and Grooming Violations**

Students who come to school in violation of the District and/or campus dress code will have the option of correcting the violation or being placed in In-School Suspension (at campuses with ISS) for the remainder of the day on a first offense. The second and subsequent violation(s) of the dress code will result in disciplinary action according to *The Student Code of Conduct* (Level II offense). In addition, parents may be asked to bring appropriate attire to school to assist in correcting the violation(s).

### **Standardized Dress for Participating Campuses**

Ten elementary schools (Ashbel Smith, Bowie, Carver, De Zavala, Harlem, Highlands, Hopper, Lamar, San Jacinto, and Victoria Walker), three junior schools (Cedar Bayou, Gentry, and Horace Mann), and the School/Community Guidance Center (SCGC) participate in a standardized dress code. Each school will

provide a list of acceptable clothing upon request. Any new campus that opens in GCCISD after April 23, 2007, will be subject to the standardized dress code approved for schools of its grade levels. Students at these campuses are expected to comply with the standardized dress code every day. Families with valid objections should consult with the school principal.

### **Additional Dress Standards**

Individual campuses may develop and enforce additional dress and grooming guidelines that meet the standards of the campus. These guidelines may be more restrictive than those published above; however, these additional guidelines should adhere to the general guidelines stated above and be developed with the advice of a campus committee. The guidelines will be communicated to the students and parents in a timely manner.

**EARLY RELEASE DATES / TIMES**

**FIRST SEMESTER**

<p><b><u>ALL GRADE LEVELS</u></b>  <b>DECEMBER 17, 2010</b></p> <p><b><u>PRE-KINDERGARTEN THROUGH EIGHTH GRADE ONLY</u></b>  <b>SEPTEMBER 22, 2010</b>  <b>NOVEMBER 10, 2010</b></p> <p><b><u>HIGH SCHOOL ONLY</u></b>  <b>DECEMBER 16, 2010</b></p> <p>(No lunches served)</p>	
<p style="text-align: center;"><b>ELEMENTARY A</b></p> <p style="text-align: center;">Alamo, Ashbel Smith, Bowie, Carver, Lamar, San Jacinto, Victoria Walker</p> <p>Elementary . . . . . 7:45 a.m. – 11:15 a.m.                  Pre-K (morning) . . . . 7:45 a.m. – 9:20 a.m.                  Pre-K (afternoon) . . . 9:40 a.m. – 11:15 a.m.</p>	<p style="text-align: center;"><b>ELEMENTARY B</b></p> <p style="text-align: center;">Austin, Crockett, De Zavala, Harlem, Highlands, Hopper, Travis</p> <p>Elementary . . . . . 8:00 a.m. – 11:30 a.m.                  Pre-K (morning). . . . . 8:00 a.m. – 9:35 a.m.                  Pre-K (afternoon). . . . . 9:55 a.m. – 11:30 a.m.</p>
<p><b>JUNIOR SCHOOL . . . . . 8:40 a.m. - 12:25 p.m.</b>  <b>HIGH SCHOOL . . . . . 7:30 a.m. - 10:35 a.m.</b></p>	

**SECOND SEMESTER**

<p><b><u>ALL GRADE LEVELS</u></b>  <b>JUNE 2, 2011</b></p> <p><b><u>PRE-KINDERGARTEN THROUGH EIGHTH GRADE ONLY</u></b>  <b>MAY 11, 2011</b></p> <p><b><u>HIGH SCHOOL ONLY</u></b>  <b>JUNE 1, 2011</b></p> <p>(No lunches served)</p>	
<p style="text-align: center;"><b>ELEMENTARY A</b></p> <p style="text-align: center;">Alamo, Ashbel Smith, Bowie, Carver, Lamar, San Jacinto, Victoria Walker</p> <p>Elementary . . . . . 7:45 a.m. – 11:15 a.m.                  Pre-K (morning). . . . . 7:45 a.m. – 9:20 a.m.                  Pre-K (afternoon) . . . 9:40 a.m. – 11:15 a.m.</p>	<p style="text-align: center;"><b>ELEMENTARY B</b></p> <p style="text-align: center;">Austin, Crockett, De Zavala, Harlem, Highlands, Hopper, Travis</p> <p>Elementary . . . . . 8:00 a.m. – 11:30 a.m.                  Pre-K (morning). . . . . 8:00 a.m. – 9:35 a.m.                  Pre-K (afternoon). . . . . 9:55 a.m. – 11:30 a.m.</p>
<p><b>JUNIOR SCHOOL . . . . . 8:40 a.m. - 12:25 p.m.</b>  <b>HIGH SCHOOL . . . . . 7:30 a.m. - 10:35 a.m.</b></p>	

**GOOSE CREEK CISD U.I.L. ELIGIBILITY CALENDAR  
2010-2011**

<b>DATE</b>	<b>EVENT</b>	<b>EFFECT ON ELIGIBILITY</b>
August 23	1 <sup>st</sup> day of school	Students who have successfully completed the previous grade level are eligible (junior high students must have been promoted; high school students must have earned a sufficient number of credits during previous 12 months – see Side-by-Side)
September 10	NO 3-week grade check	No student may regain eligibility during the first six weeks grading period
October 1	End of 1 <sup>st</sup> six weeks	
October 8	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of October 1
October 22	3-week grade check	
October 29	7-day wait period ends	Students re-establish eligibility if passing ALL classes on October 22 grade check
November 5	End of 2 <sup>nd</sup> six weeks	
November 12	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of November 5
November 23	3-week grade check	
November 30	7-day wait period ends	Students re-establish eligibility if passing ALL classes on November 23 grade check
December 17	End of 3 <sup>rd</sup> six weeks - School closes for Winter Break	ALL STUDENTS ELIGIBLE AT END OF DAY (thru end of Winter Break – January 3)
January 4	Students return from Winter Break	Students return to eligibility status of December 17 and 7-day wait period begins
January 10	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of December 17
January 24	3-week grade check	
January 31	7-day wait period ends	Students re-establish eligibility if passing ALL classes on January 24
February 17	End of 4 <sup>th</sup> six weeks	
February 24	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of February 17
March 11	Spring Break begins	ALL STUDENTS ELIGIBLE AT END OF DAY (thru end of Spring Break – March 20)
March 11	3-week grade check	
March 21	Students return from Spring Break	Students return to eligibility status of March 11 and 7-day wait period begins
March 28	7-day wait period ends	Students re-establish eligibility if passing ALL classes on March 11
April 15	End of 5 <sup>th</sup> 6 weeks	
April 22	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of April 15
May 6	3-week grade check	
May 13	7-day wait period ends	Students re-establish eligibility if passing ALL classes on May 6

## **EMERGENCY MEDICAL TREATMENT**

Parents will be asked to provide written consent for school officials to obtain emergency medical treatment for the student, as provided by law. This consent agreement is included as part of the Acknowledgement Form included at the end of the Student Code of Conduct located in the back section of this Handbook. Parents will also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage of his or her child will be responsible for paying insurance premiums and for submitting claims.

## **EMERGENCY SITUATIONS**

In the event of an emergency situation, students will be moved to an alternate site if it is too dangerous for them to remain at their school. When it is necessary for students to be moved to an alternate site, the Communications Office will notify The Baytown Sun and radio and television stations.

In case of an emergency in which a school would be closed, alerts will be sent to the contact telephone number of the parents/guardians of each student through the District's Immediate Response Information System (IRIS) relaying important information regarding the closing of the school.

The Communications Office will also notify the media when it is necessary to close school due to weather or other hazardous conditions. In addition, this information will be posted on the district website, [www.gccisd.net](http://www.gccisd.net).

The following are the stations parents and employees should listen to regarding alternate school locations or school closings:

<b>KTRH Radio 740 AM</b>	<b>KQQK Radio 106.5 FM (Spanish)</b>	<b>KRIV Channel 26</b>
<b>KILT Radio 610 AM &amp; 100.3 FM</b>	<b>KWWJ Radio 1360 AM (Baytown)</b>	<b>KTRK Channel 13</b>
<b>KSHN Radio 99.9 FM</b>	<b>KHOU Channel 11</b>	<b>KTMD Channel 48 (Spanish)</b>
<b>KXYZ Radio 1320 AM (Spanish)</b>	<b>KPRC Channel 2</b>	<b>KXLN Channel 45 (Spanish)</b>

## **ENROLLMENTS**

To enroll students in GCCISD, the following documents are needed:

- Withdrawal form with grades from previous school
- Proof of residence (electric bill, apartment lease, settlement statement indicating the service address);
- Birth certificate;
- Social Security Card;
- Immunization record;
- Latest report card and state test scores;
- Driver's license of parent or guardian.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

No employee of the District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. *Civ. Prac. & Rem. Code 106.001*

## **FIELD TRIPS**

Field trips will be planned during the school year. These trips will provide learning experiences and enhance the school program. Students must abide by the District rules of conduct in order to participate safely on field trips. Parents may be asked to help chaperon and care for the children. Criminal history checks on chaperons are required to be conducted and on file prior to field trips. Only school children will be allowed on the field trips. Siblings or visiting children will not be allowed to go on field trips.

## **FIRE DRILLS AND OTHER EMERGENCY PROCEDURES**

Fire and emergency drills are conducted for two purposes:

1. To train students to leave the room quickly and in an orderly manner in case of an emergency alarm, and
2. To teach self-control in times of emergency in later life. Students, teachers, and other District employees shall participate in frequent drills of emergency procedures.

When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

## **FUND RAISING**

Fund raising is permitted on school property only with approval of the principal. Student clubs, classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes and approved not-for-profit and/or charitable organizations. An application for permission to conduct a fund raiser must be made to the principal and Mr. Pete Pape, Chief Financial Officer, by the organization requesting the fund raiser.

## **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.**

## **GRADING POLICY**

The Goose Creek CISD Grading Policy, which outlines the District's philosophy of student grading and grade reporting, was developed and is reviewed annually by the Instructional Leadership Committee, which is comprised of professional representatives from each campus. The policy includes the following belief statement and good grading practices:

### Belief Statement

Grading is the reporting to students, parents, other campuses, universities, and employers meaningful information about a student's mastery of the curriculum.

### Good Grading Practices

Grading is like a video rather than a snapshot. A final grade is a collection of data that has been gathered during a grading period.

A grade on a major unit test is to influence the final grade more than a quiz over a short reading segment.

Grades (what is reported to parents) are to reflect a student's mastery of what has been taught.

Guided practice is to precede assessments for which grades are given.

Parents interested in obtaining a copy of the GCCISD Grading Policy should contact the office of **Diana Cox, Executive Director of Curriculum and Instruction, at 281-420-4800.**

### **HEALTH ADVISORY COUNCIL**

As per Board Policies BDF (Legal) and EHAA (Legal), the District has implemented a School Health Advisory Council to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction. The Council held two meetings during the 2009-2010 school year. Information pertaining to dates of meetings and topics of discussion by the Council can be obtained by contacting **Candy Ochoa, Science Coordinator, at 281-420-4800.**

### **IMMUNIZATION REQUIREMENTS**

**Students in the Goose Creek School District must be immunized against certain diseases. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.**

**Chapter §97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.**

*If a student should not be immunized for medical reasons, the student or parent must present a letter signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This letter must be renewed yearly unless the physician specifies a lifelong contraindication.*

The following charts are published by the State of Texas and identify all required immunizations for school age children

## 2010-2011 Texas Minimum State Vaccine Requirements for Students Grades K-12

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code (TAC).

This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

### IMMUNIZATION REQUIREMENTS FOR GRADES K-12

**A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.**

Vaccine Required	Minimum Number of		Doses Required by Grade Level			NOTES
	K-1 <sup>st</sup>	2 <sup>nd</sup> -6 <sup>m</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> -12 <sup>th</sup>	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td) <sup>1</sup>	5 doses or 4 doses	5 doses or 4 doses	3 doses	3 doses	3 doses	5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4 <sup>th</sup> birthday.
Tetanus/Diphtheria/Pertussis (Tdap)			1 Tdap/Td booster <i>within last 5 years</i>	1 Tdap/Td booster <i>within last 10 years</i>	1 Tdap/Td booster <i>within last 10 years</i>	For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine. For 8 <sup>th</sup> -12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-diphtheria-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio <sup>1</sup>	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses of polio; one dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses	2 doses	2 doses	2 doses	2 doses	The first dose of MMR must be received on or after the 1 <sup>st</sup> birthday. For K and 1 <sup>st</sup> grade, 2 doses of MMR are required. For 7 <sup>th</sup> -12 <sup>th</sup> grade the requirement is 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine.
Hepatitis B <sup>2</sup>	3 doses	3 doses	3 doses	3 doses	3 doses	For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax).
Varicella <sup>1,2,3</sup>	2 doses	1 dose	2 doses	2 doses	1 dose	The first dose of varicella must be received on or after the first birthday. 2 doses are required for K, 1 <sup>st</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade. 1 dose is required for all other grade levels. For any student who receives the first dose on or after 13 years of age, 2 doses are required.
Meningococcal			1 dose	1 dose		
Hepatitis A <sup>1,2</sup>	2 doses					The first dose of hepatitis A must be received on or after the first birthday.

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

\* Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

## 2010-2011 Texas Minimum State Vaccine Requirements for

### Child-Care Facilities

**AUTHORIZATION** This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Human Resources Code, Chapter 42

**INSTRUCTIONS** Post this guide on a wall or desktop as a quick reference to help you determine whether children seeking admission to your facility meet Texas's immunization requirements. If you have any questions, call the Immunization Program at your health service region or local health department.

**VACCINES**

DTaP: Diphtheria, tetanus, and pertussis (whooping cough); Record may show DT or DTP  
 IPV: Inactivated Polioviruses  
 Hib: *Haemophilus influenzae* type b vaccine  
 MMR: Measles, mumps, and rubella vaccines combined  
 Hep B: Hepatitis B vaccine  
 Hep A: Hepatitis A vaccine  
 Varicella: Chickenpox vaccine  
 PCV: Pneumococcal conjugate vaccine (see page 3)

#### **AGE WHEN ENROLLMENT VACCINE REQUIREMENT\***

Younger than 2 months	No vaccines required
By 3 months	One dose each of polio, DTaP/DT/DTP, Hib <sup>o</sup> , hepatitis B <sup>d</sup>
By 5 months	Two doses each of polio, DTaP/DT/DTP, Hib <sup>c</sup> , and hepatitis B <sup>d</sup>
By 7 months	Three doses of DTaP/DT/DTP
By 16 months	Two doses each of polio, Hib <sup>c</sup> , and hepatitis B <sup>d</sup>
	Three doses of DTaP/DT/DTP
	Two doses each of polio and hepatitis B <sup>a</sup>
	One dose of MMR <sup>d</sup> and Hib <sup>c</sup>
By 19 months	Four doses of DTaP/DT/DTP
	Three doses each of polio and hepatitis B <sup>d</sup>
	One dose each of MMR <sup>b a</sup> , varicella <sup>o</sup> , and Hib <sup>c</sup> on or after first birthday
By 25 months	Four doses of DTaP/DT/DTP
	Three doses each of polio and hepatitis B <sup>d</sup>
	One dose each of MMR <sup>d</sup> , Hib <sup>c</sup> , varicella <sup>o</sup> , and hepatitis A <sup>d</sup> received on or after 1 <sup>M</sup> birthday
By 43 months	Four doses of DTaP/DT/DTP
	Three doses each of polio and hepatitis B <sup>a</sup>
	Two doses of hepatitis A <sup>d</sup>
	One dose each of MMR <sup>bd</sup> , Hib <sup>c</sup> , and varicella <sup>o</sup> received on or after 1 <sup>o</sup> birthday

" In accordance with the most recent General Recommendations on Immunizations adopted by the Centers for Disease Control and Prevention (CDC) issued by the Advisory Committee on Immunization Practices (ACIP) regarding the validity of vaccine doses administered less than or equal to 4 days before the minimum interval or age will meet this requirement.

" MMR (or one dose of each of its components) must have been received on or after the 1<sup>st</sup> birthday if the vaccine was administered on or after September 1,1990. Measles vaccine received prior to September 1,1990 may have been administered in the calendar month of the 1<sup>st</sup> birthday.

'Complete series of any *Haemophilus influenzae* type b (Hib) vaccine, OR one dose of any Hib vaccine given at or after 15 months of age. A Hib primary series and booster is two doses (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose.

" Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of the vaccine.

° Previous illness may be documented with a written statement from a physician, school nurse, or the child's/student's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

## **Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

**Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)**

For children needing medical exemptions, a written statement by the physician should be submitted to the school or child-care facility.

## **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

## **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## Texas Minimum State Vaccine Requirements for Pneumococcal Vaccination (PCV) for Children Attending Child-Care Facilities

### I. Guidance for Child-Care Facilities and Schools

Instructions for reading this chart: When a child presents to a child-care facility, early childhood program, or pre-kindergarten program, the individual reviewing the immunization record for that child should: 1) determine the age of the child; and 2) determine the age of the child when the first dose was administered; and 3) determine the number of doses the child is required to have to attend. The age of the child when the first dose was administered affects the total number of doses the child is required to have.

<b>AGE OF CHILD</b>	<b>VACCINE REQUIREMENT</b>
2 months through 3 months	<u>1 dose</u>
4 months through 5 months	<u>2 doses</u>
6 months through 11 months	<u>3 doses</u> OR <u>2 doses</u> if a child received the first dose from 7-11 months of age
12 months through 23 months	For children who have received 3 doses prior to 12 months of age: <u>4 doses</u> are required with one dose on or after 12 months of age.  <b>OR</b> For children who have received 1 or 2 doses prior to 12 months of age: <u>3 doses</u> are required with one dose on or after 12 months of age.  <b>OR</b> For unvaccinated children 12-23 months of age: <u>2 doses</u> are required.
24 months through 59 months incomplete	<u>1 additional dose</u> * is required for unvaccinated children or those who have any series.  <b>OR</b> <u>0 additional doses</u> are required for children who have a complete series. Each of the three scenarios below is considered a complete series: <ul style="list-style-type: none"> <li>•At least 3 doses with one dose on or after 12 months of age</li> <li>•2 doses with <u>both</u> doses on or after 12 months of age</li> <li>•1 dose on or after 24 months of age.</li> </ul>

\* Two additional doses may be needed if the child is determined to be at high risk. Physicians will determine if a child is high-risk and vaccinate accordingly.

### II. Guidance for Physicians, Nurse Practitioners, and Other Vaccine Providers

**Note that the recommendations above are consistent with the recommendations of the American Academy of Pediatrics (AAP) (Redbook 2009) and of the Advisory Committee on Immunization Practices (ACIP) when there is no shortage (MMWR 2004; 53:851).** Since children who attend out-of-home child care are at moderate risk of invasive pneumococcal disease, the State of Texas is requiring that healthy individuals 24-59 months of age who have not received any doses of PCV previously, receive 1 dose before child-care attendance as of 9/1/05. This recommendation is stated by the AAP in the Redbook and advice to "consider" PCV for this group is

published by the ACIP in the MMWR. Please consult the above sources (Redbook, MMWR) and other websites (AAP, TPS) for more detailed information concerning the definition of high risk medical conditions, minimum intervals between doses, modified schedules when vaccine is in short supply, and the use of the 23-valent pneumococcal polysaccharide vaccine (Pneumovax®) in children 24-59 mos. of age with high risk conditions. **If providers have been following the AAP/ACIP recommendations, their patients most likely meet these requirements for child-care facility entry.**

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**Goose Creek School-Based Clinic  
At San Jacinto Elementary  
2706 Kentucky  
Baytown, Texas 77520**

**To Schedule an Appointment, Call 281-420-1351**

**Operating Hours:**

**Monday-Friday  
7:30 a.m. – 4:00 p.m.  
Closed 12:00 p.m. – 1:00 p.m. for Lunch**

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### **Harris County Department of Health-Immunization Schedule**

Baytown Health Center  
1000 Lee Drive  
281- 427-5195

Immunization Schedule	Monday	8:00 a.m. - 7:00 p.m.
	Tuesday - Friday	8:00 a.m. - 5:00 p.m.

**FEES ARE INCOME-BASED ON A SLIDING SCALE**

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### **INAPPROPRIATE ITEMS**

Students are not permitted to bring to school inappropriate items that could disrupt the educational environment. These items include, but are not limited to, pagers, radios, tape recorders, camcorders, audio players, cameras, electronic devices with camera capabilities, any other electronic instruments, toys, laser lights, laser pointers, water guns, ear rings (on boys), pepper spray, live animals (pets), items that campus principals direct students not to bring on campus, and illegal items such as knives or other weapons. In rare instances, prior permission may be obtained from the principal for possession of certain items (i.e., cameras) for special occasions. Campus administration reserves the right to ban other items from the campus if they become disruptive to the educational environment. Inappropriate items must be picked up from the principal's office by the last instructional day of each school year or said items will be donated to charity or discarded.

Appropriate disciplinary action will be taken against any student who is in possession of inappropriate/illegal items on campus, and the item(s) may be confiscated. A confiscated item may or may not be returned, as outlined below. Confiscated items that are inappropriate for school, but not illegal, will be dealt with in the following manner:

- **First Offense** – Confiscated item(s) will be returned to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**
- **Second and Subsequent Offenses** – Confiscated item(s) will be returned to parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*

TEC§37.082; FNCE(LEGAL), FNCE(LOCAL), and Administrative Guidelines 6.04]

### **INCOMPLETE GRADES (“I”)**

Under extenuating circumstances, a student may be given the grade of Incomplete (“I”) for a course on his/her report card. **Students must understand that a grade of “I” is considered a failing grade under UIL guidelines until the appropriate make-up work is graded and recorded.** Therefore, unless there are extenuating circumstances granted by the principal, students who receive an “I” on the report card will have no more than two (2) calendar weeks to make up work and have the incomplete grade changed to a permanent grade.

### **LATE ASSIGNMENTS**

Late assignments other than homework will result in a 10-point reduction per day for a maximum of three days, after which a zero will be given. Extenuating circumstances - situations that mentally or physically impact the ability of the student to complete an assignment - Board Policy FDD (LOCAL) - will be given special consideration. For each day of excused absence, one school day for make-up will be given. If major assignments are late, teachers will notify the parents.

### **LIBRARY (MEDIA CENTER)**

Library books, except reference books, are checked out for a maximum period of two weeks. Students must display their ID badge when checking out a book.

Fines may be assessed as follows:

1. Lost books - full purchase price.
2. Damaged books - to be assessed.
3. Overdue books - daily fines may be charged for overdue materials, with the total not to exceed the price of the book.

Library fines must be paid before students are eligible to check out another book.

Charges for printing will be assessed at the point of service. Failure to comply with campus and library policies could result in removal from the library.

### **LOCKERS**

Lockers remain under the jurisdiction of the school, even when assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time by school officials. Locker searches may be conducted without the student being present.

## LUNCH PROGRAM

Hot breakfast and lunch are served at school each day. Students may pay cash on a day-to-day basis or purchase a meal ticket from the cafeteria manager. Meal tickets can be used only for planned lunches and may not be used for single item purchases.

The District participates in the National School Lunch Program and offers free- and reduced-priced meals based on a student's financial need. Information can be obtained from the **Food Services Department at 281-420-4640**.

## MAKE-UP WORK

Make-up assignments or tests shall be made available to students after any absence. For each day of absence, one school-day for make-up will be given. **The student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.** EIAB (LOCAL)

## MEDICATION AT SCHOOL

Goose Creek CISD Board Policy FFAC (LOCAL)

### HEALTH REQUIREMENTS AND SERVICES: MEDICAL TREATMENT

**SCHOOL NURSE** – A school nurse has the right not to administer a medication if he or she feels it is not in the best interest of the student. If this decision is made the nurse shall contact the parents or legal guardian and explain the rationale for the decision.

If the parents still want the school nurse to administer the medication, parents shall contact the physician to confirm the medication and shall furnish a written request to the nurse to administer the medication for the student including medication, dosage, possible side effects, and criteria to monitor in order to prevent toxicity.

Further, when administering the prescription medication, the medication must appear to be in the original container and to be properly labeled. If the parents cannot be contacted in a reasonable length of time, the nurse shall contact the doctor directly and administer the medication as instructed in writing by the doctor.

Parents may arrange to come to the school and give medication to the child or to have it taken on an alternate schedule where it is not administered at school.

Goose Creek School District Board Policy requires a written request from a parent before school personnel may administer medication to a student. In order to administer prescription medication to a student at school, the school office must have written permission from the parent or guardian and have the original label on the prescription bottle. The label shall include the student's name, the doctor's name, proper dosage to be given, name of medication, and the latest date the prescription was ordered. In some instances, written clarification from the physician may also be required. Parents requesting medication dosage that is different from the label on the prescription bottle must submit accompanying verification from the doctor. Non-prescription medicine must also be in the original container accompanied by a written permission slip from the parent or guardian.

All medication will be stored in the office area. No medication, including cough drops and other non-prescription drugs, will be kept in the classroom or by the child. Aspirin will not be given to students. Parents are responsible for picking up all medications at the end of the school year. The nurse has the right to dispose of all medications left on campus.

A student with asthma or severe allergic reaction (anaphylaxis) may be permitted to possess and use prescribed asthma or anaphylaxis medication at school or school-related events only if he or she has

written authorization from his or her parent and a physician or other licensed health-care provider. The student must also demonstrate to his or her physician or health-care provider and to the school nurse the ability to use the prescribed medication including any device required to administer the medication. If the student has been prescribed asthma or anaphylaxis medication for use during the school day the student and parents should discuss this with the school nurse or principal.

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

## **NONDISCRIMINATION**

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

## **PARENT-INITIATED COMMUNICATION WITH STAFF MEMBERS**

The District recognizes the traditional face-to-face conference or person-to-person phone call as the most effective method of communication between parents and staff members. The District believes that nothing is more effective than direct verbal communication between two parties. Therefore, the District encourages parents to limit communication with teachers and other staff members to assigned conference times (please contact the school for these times) and scheduled appointments, either before or after school hours (please contact the staff member to make these appointments).

E-mail communication, while convenient to all parties, is not appropriate for detailed discussions or conversations between a parent and a staff member. E-mail communications should be limited to brief exchanges such as confirming appointments and conferences or simple inquiries about a student's grade, academic progress, or behavior that requires a short, written response. Often, the intended tone, intention, and content of emails can be misinterpreted and misunderstood. Therefore, if a staff member feels an e-mail request requires a detailed response, the staff member will ask the parent to schedule a conference or phone call.

## **PARENTS' "RIGHT TO KNOW"**

Under federal legislation No Child Left Behind, all parents may request information on the professional qualifications of their child's teacher(s). Information that may be requested includes:

- Professional qualifications of student's classroom teacher.
- Whether the teacher has met State qualification and licensing criteria.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher.
- Whether the child is provided services by paraprofessional and if so, their qualifications.

Parents seeking this information should make their written requests to **Dr. Byron Terrier, Assistant Superintendent for Administrative Services, P.O. Box 30, Baytown, TX, 77522.**

## **PEST CONTROL INFORMATION**

This District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from:

**Pest Management Coordinator GCCISD  
281-420-4576 ext. 239**

## **PROGRESS REPORTS**

It is the responsibility of the school to communicate the student's learning progress to the parents or guardians. It is the responsibility of the student to present the progress report given to him/her by the teacher to his/her parents or guardians. Progress reports for secondary students will be sent home during the week following the third week of a grading period. These progress reports should be returned to the issuing teacher with the parent or guardian's signature. The District encourages parents to schedule conferences to discuss student academic and behavioral progress.

## **PROPERTY**

Personal—Students are responsible for their personal property. They should not be careless in leaving purses, billfolds, uniforms, gym clothes, and clothing lying around. Teachers cannot be responsible for items left in classrooms. *High school students are encouraged to have a lock on their lockers.*

School—The building and all its contents are school property. Destruction and/or defacing school property is a violation of District policy and state law.

## **PROTECTION OF STUDENT RIGHTS**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education. Please contact your child's principal if you desire an appointment to review such materials.

If your children are under the age of 18, they will not be required to participate in a survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics without your prior written consent.

## **RELIGIOUS CONFLICTS**

No student shall be penalized for failure to participate in a school activity scheduled on a day or night where there is a conflict with religious beliefs. Students wishing to be exempt shall advise the sponsors well in advance so as not to interfere with the normal presentation of an activity. A statement from the parent or guardian may be required if thought desirable by the sponsor or director.

## **RESIDENCY REQUIREMENTS**

The parent(s) or legal guardian must accompany the student for initial registration. Verification of residence in Goose Creek Consolidated ISD must be furnished to the building principal or designee PRIOR to enrollment/scheduling of teacher/classes. Board Policy FD(LEGAL) states: "The District may require evidence that a person is eligible to attend the public free schools of the District at the time it considers an application for admission of the person. The Board or its designee shall establish minimum proof of residency acceptable to the District."

Following are the minimum requirements for proof of residency in Goose Creek CISD:

- For students residing in a house or on rental property, a utility bill (i.e., water, gas, electricity) showing the parent's name and address. If a utility bill is not available, a lease agreement (with both parent's and student's names listed) or rental contract will be accepted.
- If both parent(s) and student are temporarily living with a relative or friend in the Goose Creek CISD, the parent must provide a notarized statement/letter signed by the person with whom they reside stating that the parent and student are residing with them. In addition, campus and/or District personnel may request a utility bill from the relative or friend as well as a copy of the parent's driver's license with address listed.
- If warranted, the campus principal can ask the parent(s) or guardian for additional information regarding custody and/or residency issues.

- If warranted, the principal may ask the parent(s) or guardian for a copy of the student's social security card if the student has a social security number.

Students should also have a report card and/or withdrawal card from the previous school, where applicable, as well as a birth certificate and immunization record when registering.

Any questions regarding residency can be addressed to the building principal or to **Dr. Patricia Bing, Director of Student Services at 281-420-4861.**

## **SCHOOL NURSE**

The school nurse gives first aid. She does not diagnose illnesses but takes note of symptoms and notifies parents of her observations if necessary. **Children must be kept at home when ill.** This is important for the health of your child and all the children at school. A child may visit the nurse with permission from the classroom teacher. The teacher will complete a nurse's referral form which the student will take to the nurse.

If a child becomes ill or is injured, first aid will be administered and parents notified. In no case will a child be sent home until the parent, guardian, or designated emergency contact person has been contacted. If you cannot pick up your child, arrangements must be made by you for care. In extreme emergencies, emergency medical service will be sought as indicated.

When your child has been absent from school--due to illness or for any other reason--**please send a note within three (3) days**, signed by the parent, stating type of illness or reason for absence.

**Emergency numbers and change in home or work telephone numbers are extremely important** when your child is ill or injured. Please keep these accurate and current. Unlisted numbers will be kept confidential at your request.

If your child complains of not feeling well in the morning, it will help us and save you a trip to the school if you will take his/her temperature before the child leaves home. If a child has an elevated temperature, he should be kept home. A child should be free of fever for 24 hours before returning to school. This will also assist in decreasing communicable diseases.

The school should be made aware of specific chronic illnesses (i.e., epilepsy, asthma, allergies, diabetes, etc.). Please supply us with this information so that the proper teachers may be alerted. You may do this upon registration. This information should be kept up-to-date by calling the school each school year.

If your child needs modifications in academics, physical education, and/or activities of daily living (i.e. eating, catheterizations, suctioning, etc.), a letter from the doctor is required.

## **SERVICES FOR SPECIAL POPULATIONS**

The following District staff members have been designated to coordinate compliance with certain federal and state requirements:

- Title IX coordinator, for concerns regarding discrimination on the basis of gender, **Dr. Byron Terrier, Assistant Superintendent for Administrative Services, at 281-420-4800.**
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: **Karen Coffey, Director of Intervention Programs, at 281-420-4800.**
- Liaison for Homeless Children and Youths, who coordinates services for homeless students: **Lisa Vaughan, Attendance Specialist, at 281-420-4423.**
- The Executive Director of Curriculum and Instruction is the contact person for parents of students

participating in Title I programs: **Diana Cox, Executive Director of Curriculum and Instruction, at 281-420-4800.**

- Director of Special Education programs who works with parents of students with learning difficulties or who may need special education services: **Dr. Tom Kelchner, Director of Special Education, at 281-420-4520.**

## **SMOKING / TOBACCO VIOLATIONS**

Smoking, using, or possessing tobacco in any form by students is prohibited anywhere on the property of Goose Creek CISD, in school vehicles, or on school-related activities/trips. Tobacco products, lighters, and/or matches will be considered items covered under this policy. These items will be confiscated and not returned. A citation may be issued for any smoking/tobacco violation and consequences will be administered in accordance with Level III of *The Code*.

### **All Secondary Schools:**

1. For the first offense of use or possession, the student shall be assigned a maximum of three (3) days in In-School Suspension for secondary students (ISS).
2. For the second offense of use or possession, the student shall be assigned a maximum of six (6) days in ISS.
3. For the third and all subsequent offenses of use or possession, the student shall be assigned a minimum of nine (9) days in ISS or suspended (at home) for three (3) days. The student will be readmitted with a parent conference.

### **All Elementary Schools:**

1. For the first offense, the student shall be suspended (at home) for one (1) day.
2. For repeated offenses, the student shall be suspended (at home) for two (2) days and a parent conference is required for re-admittance.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, and students with disabilities. Students or parents with questions about these programs should contact the school office. The campus principal or school counselor can provide assistance and/or answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

### **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 parents may contact the school counselor to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the District determines that the evaluation is not needed, the District will provide the parents with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the District. Additionally, the notice must

inform the parents how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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. Transportation for the sibling of the student receiving special education services will not be provided by the District.

## **STEROIDS**

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

The UIL Anabolic Steroid Testing Program, mandated by Senate Bill 8, passed by the 80<sup>th</sup> Texas Legislature, is a statewide random testing program that will affect student-athletes in grades 9-12, regardless of sport, gender, or participation level. Information regarding details of the UIL Anabolic Steroid Testing Program can be obtained through the principal's office.

## **STUDENT CODE OF CONDUCT**

This handbook contains the Goose Creek CISD Student Code of Conduct. *The Code* contains five levels of misconduct and five levels of appropriate disciplinary responses.

## **STUDENT RANDOM DRUG TESTING PROGRAM**

Goose Creek CISD has determined that the use of illegal drugs and alcohol is a concern with high school age students within the Goose Creek community. As an integral part of the community, the District has taken a leadership role and has implemented a Board-approved Goose Creek CISD Random Drug-Testing Program. This program is for students in grades 9-12 as a condition for their participation in school-sponsored extracurricular activities and as a condition of obtaining and maintaining a permit to drive/park on a Goose Creek CISD campus.

Both the parent and student must sign the consent form authorizing the student's participation in the District's drug-testing program. Information regarding details of the Goose Creek CISD's Student Random Drug Testing Program can be obtained through the principal's office.

## **STUDENT RECORDS**

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours.

Parents of a minor and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include employees, agents, or trustees of the District, cooperatives of which the District is a member, or facilities, with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. working with the student,
2. considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504.
3. compiling statistical data.
4. investigating or evaluating programs.

Certain information about district students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Please complete the Objection to Release of Directory Information section of the Acknowledgement Form furnished on the last page of the Student Code of Conduct.

### **STUDENT SEARCHES / USE OF MONITORING EQUIPMENT**

The use of video/audio equipment shall be used for safety purposes to monitor student behavior on buses and in common areas on District property. Video will be reviewed by District personnel on a routine basis and during investigations of possible Student Code of Conduct infractions.

Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators at any time and without notice. Students shall be held responsible for any prohibited items found in their desks or lockers.

Students shall be fully responsible for the security and contents of vehicles driven or parked on school property. Students shall not place or keep in a vehicle on school property any article or material prohibited by law, District policy, or the Student Code of Conduct. If there is reasonable suspicion to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches.

All students are subject to metal detector searches on a random basis at all District facilities.

### **TEXTBOOKS**

State-approved textbooks are provided at no cost to students for each subject or class. Books must be covered by the student as directed by the teacher and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, the student will be provided textbooks for use at school during the school day.

### **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 principal, 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. Further information may be obtained by calling the Transportation Office at 281-420-4665 or at [www.gccisd.net](http://www.gccisd.net).

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 the handbook and the ***Student Code of Conduct***.

Students must:

- Follow the driver's directions at all times and stay in assigned seat.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- 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.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

### Penalties

The bus driver is hereby authorized to issue "Bus Safety Reports" for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct in violation of established rules.

- **First Notice** Warning with parent notification via mail which must be signed and returned to driver/campus.
- **Second Notice:** Warning with parent notification via mail which must be signed and returned to driver/campus.
- **Third Notice:** Parent notification, Administrator may invoke detention, In School Suspension, or up to five days of suspension from bus.
- **Fourth Notice:** The student will be removed for a maximum of ten (10) days and/or other disciplinary action as outlined in *The Code* may be taken. Parent(s) or guardian will be notified of the offense, the consequence, and/or other disciplinary action.
- **Fifth and Subsequent Notices:** The student will be removed from the bus for a maximum of twenty (20) days and/or other disciplinary action as outlined in *The Code* may be taken. Parent(s) or guardian will be notified of the offense, the consequence, and/or other disciplinary action.
- Further offenses will result in student being removed from the bus for the remainder of the semester with parent notification.
- **Second Semester:** Students previously denied riding privileges for the previous semester would begin at the third discipline level when being assessed consequences for any additional rule(s) infractions.
- **Severe Clause:** Those offenses that can be classified as severe in nature may result in immediate and/or long-term suspension from the school bus and could also result in the student receiving a citation for disruption of transportation.

- **For destruction of property as it relates to the bus any student found to be vandalizing the bus will not be allowed to ride the bus until full restitution is made to the district.**

### **Video Cameras**

For safety purposes, video/audio equipment may be used to monitor student behavior 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***.

Students who seek permission to ride a bus other than the one to which assigned must gain approval through a written parent request to the campus administrator before 12:00 noon on the day of the requested bus change.

### **VALUABLES AT SCHOOL**

Students should not bring valuables to school. Students should not bring inappropriate items or unnecessary money to school. At no time are students to borrow money, buy anything, or sell anything to another student. Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.

### **VENDING MACHINES**

The District complies with federal and state guidelines restricting student access to vending machines. A copy of these guidelines may be obtained by contacting School Nutrition Services at 281-420-4640.

### **VISITORS**

Parents and other adult relatives of students are welcome to visit District schools. All visitors are required to report to the main office and obtain a Visitor's ID Pass. Goose Creek CISD utilizes the Raptor system for the identification of persons who have been convicted of sexual crimes. All adult visitors will be required to have a Texas driver's license or other government-issued photo identification; i.e., passports, visas, scanned by the Raptor system prior to visiting any areas where students are located. GCCISD employees are only required to provide their GCCISD identification badge.

Parents are invited to visit schools for conferences with teachers, the counselor, or administrators at any time the need arises. Each teacher has one period set aside each day for conferences and will be available after school for conferences. It is required that parents call the school and schedule a conference with teachers prior to their visit. Parents are encouraged to make an appointment to visit administrators and counselors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Classroom visitations by non-school students are strictly prohibited.

**Students not enrolled on a campus are discouraged from visiting a school at any time during the day. Parents, relatives, siblings and students from other schools are encouraged to attend school functions, extracurricular activities, and special events that occur outside of the normal school day.** Non-school students, other children, siblings, or family houseguests may not attend classes, school parties, field trips, or visit in the classroom.

**Parents/guardians may only provide meals for their own child.**

## **WEAPONS ON CAMPUS**

**Students must not bring weapons on campus.** Students who are found in possession of a weapon such as a gun or an illegal knife as defined in the Texas Penal Code will be expelled from school. For a complete listing of expectations and consequences refer to the Goose Creek CISD Student Code of Conduct.

## ELEMENTARY INFORMATION

The information contained in this section applies to students in all elementary grade levels of Goose Creek Consolidated Independent School District. All students and parents of elementary students should review the entire contents of this section of the Student / Parent Handbook.

### DAILY REMINDERS FOR PARENTS

Please begin each day by seeing that your child will have a good day - check for lunch money, homework, books, and school communications. Be sure your child knows about any change in routine, such as **different transportation or destination after school**. We encourage you to contact the office no later than 2:00 p.m. Students are not permitted to ride a different bus home without **written permission** from parents. Please do not call the school to give your child messages except in an emergency. This interrupts classroom instruction.

Please do not bring your pre-kindergartner before time for his or her session. Since all teachers are in class, there is no one to supervise afternoon students until just before class time.

Pre-kindergarten students who ride the bus home from school must be met at their bus stop, by a parent or a parent designee. Pre-k students who are not met at their bus stop will be returned to their campus.

A positive attitude of students toward school is essential to happiness and success in school. Parents play an important role in modeling positive attitudes toward school. Any time you have a concern about your child, please share this with the classroom teacher or principal. Communication between teachers and parents ensures a beneficial learning environment for your child.

### PARENTAL INVOLVEMENT AND RESPONSIBILITIES

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

- Review the Student Handbook with your child prior to signing and returning to the school the written statement that you understand and consent to the responsibilities outlined in the Student Code of Conduct.
- Encourage your child to put a high priority on education and to commit to making the most of the educational opportunities provided by the school.
- Become familiar with the academic program offered in the District and feel free to ask the principal any questions, including concerns about placement, assignment, or early graduation.
- Attend Board meetings to learn more about ongoing operations of the District.
- Exercise your right to review teaching materials, textbooks, and other aids and to examine tests that have been administered to your child.
- Be aware of your right to temporarily remove your child from an instructional activity that conflicts with your religious or moral beliefs. Such a removal cannot be for the purpose of avoiding a test and may not prevent the student from attending for an entire semester. Further, such removal does not exempt the student from satisfying grade-level or graduation requirements as determined by the school and by the Texas Education Agency.
- Review your child's school records when needed. Monitor your child's progress; contact teachers as needed. Take advantage of all opportunities to stay informed regarding your child's activities, as well as school activities and issues in general. Follow up on a matter not resolved administratively by presenting it to the Board for review according to policy.
- Become a school volunteer. For further information, contact your school.
- Participate in campus parent organizations. The activities are varied, ranging from campus committees to District committees that assist the Board of Trustees in formulating educational goals and objectives for campuses and the District.

## **ASSEMBLIES**

Students are required to conduct themselves in assemblies as they do in class. Students who do not abide by District rules of conduct during an assembly shall be subject to disciplinary action.

## **BICYCLE SAFETY**

Bicycles may be ridden to school and parked in the proper locations. Bicycles must be walked **onto** and **off** the school grounds. It is best to have a lock for the bicycle.

## **CLUSTERED SCHOOLS**

In order to meet the 1:22 requirements of the Texas Education Code, elementary schools are paired or clustered for enrollment purposes. Each campus is designated as the primary campus to receive students from that campus zone until enrollment is at a maximum for the grade level. When the maximum enrollment is reached, new students may be assigned to a nearby school unless that school is also at capacity for the grade level.

## **COMMUNITY SERVICE PROJECTS / FUND RAISING**

Student groups and classes on elementary campuses are provided opportunities to participate in voluntary community service fund raising activities throughout the school year. The District feels these activities allow students to build pride in themselves, their school, and their community and help create a life-long commitment to volunteerism.

These activities include, but are not limited to, PTO/PTA festivals and charitable fund raising activities for non-profit groups such as the American Heart Association (Jump Rope for Heart) and the American Cancer Association (Relay for Life). Participation by students in these activities is encouraged, but not required.

## **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

Goose Creek CISD will provide for grade level acceleration in Grades K-5 for enrolled students with NO PRIOR INSTRUCTION. This program is referred to as Credit by Examination Without Prior Instruction. Legislation requires that districts will provide this service without charge for qualifying students who take the District-provided examination for acceleration.

For more detailed information, registration deadlines, application forms, and questions, please contact your school's administrator or counselor. Parents may contact the office of **David Yannotta, Director of Student Information and Assessment, at 281-420-4422.**

These tests allow Goose Creek students who ALREADY HAVE the academic proficiency and understanding of the subject areas or course content to accelerate when the District's required score is attained or exceeded on the District-provided tests. The tests are not designed for the student who requires tutoring or study in order to take the test. If all conditions are met and the student's test score meets or exceeds the District passing standard, the student will be accelerated.

### **Elementary Grade Levels:**

The passing standard for grade levels K-5 is 90% on all required tests.

## **EARLY DISMISSAL**

Children must have **written permission** from their parents to leave the school campus during school hours. The child is to show the note to the teacher upon arrival to class, and the teacher will send the note to the office. Parents must come to the office to pick up their child. Anyone picking up a student must be an authorized person. If the authorized person is unknown to school personnel, a picture

identification will be required. The office then calls the child from class since the teacher is not permitted to dismiss the child unless she receives a call from the office. After arriving on campus, pupils are not to leave the school campus. Students can be released only to the custody of their parents, legal guardian, or individuals designated by the parent or legal guardian. Students consistently not picked up after school will be referred to legal authority.

Students who become ill during the school day should, with the teacher's permission, report to the school nurse. The nurse or office personnel will decide whether or not the student should be sent home and will notify the student's parents.

## **EMERGENCY MEAL POLICY**

### **Lunch**

Children will be allowed three outstanding emergency lunches. Children with more than three outstanding charged meals will not be issued a regular meal, but a peanut butter sandwich and milk (unless restricted by dietary needs) or other alternate selection.

The cafeteria will provide the principal with a list of students with outstanding balances and notices addressed to the students' household. Continued issues will be addressed through the family involvement coordinator / administrator or letter(s) sent to the parent notifying them of the outstanding charges.

### **Breakfast**

Students are not eligible for emergency breakfast.

## **GUIDANCE AND COUNSELING**

Guidance and counseling services are provided for all students. The counselors conduct classroom guidance with all students on a variety of topics. Students may also participate in counseling sessions individually or in small groups. Students are scheduled so as not to miss valuable instructional time in the classroom.

Parents are encouraged to contact your child's counselor if you have information to help us provide a supportive atmosphere for your child. The counselor also works very closely with the entire school staff to help make school a positive experience for all children. The elementary school counselors are looking forward to working with your child.

## **HOMEWORK**

Homework is a valuable learning experience because many skills require practice for mastery. Please assist the teacher in seeing that your child considers homework important. When your child is ill and will be out of school for several days, you may request homework by notifying the school office by 9:30 a.m. in order to give teachers time to prepare assignments. The homework assignments will be ready for you in the office by the end of the **following** school day.

## **LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES**

To be promoted to the next grade, elementary and junior school students must attend school at least 90 percent of the days classes are offered for the entire school year unless there are extenuating circumstances approved by the campus attendance committee. For example, if a school year has 178 days of instruction a student must be present at least 160 days (90%) in order to be eligible for promotion.

Students who do not meet the minimum attendance requirement in a school year may apply for credit due to extenuating circumstances by completing a credit application form during the last six weeks period of the school year. Credit applications will be made available to parents of these students by the campus principal. Complete details regarding this process can be found on page 15 of this Handbook.

## **PARTIES**

Three parties may be planned each year. You will be notified by the school regarding these parties. **Other children, siblings, or visitors may not attend school parties.**

No birthday parties are allowed at school. Party invitations may not be distributed at school.

## **PHYSICAL ACTIVITY**

The District will make available for public inspection a statement of the policy adopted to ensure that students in elementary grades engage in at least 30 minutes of physical activity per day or 135 minutes per week, along with other information. For information regarding the District's requirements and programs regarding elementary student physical activity requirements, please see the principal.

## **PROMOTION AND RETENTION**

A student may be promoted only on the basis of academic achievement or demonstrated proficiency of the subject matter of the course or grade level. To earn credit in a course, a student must receive at least a grade of 70 based on course-level or grade-level standards.

Elementary children must attend school 90 percent of the days classes are offered in order to be promoted to the next grade unless there are extenuating circumstances.

A student's satisfactory performance on TAKS examinations will be required for promotion. This requirement is in effect for 5<sup>th</sup> grade students.

Students who do not perform satisfactorily will have opportunities to participate in special instructional programs designed to help them improve their performance.

In the event a student is not promoted to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus, unless:

1. The student's parent requests that the student be assigned to the same or a similar campus setting; or
2. The student's Grade Placement Committee determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:
  - a. Recommendations from the student's teachers.
  - b. Observed social and emotional development of the student.

This provision shall apply when:

1. A student who is 10 years old is retained in grade 3 or
2. A student who is 12 years old is retained in grade 5.

Summer school is required for elementary students who do not meet grade level expectations. Summer requirements, student performance, and teacher recommendation determine eligibility for summer school. Compulsory attendance is required for 5<sup>th</sup> grade students that are scheduled to take the TAKS test during the summer which is scheduled by the state in order to be promoted to the next grade.

## **REPORT CARDS**

Report cards are issued after each six weeks. Parents may schedule a conference with the teacher by calling the office and making an appointment. We encourage you to schedule conferences to discuss your child's progress or any difficulty that should be brought to our attention.

## **ROLLING BACKPACKS**

For safety and storage reasons, rolling backpacks will not be permitted in the elementary schools.

## **STANDARDIZED DRESS FOR PARTICIPATING CAMPUSES (GRADES PK-5)**

Ten elementary schools - Ashbel Smith, Bowie, Carver, De Zavala, Harlem, Highlands, Hopper Primary, Lamar, San Jacinto, and Victoria Walker - participate in a standardized dress code. A listing of acceptable clothing for these campuses is included below. Students at these campuses are expected to comply with the standardized dress code each day they are in attendance. The campus principal may approve special dress days outside of the standardized dress code.

### **Pants (Including Shorts / Skirts / Dresses/Jumpers / Skorts)**

Approved colors and styles include:

- Blue Denim
- Black Denim
- Navy
- Khaki (tan)

Markings on pants may only include brand name label or brand logo not to exceed a total area of 3" X 4". No other designs, emblems, or insignias are permitted on pants, shorts, skirts, jumpers, and skorts.

Leggings, if worn, must be solid in color, must extend below the knees, and must be worn with appropriate pants, shorts, skirts, jumpers, or skorts.

As per District dress guidelines, baggy pants are not allowed.

### **Tops (Including Shirts / Blouses)**

Acceptable styles include:

- Button-front style
- Turtle neck (mock and full) style
- Polo style (pullover shirt with collar, often referred to as a golf shirt)
- Sweatshirts (pullover with banded waist)
- Pocket tee style (crew neck style shirts, not to include t-shirts designed to be worn as an undergarment)
- Sweaters (pullover and button-front)
- Spirit Shirts (as approved by campus administrator)

All acceptable tops, with the exception of spirit shirts, must be solid in color with no brand logos, imprinted decorations, insignias, or other markings.

As per District dress guidelines, for students in grades 2 through 5, all tops listed above, with the exception of sweaters and pullover sweatshirts that have a banded waist, must remain tucked in.

Tops that are not of sufficient length to be tucked in are not considered to be acceptable tops.

### **Belts**

As per District dress guidelines, belts are required on all students from grades 2-5 for pants, shorts, skirts, and jumpers with belt loops.

### **Leg / Foot Attire (Socks / Tights)**

Socks must be matching and solid in color.

Footed tights may be worn under approved pants, shorts, skirts, or jumpers. Footed tights must be solid in color.

**Winter Attire (Coats / Jackets / Sweaters / Sweatshirts)**

Winter attire (outer garments worn to protect against cold weather) must be full button-front style or full zippered-front style. Winter attire must remain unbuttoned and/or unzipped when allowed to be worn inside the building. The campus administrator will determine the appropriateness of wearing winter attire inside the building.

Plaid shirts and flannel jackets are not permitted as winter attire.

Sweaters and sweatshirts, when worn, must follow guidelines listed above under Tops.

Coats, jackets, sweaters, and/or sweatshirts that have an attached hood are allowed but the hood may not be worn inside the building at any time.

**STATE TESTING DATES (TAKS)**

The state requires non-exempt students to take certain tests. Elementary school students will take TAKS in grades 3, 4, and 5. At the elementary level, these specific tests are as follows:

DATE	GRADE LEVEL	TEST
Tuesday, March 1, 2011	Grade 4	Writing
	Grade 4	Spanish Writing
Monday, April 4, 2011	Grade 5	Mathematics (English & Spanish)
Tuesday, April 5, 2011	Grade 5	Reading (English & Spanish)
Tuesday, April 26, 2011	Grades 3 & 4	Mathematics
	Grades 3 & 4	Spanish Mathematics
Wednesday, April 27, 2011	Grades 3 & 4	Reading
	Grades 3 & 4	Spanish Reading
Thursday, April 28, 2011	Grade 5	Science
	Grade 5	Spanish Science
Tuesday, May 17, 2011	Grade 5	Mathematics (Retest) English & Spanish
Wednesday, May18, 2011	Grade 5	Reading (Retest) English & Spanish
Tuesday, June 28, 2011	Grade 5	Mathematics (Final Retest)
	Grade 5	Spanish Mathematics (Final Retest)
Wednesday, June 29, 2011	Grade 5	Reading (Final Retest)
	Grade 5	Spanish Reading ( Final Retest)

**STUDENT SUCCESS INITIATIVE (GRADE 5)**

Grade 5: Reading and Mathematics  
Fifth grade students must pass both the fifth grade Reading and Mathematics TAKS tests in order to be promoted to sixth grade. The student will have an opportunity to retake the test several times before a decision is made to retain the student based on failure to pass the Reading and Math TAKS tests.

The TAKS test is a criterion-referenced test over the essential knowledge and skills of the state's curriculum.

## **TARDIES / PARTIAL ABSENCES**

An elementary student who arrives after his/her school starting time and before the 9:30 a.m. official roll check is considered tardy. Parents are encouraged to escort their child to the school office when they are tardy. It is important to note that a tardy is defined as a partial absence. Students with excessive tardies shall be referred to the campus administrator and/or the District attendance office. Excessive tardies will result in a court warning or court referral (see the Attendance Information section in the District Information section of this Handbook).

Students who are released to a parent prior to his/her school ending time will be assessed a partial absence for that day. A partial absence is treated in the same manner as a tardy.

## **TELEPHONE USE**

The school telephone is a business telephone. The lines should be kept open for use by parents who need to reach the school. Students may use the school telephone in emergency situations. The situation should first be explained to the teacher who may give the child permission to see the secretary. Making plans to go home with a friend is not an emergency situation. Plans of this kind should be discussed at home before school. A note signed by the parent and principal must be given to the bus driver before the child will be allowed to ride a different bus home.

## **TUTORIALS**

Tutorial services will be available for students having academic problems in major academic areas. Students may be required to attend tutorial services.

## **WITHDRAWAL FROM SCHOOL**

When you are withdrawing from school, you will need to notify the school office **24 hours or more before you plan to check out of school**. Without prior notice, it will not be possible to check your child out of school and supply you with all the withdrawal papers you may want. Each student has several teachers. The District gives very thorough, detailed information concerning materials and levels. This process requires several hours. Teachers' instructional time with students is not interrupted to process withdrawal papers.

## JUNIOR SCHOOL INFORMATION

The information contained in this section applies to students in all junior school grade levels of Goose Creek Consolidated Independent School District. All students and parents of junior school students should review the entire contents of this section of the Student / Parent Handbook.

### ROUTINE PROCEDURES - JUNIOR SCHOOL

#### WHAT TO DO IN CASE . . .

**You have been absent** ... Bring a written excuse signed by your parent or guardian to the office on the day that you return to school.

**You come to school after first period has begun** ... Bring a written excuse from your parent or guardian explaining why you are tardy and sign in at the office.

**You need to leave school** ... Your parent or guardian must sign you out on the sign-out sheet in the office. In case of an emergency, your parent or guardian may call for you at the office. Anyone picking up a student from school must be an approved individual by the parent or guardian. If the authorized adult is unknown to the school staff, a picture ID will be required.

**You need to ride a different bus** ... Bring a note from your parent and give it to a principal before the end of first period for his/her signature and approval. You must have the note signed by a principal before the end of your lunch period. Bus notes will not be approved after the lunch periods have ended.

**You need to withdraw from school** ... A parent or guardian must go to the school and sign a withdrawal form, indicating the reason for withdrawal and the name of the new school you will be attending. Be ready to turn in all books. Lost books must be paid for at the time of withdrawal. On your last day you will acquire the withdrawal sheet from the office at the beginning of the day and present it to each teacher for your grades. The withdrawal process takes a full day to complete.

**You want to leave the room** ... Explain to the teacher and ask for a hall pass.

**You change your address or phone number** ... Report all such changes to the office promptly. It is extremely important that the school has your correct address and telephone numbers to insure accurate school records. Falsification of address can result in immediate withdrawal. Proof of residence (a utility bill) is required for records to reflect a change of address.

**You are hurt or ill** ... Ask your teacher for a hall pass to go to the nurse's clinic. If she is not there, go to the secretary, counselor, or principal's office.

**You have a lost book** ... Check the Lost and Found. If it is not there, pay for it in the office and get a new one.

**You have lost or found something** ... Go to the Lost and Found in the office.

## **BICYCLE SAFETY**

Bicycles may be ridden to school and parked in the proper locations. Bicycles must be walked **onto** and **off** the school grounds. It is best to have a lock for the bicycle.

## **CHEERLEADERS**

Each junior high school has one cheerleading squad. Only eighth grade students are eligible for the junior high cheerleading squad.

Each high school has two cheerleading squads—a varsity squad and a junior varsity squad. Freshmen are eligible for the junior varsity squad only. Prospective sophomore, junior, and senior candidates for varsity squad must have successfully completed one term of service as a cheerleader in a Goose Creek CISD high school.

Cheerleaders are selected during the spring semester for the following school year. Cheerleader candidates must meet specific grade and conduct eligibility that are listed in the Goose Creek CISD Cheerleader Guidelines. Tryouts are open only to students currently enrolled in a GCCISD school.

Cheerleader guidelines are updated each January. A complete brochure explaining all eligibility requirements, responsibilities and duties, tryout procedures, judging, standards for maintaining membership, competitions, and head cheerleader selection is issued to all candidates prior to the spring tryouts or can be obtained at any time from the main office. It is the responsibility of each student interested in becoming a cheerleader to obtain a copy of the cheerleader guidelines and to meet the requirements and expectations outlined in these guidelines.

## **COMMUNITY SERVICE PROJECTS / FUND RAISING**

Student groups and classes on junior school campuses are provided opportunities to participate in voluntary community service fund raising activities throughout the school year. The District feels these activities allow students to build pride in themselves, their school, and their community and help create a life-long commitment to volunteerism.

These activities include, but are not limited to, PTO/PTA festivals and charitable fund raising activities for non-profit groups such as the American Heart Association (Jump Rope for Heart) and the American Cancer Association (Relay for Life). Participation by students in these activities is encouraged, but not required. However, participation in these fund raising activities may allow the students to participate in a campus reward approved by the principal.

## **CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION**

Students may earn credit by examination with prior instruction in any academic course required for secondary grades. Tests shall be administered according to procedures approved by the Superintendent or designee.

To be eligible to earn credit by examination, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records.

On the recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. (See Board Policy EEJA for further information.)

To receive credit, students shall score a grade of 70% or above on the examination. Unless specifically authorized by the attendance committee, students in the junior school shall earn no more than two credits and the student in the high school shall earn no more than four credits through credit by examination.

When a student requests to take an examination, the District shall charge a fee to cover the cost of the test. When the District requests a student to take an examination, no fee shall be charged.

One Unit (1) = 2 semesters

One-half Unit (1-1/2) = 1 semester

Junior Schools: Two (2) units = two (2) years or four (4) semester units

High Schools: Four (4) units = four (4) years or eight (8) semester units

### **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

A student will be permitted to take an exam to earn credit for an academic course which the student has had no prior instruction. For more detailed information, registration deadlines, application forms, and questions, please contact your school's administrator or counselor. Parents may contact the office of **David Yannotta, Director of Student Information and Assessment, at 281-420-4422.**

These tests allow Goose Creek students who ALREADY HAVE the academic proficiency and understanding of the subject areas or course content to accelerate when the District's required score is attained or exceeded on the District-provided tests. The tests are not designed for the student who requires tutoring or study in order to take the test. If all conditions are met and the student's test score meets or exceeds the District passing standard, the score will be accelerated.

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

Secondary students must meet or exceed a passing standard of 90%.

### **DANCES**

At various times throughout the school year, individual junior school campuses may choose to sponsor or allow dances for students. Participation in school dances shall be limited to students currently enrolled at the campus sponsoring the dance. (Example: A student from one junior school may **not** invite a student from another junior school as a guest to a school-sponsored dance.) The traditional Eighth Grade Dance will be held at a GCCISD facility.

### **EARLY DISMISSAL FROM SCHOOL**

No student is permitted to leave school during school hours without an excuse, in writing or by telephone, from the parent or guardian. Excuses must be approved by the campus administrator or designee. All early dismissals from school will be counted toward a student's allowed total of tardies and early dismissals for the school year (see the Attendance Information section in the District Information section of this Handbook).

### **EMERGENCY MEAL POLICY**

#### **Lunch**

Students are allowed up to three outstanding emergency meals. Students with more than three outstanding charged meals will not be issued a regular meal.

The cafeteria will provide the principal with a list of students with outstanding balances and notices addressed to the students' household. Continued issues will be addressed through the family involvement coordinator / administrator or letter(s) sent to the parent notifying them of the outstanding charges.

### Breakfast

Students are not eligible for emergency breakfast.

### **EXTRACURRICULAR ACTIVITIES**

Student activities for a variety of interests are provided both within and outside the regular curriculum. Students are encouraged to become involved in activities, can benefit in a variety of ways, and can feel more a part of their school. Eligibility is based upon students passing the previous six weeks.

The following are examples of extracurricular activities offered in the junior school:

Athletic Teams  
Band Competitions  
Choir Competitions  
History Fair

Math Competitions  
Science Fairs  
Speech Contests  
Student Government

Spelling Competitions  
Orchestra Competitions  
UIL Competitions

### **FEES**

Students are responsible for normal school supplies such as pencils, paper, folders, map colors, etc. A fee may be charged for additional materials required for some classes.

### **GRADING SYSTEM**

Academic grades will be reported based on a 100-point scale. A passing grade will be 70 or above. The average of any six weeks course cannot be recorded lower than 50. [For more information see Goose Creek CISD Board Policy EIA (LOCAL).]

### **GUIDANCE AND COUNSELING**

There is a counselor on each campus who is eager to get to know each student personally and would be happy to help with any personal problem. If students need guidance or advice in any matter or feel they need to talk to someone other than their parent, guardian, or teacher, the counselor is the person to see.

Areas of assistance the counselor may give in relation to personal problems include:

1. Physical health and development
2. Social relationships
3. Home and family relationships
4. Emotional behavior

Areas of assistance the counselor may give in relation to educational problems include:

1. Scheduling of subjects
2. Interpreting of test results
3. Reviewing of personal folder to gauge current or projected areas of ability and achievement
4. Preparing for high school

### **HONOR ROLL**

Each six weeks, three honor rolls will be prepared - the Distinguished Honor Roll, the Regular Honor Roll, and the A/B Honor Roll.

To achieve recognition on the Distinguished Honor Roll a student must receive no grade below 90 in any subject for the six weeks period. To achieve recognition on the Regular Honor Roll a student must receive no more than one grade below 90 in any subject for the six weeks period

and that grade may not be below 80. To achieve recognition on the A/B Honor Roll a student must receive at least one grade of 90 or above and no grade below 80 in any subject for the six weeks period.

### **INCOMPLETE GRADES (“I”)**

UIL Guidelines state, “A student with an “Incomplete” grade is ineligible at the end of the seven day grace period unless the “Incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “Incomplete” grade either within or beyond the end of the seven day grace period may regain eligibility if the work is made up within two weeks of the end of the six weeks reporting period when the student received an “Incomplete.” However, during the final seven days of the two-week allowance for making up work, the student is still ineligible to compete in any UIL-sanctioned activity.

### **LOSS OF CREDIT DUE TO EXCESSIVE ABSENCES**

To be promoted to the next grade, elementary and junior school students must attend school at least 90 percent of the days classes are offered for the entire school year unless there are extenuating circumstances approved by the campus attendance committee. For example, if a school year has 178 days of instruction a student must be present at least 160 days (90%) in order to be eligible for promotion.

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester / school year.

This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record:

- Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student’s claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

## **PHYSICAL EDUCATION**

Students are required to fulfill the state required course unless a physician's release is filed with the principal. Students in Grades 6 through 8 will participate in at least 30 minutes of daily physical education for four semesters during those grade levels. Students using school uniforms are required to purchase laundry/usage service from the school district. Students will be charged a replacement fee for lost or damaged articles.

## **PROMOTION / RETENTION**

By law, requirements for promotion to the next grade are as follows:

In grades 6-8, promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for language arts, mathematics, science and social studies and a grade of 70 or above in language arts and mathematics.

In the event a student is not promoted to the next grade level, the District shall assign the student nevertheless to an age-appropriate campus, unless:

1. The student's parent requests that the student be assigned to the same or a similar campus setting; or assigned to the same or a similar campus setting; or
2. The student's Grade Placement Committee determines that it would be in the student's best interest to be assigned to the same or a similar campus setting. Criteria to be considered for this decision may include:
  - a. Recommendations from the student's teachers.
  - b. Observed social and emotional development of the student.

This provision shall apply when a student who is 16 years old is retained in grade 8.

Students in grade 8 must meet the minimum passing standards on the TAKS reading and TAKS math tests in order to be promoted to the ninth grade.

## **REPORT CARDS**

Report cards will be issued the week following each six weeks period and will be mailed to the permanent address of the student. The District encourages parents to schedule conferences to discuss student academic and behavioral progress.

## **SECURITY GUARDS**

Security guards and/or uniformed police officers are provided by the District to assist with traffic control and campus security. An Assistant Principal issues their responsibilities in these areas. They are entitled to your cooperation and respect in fulfilling these responsibilities.

## STATE TESTING DATES

### EXPLORE (Grade 8) – College Readiness Assessment -- TBD

#### TAKS

The state requires non-exempt students to take certain tests. Junior school students will take TAKS in Grades 6, 7, and 8. The tests dates are as follows:

DATE	GRADE LEVEL	TEST
Tuesday, March 1, 2011	Grade 7	Writing
Monday, April 4, 2011	Grade 8	Math
Tuesday, April 5, 2011	Grade 8	Reading
Tuesday, April 26, 2011	Grades 6-7	Mathematics
Wednesday, April 27, 2011	Grades 6-7	Reading
Thursday, April 28, 2011	Grade 8	Science
Friday, April 29, 2011	Grade 8	Social Studies
Tuesday, May 17, 2011	Grade 8	Mathematics (Retest)
Wednesday, May 18, 2011	Grade 8	Reading (Retest)
Tuesday, June 28, 2011	Grade 8	Mathematics (Retest)
Wednesday, June 29, 2011	Grade 8	Reading (Retest)

#### STUDENT SUCCESS INITIATIVE (GRADE 8)

##### Grade 8: Reading and Math TAKS Tests

Eighth grade students must pass the eighth grade Reading and Math TAKS tests in order to be promoted to the ninth grade. The student will have an opportunity to retake the test several times before a decision is made to retain the student based on failure to pass the Reading and Math TAKS tests.

The TAKS test is a criterion-referenced test over the essential knowledge and skills of the state's curriculum.

#### STUDENT ASSISTANTS

All student assistants will be approved by campus administration. A student may not be a student assistant if his/her conduct record is determined to be unsatisfactory. *This is a regular assigned class, and all school rules will apply regarding conduct, truancy, etc.*

#### STUDENT COUNCIL MEMBERSHIP

Members will be elected by classmates from their respective groups. Standards for Student Council members are:

1. Maintain a combined academic average of 74 or above during tenure. If the academic average of a member falls below the standard during a reporting period, the member will be required to go before a committee of the sponsor and administrative staff which can result in dismissal from participation for the remainder of the year.
2. Make "S" or "E" in conduct. The making of an "N" or a "U" in conduct will place a member on probation for a reporting period. The making of a second "N" or "U" will require a hearing before a committee made up of the sponsor and administrative staff which may result in dismissal from participation for the remainder of the school year.

## **STUDENT COUNCIL OFFICERS**

Student Council officers are the key representatives of our school. As such, they should possess distinct leadership qualities and must meet and maintain the following high standards:

1. Possess a grade average of 80 or above in the seventh grade and maintain the average during the tenure in office. Failure to maintain the grade average for a second reporting period will disqualify an officer from holding offices for the remainder of the year; and
2. Maintain a satisfactory conduct report. Making an "N" or a "U" in conduct will require a hearing before a committee of the sponsor and the administrative staff which may result in dismissal from office.

## **SUBJECT AREA AWARD**

This end-of-year award will be based on teacher recommendation in subject areas and will not be based on grade alone. It is for students who have consistently put forth superior effort in class work, service and citizenship.

## **TARDIES**

To be counted present to class, a child must check in no later than the designated class roll check time, which is usually fifteen (15) minutes after the bell signifying the beginning of that specific class. It is important to note that a tardy is defined locally as a partial absence. Students with excessive tardies shall be referred to the campus discipline person and/or the District attendance officer.

## **TUTORIALS**

Tutorial services will be available for students having academic problems in major academic areas. Students may be required to attend tutorial services.

## HIGH SCHOOL INFORMATION

The information contained in this section applies to students in all high school grade levels of Goose Creek Consolidated Independent School District. All students and parents of high school students should review the entire contents of this section of the Student / Parent Handbook.

### ROUTINE PROCEDURES - HIGH SCHOOL

#### WHAT TO DO IN CASE . . .

**You are hurt or ill . . .** Please contact the school nurse. All students must have passes from their teachers to see the school nurse. Emergency names and numbers other than parents should be placed on the principal's card when enrolling. On days the nurse is not on campus, see your grade level principal.

#### Accident Reports

- Injuries on campus must be reported to the school nurse within 24 hours. An accident report is required of all accidents that require the attention of a medical doctor. The nurse will document all injuries regardless how minor they appear to be.
- An injury that occurs in class, physical education or otherwise, should be reported to the student's instructor, and an accident report initiated by the instructor and turned in to the nurse.
- An injury in the hall, on the stairs, etc., should be reported by the nearest teacher on duty, the principal, an assistant principal, or the school nurse, and an accident report initiated and turned in to the nurse.

**You have been absent . . .** Bring an excuse signed by your parent/guardian to the appropriate grade level principal. The note should include date and the reason for absence(s). Notes signed by the student, even with the parents' permission, will be considered forgeries, and appropriate disciplinary action may be taken. If a student fails to bring a parent excuse, an unexcused absence will be recorded. This can be changed if a note from home is brought within three (3) days. **STUDENTS ARE RESPONSIBLE FOR PRESENT THE EXCUSE TO THE TEACHER AT THE BEGINNING OF EACH PERIOD, AND IT IS THE STUDENT'S RESPONSIBILITY TO RETRIEVE THE EXCUSE AT THE END OF THE PERIOD. APPROPRIATE DISCIPLINARY ACTION MAY BE TAKEN IF AN ABSENCE EXCUSE IS LOST.**

**You arrive at school at any time after the tardy bell . . .** Go to your grade level office for a permit. **If you arrive after the tardy bell, and do not report to your respective grade level office, you will be considered truant. Please refer to the bell schedule.**

**You need to leave school . . .** Go to your office for an early dismissal. Anyone picking up a student from school must be an approved adult by the parent or guardian. If the adult is unknown to the school staff, a picture ID will be required. FAILURE TO OBTAIN AN EARLY DISMISSAL WILL RESULT IN A TRUANCY ASSIGNMENT.

NO student is permitted to leave school during school hours without an excuse, in writing or by telephone, from the parent or guardian and approved by a school administrator or designee.

**You have a lost book . . .** Check the Textbook Lost and Found in the textbook office. If the book is lost, pay for the book in the Textbook Office.

**You have found an article or lost one . . .** Go to the Lost and Found Office.

**You want to leave the classroom . . .** Get a permit/hall pass completely filled out by the teacher. You must have your teacher's approval. Leaving a classroom without a written permit signed by the teacher may be considered truancy.

**You want advice about college, schedules, personal problems, etc. . . .** Go to the Guidance Office.

**You want a transcript of your credits . . .** Go to the main registrar's office. A fee of \$1.00 will be charged for each transcript; \$2.00 if mailed.

**You want to withdraw from school . . .** A parent/guardian must go to the grade level principal's office stating the reason for withdrawal. If a parent/guardian does not accompany you, a letter signed by the parent/guardian is required. If the student is withdrawing to attend the other District high school, proof of new residency must be provided before the student will be withdrawn.

**You have an accident or a theft in the parking lot . . .** Report to the security person or the designated administrator.

**You change your address or home phone number . . .** Report change to your grade level office. Failure to report this change may result in disciplinary action.

**You need minimum attendance verification of enrollment for driver's license (VOE) . . .** Report to the Main Office and complete a request form. The form will not be available until the following school day. Students who will need forms during holidays are encouraged to request the form well in advance of the holiday.

## **ACADEMIC CLASS RANK**

Beginning with the class of 2005, the class rank reported to colleges will be known as the Academic Class Rank (ACR). The ACR shall be determined by dividing the total number of state-approved foundation courses (English, mathematics, science, social studies), languages other than English III (Pre-AP), and AP courses attempted into the total number of grade points earned on the District's weighted scale that is printed in the District's Course Selection Guide for each graduating class. (For detailed information regarding Academic Class Rank refer to Board Policy EIC (LOCAL) and the GCCISD High School Course Description Guide.)

## **ANNUALS, RINGS, INVITATIONS, CAPS AND GOWNS**

The following will be made available to students during the year:

- Annual – The school's annual can be ordered during the designated sales period. Late orders are available at an additional cost.
- Rings - The initial order for the official school senior ring is placed in the spring during a student's sophomore year. These rings are delivered in the fall of his/her junior year. Additional orders are accepted in the fall when rings are delivered. Prices vary depending on student desires.
- Invitations – A committee of seniors selects the invitations.
- Caps and gowns - Caps and gowns are sold to seniors and are usually delivered a week before baccalaureate. They are ordered approximately the same time as invitations but are not paid for until delivery.

## **CAFETERIA PROCEDURES**

- Students should display good table manners and conduct.
- Serving of breakfast will end ten minutes prior to the tardy bell.
- Cutting in line is strictly prohibited; keep your place in line, but do not save places.
- Deposit all trash in proper receptacles.

- Food purchased at the snack bar must be eaten in the cafeteria.
- ID badges will be used to purchase meals in the cafeteria.
- ID badges must be presented in order to be served a free or reduced lunch.
- Failure to comply with cafeteria rules and regulations may result in disciplinary action.

Presentation of ID badges will be the responsibility of the student in order to be served. No credit will be given and no charges will be allowed.

## **CHEERLEADERS**

Each high school has two cheerleading squads—a varsity squad and a junior varsity squad. Freshmen are eligible for the junior varsity squad only. Prospective sophomore, junior, and senior candidates for varsity squad must have successfully completed one term of service as a cheerleader in a Goose Creek CISD high school.

Cheerleaders are selected during the spring semester for the following school year. Cheerleader candidates must meet specific grade and conduct eligibility that are listed in the Goose Creek CISD Cheerleader Guidelines. Tryouts are open only to students currently enrolled in a GCCISD school.

Cheerleader guidelines are updated each January. A complete brochure explaining all eligibility requirements, responsibilities and duties, tryout procedures, judging, standards for maintaining membership, competitions, and head cheerleader selection is issued to all candidates prior to the spring tryouts or can be obtained at any time from the main office. It is the responsibility of each student interested in becoming a cheerleader to obtain a copy of the cheerleader guidelines and to meet the requirements and expectations outlined in these guidelines.

## **CLASS TARDIES**

To be counted present to class, a child must check in no later than the designated class roll check time, which is usually fifteen (15) minutes after the bell signifying the beginning of that specific class. It is important to note that a tardy is defined locally as a partial absence. Students with excessive tardies shall be referred to the campus discipline person and/or the District attendance officer.

## **2010-2011 CLASSIFICATION POLICY**

Grade classification must be met in terms of credits earned in high school.

- **Freshman Class Prior to 2007-2008 School Year (Graduating Class of 2009-2010)**

Grade 9	0 – 5 Credits
Grade 10	5.5 – 11 Credits
Grade 11	11.5 – 17 Credits
Grade 12	17.5 or More Credits

### **Midterm Move ups for Graduating Class of 2010**

Fourth-year high school students with 17.5 or more credits at midterm move up from Grade 11R to Grade 12 (predicated on 22-credit Minimum Plan and August commencement).

Three-year high school graduates (Early Graduates) with 19.5 or more credits at midterm move up from Grade 11 to Grade 12 (predicated on mandatory 24-credit Recommended Plan and August commencement).

Third-year high school students with 13 or more credits at midterm move up from Grade 10R to Grade 11 (predicated on earning 3.5/3.5 credits in the Spring semester and one (1) credit in Summer School so as to have 17.5 credits before the first day of school the following Fall, and be classified as a senior on the

first day of the following school year). This affords third-year high school students the maximum opportunity to take the Exit Level TAKS tests.

- **Beginning with Freshmen Entering in 2007-2008 (Graduating Class of 2011 and Beyond)**

Grade 9	0 – 5 Credits
Grade 10	5.5 – 12 Credits
Grade 11	12.5 – 19 Credits
Grade 12	19.5 or More Credits

#### **Midterm Move ups for the Graduating Classes of 2011 and Beyond**

Fourth-year high school students with 19.5 or more credits at midterm move up from Grade 11R to Grade 12 (predicated on 24-credit Minimum Plan and August commencement).

Three-year high school graduates with 21.5 or more credits at midterm move up from Grade 11 to Grade 12 (predicated on mandatory 26-credit Recommended Plan and August commencement).

Third-year high school students with 15 or more credits at midterm move up from Grade 10R to Grade 11 (predicated on earning 3.5/3.5 credits in the Spring semester and one (1) credit in Summer School so as to have 19.5 credits before the first day of school the following Fall, and be classified as a senior on the first day of the following school year). This affords third-year high school students the maximum opportunity to take the Exit Level TAKS tests.

#### **Summer Reclassification for the Graduating Classes of 2009 and 2010**

Third-year high school students not moved up at midterm who have 17.5 credits at the end of the Spring semester will be reclassified from Grade 10R to Grade 11 on the day after the last day of the Spring semester—so as to be eligible for Summer Exit Level TAKS testing.

#### **Summer Reclassification for the Graduating Classes of 2011 and Beyond**

Third-year high school students not moved up at midterm who have 19.5 credits at the end of the Spring semester will be reclassified from Grade 10R to Grade 12 on the day after the last day of the Spring semester—so as to be eligible for Summer Exit Level TAKS testing.

#### **Transfer Students**

A transfer student shall be assigned a grade classification, upon receipt of an official transcript from the sending school, in accordance with the policies of the Goose Creek Consolidated Independent School District.

#### **CLOSED CAMPUS**

**Permission will not be given for students to leave campus during the lunch period unless it is for a doctor or dental appointment. Medical documentation will be required when the student returns to campus.** At lunch, students should remain in the cafeteria, commons, or patio. Students are not allowed in the hall, parking lots, and areas outside the building during lunch.

#### **CLUBS AND ORGANIZATIONS**

Students are afforded the opportunity of expressing their particular interests through membership and active participation in various clubs and organizations.

#### **COMMUNITY SERVICE PROJECTS / FUND RAISING / BLOOD DRIVES**

Service clubs and other organizations on the high school campuses participate in numerous service activities throughout the school year. These activities include volunteerism, fund raising for charitable organizations, and participation in voluntary school wide blood drives. The District feels these service

activities allow students to build pride in self and community and create a life-long commitment to volunteerism.

District high schools sponsor voluntary student blood drives on campus throughout the school year in an effort to build student awareness of the critical need of maintaining a community blood supply for medical purposes and needs. These blood drives are conducted by state-certified blood centers affiliated with M.D. Anderson Cancer Center, St. Luke's Hospital, and the Gulf Coast Regional Blood Center.

State law allows persons 17 years of age and older and in good health to donate blood without parental consent. State law also allows person 16 years of age and in good health to donate blood with written parental consent. GCCISD follows state law regarding student participation in voluntary blood drives.

The District encourages parents to discuss with their child(ren) early in the school year the appropriateness of student participation in the voluntary blood drives as well as other service projects sponsored by school organizations.

Dates of the student blood drives will be communicated through the District web site, the individual school web sites, and campus newsletters.

### **CO-OP PROGRAM**

Students who are enrolled in a Co-op program must be employed by the second week of class in order to remain in the Co-op class.

### **CORRESPONDENCE COURSES**

All high school students shall be eligible to take correspondence courses and earn credit toward graduation. *Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. Students shall NOT be awarded credit toward graduation if approval was not granted prior to enrollment.* Students may be enrolled in only one correspondence course at a time.

Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term.

Resident students may earn a maximum of two of the total units required by the state through correspondence courses.

Credit toward state graduation requirements may be granted for correspondence courses only under the following conditions:

- The institution offering the course is the University of Texas at Austin, Texas Technological University, or other public institution of higher education approved by the Commissioner of Education.
- The correspondence course includes the state-required Texas Essential Knowledge and Skills for such a course.

### **CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION**

Students may earn credit by examination with prior instruction in any academic course required for secondary grades. Tests shall be administered according to procedures approved by the Superintendent or designee.

To be eligible to earn credit by examination, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a failing grade in the course in order to gain credit by such an examination.

On the recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. (See Board Policy EEJA for further information.)

To receive credit, students shall score a grade of 70% or above on the examination. Unless specifically authorized by the attendance committee, students in the junior school shall earn no more than two credits and the student in the high school shall earn no more than four credits through credit by examination.

When a student requests to take an examination, the District shall charge a fee to cover the cost of the test. When the District requests a student to take an examination, no fee shall be charged.

One Unit (1) = 2 semesters  
One-half Unit (1-1/2) = 1 semester

Junior Schools: Two (2) units = two (2) years or four (4) semester units  
High Schools: Four (4) units = four (4) years or eight (8) semester units

### **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

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. For more detailed information, registration deadlines, application forms, and questions, please contact your school's administrator or counselor. Parents may contact the office of **David Yannotta, Director of Student Information and Assessment, at 281-420-4422.**

These tests allow Goose Creek students who ALREADY HAVE the academic proficiency and understanding of the subject areas or course content to accelerate when the District's required score is attained or exceeded on the District-provided tests. The tests are not designed for the student who requires tutoring or study in order to take the test. If all conditions are met and the student's test score meets or exceeds the District passing standard, the score will be accelerated.

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

Secondary students must meet or exceed a passing standard of 90%.

### **DROPPING A COURSE**

After the fourth week of a semester, no students will be allowed to drop a high school course without

- 1) losing credit for the semester and
- 2) receiving a failing grade for each six weeks as well as the semester

This policy does not prohibit students from moving from one level of a course to another level without penalty. [Example #1: a student can move at the end of the first six-weeks from an AP (Advanced Placement) course to a regular class without penalty as long as it is the same course, but different level.] [Example #2: a student would not be allowed to move from a physics class to any other courses (office aide, electives, etc.) other than a physics class after the fourth week of the semester.]

### **DUAL CREDIT**

Certain classes are offered for dual credit between the high schools and Lee College. Students and parents must complete a special form before enrolling in dual credit courses. Forms are available from the high school counselors. Students must also see a college counselor to determine testing status. Juniors and seniors may be exempt from admission testing based on Exit level TAKS, ACT and SAT scores.

The following table shows courses available for dual credit for the 2010-2011 school year. Students receive high school credit for these courses. Grades in these courses are used in calculation of a student's Grade Point Average (GPA).

GCCISD offers technical dual credit opportunities in programs that the district does not currently offer. The GCCISD's Career and Technical Education (CTE) Department pays for the student's tuition, books, and provides transportation. These programs are open to any junior or senior enrolled in GCCISD who qualifies. Students must register for Business/Technical courses through the CTE Department. Students interested in a technical program not listed should contact the CTE Department 281-420-4550.

High School Courses	College Courses
<b>Social Studies</b>	
United States Government	Government 2301 and 2302
<b>(Both semesters of college government must be successfully completed to earn high school credit for government.)</b>	
Economics	Economics 2301 or 2302
Psychology	Psychology 2301
Sociology	Sociology 1301
Cultural Topics	Sociology 2319
<b>Mathematics</b>	
Mathematics Independent Studies: (May earn up to one credit)	Math 1414
	Math 2305
	Math 2418
	Math 1316
	Math 1324
Calculus – 1 <sup>st</sup> Semester	Math 2413
Calculus – 2 <sup>nd</sup> Semester	Math 2414
<b>English</b>	
English III – 1 <sup>st</sup> Semester	English 1301
English III – 2 <sup>nd</sup> Semester	English 1302
English IV – 1 <sup>st</sup> Semester	English 2322 or English 1301
English IV – 2 <sup>nd</sup> Semester	English 2323 or English 1302
Creative Writing	English 2307
Communication Applications	Speech 1315
Journalism I	English 2311
<b>Science</b>	
Environmental Science 1 <sup>st</sup> Semester	Envr Science 1401
Anatomy and Physiology 1 <sup>st</sup> Semester	Biology 2401
Anatomy and Physiology 2 <sup>nd</sup> Semester	Biology 2402
Biology 1 <sup>st</sup> Semester	Biology 1406
Biology 2 <sup>nd</sup> Semester	Biology 1407
Chemistry 1 <sup>st</sup> Semester	Chemistry 1411
Chemistry 2 <sup>nd</sup> Semester	Chemistry 1412
Physics 1 <sup>st</sup> Semester	Physics 1401 (Preparation for AP)
Physics 2 <sup>nd</sup> Semester	Physics 1402 (Preparation for AP)
Physics 1 <sup>st</sup> Semester	Physics 1405
Physics 2 <sup>nd</sup> Semester	Physics 1407
<b>American Sign Language</b>	
American Sign Language 1A	SGNL 1401
American Sign Language 1B	SGNL 1402
American Sign Language 2A	SGNL 2301
American Sign Language 2B	SGNL 2302

<b>Technology</b>	
Business Computer Applications	POFT 1401 (does <b>not</b> transfer to a university) BCIS 1405 (will transfer to a university) ITSC 1309 (does not transfer to a university) COSC 1301
<b>Business/Technical Courses</b>	
Administrative Specialist Technology *Recommended Pre-Requisite: BCIS I/Microsoft Office Applications	**Courses are subject to change based on Lee College course recommendations.
Auto Body Repair Technician *Pre-Requisite: High School Collision & Repair	
Electrical Technology *Recommended Pre-Requisite: Electronics	
CISCO Preparatory Program *Pre-Requisite: High School Computer Maintenance & Computer Technician	
Construction Engineering Technology *Recommended Pre-Requisite: Architectural Drafting	
Instrumentation Technology *Recommended Pre-Requisite: Electronics	
Pipefitting *Recommended Pre-Requisite: Welding	
Process Technician *Recommended Pre-Requisite: 80 or Higher in Chemistry and Algebra	

## **EMERGENCY MEAL POLICY**

### **Lunch**

Students are allowed up to three outstanding emergency meals. Students with more than three outstanding charged meals will not be issued a regular meal.

The cafeteria will provide the principal with a list of students with outstanding balances and notices addressed to the students' household. Continued issues will be addressed through the assistant principal or letter(s) sent to the parent notifying them of the outstanding charges.

### **Breakfast**

Students are not eligible for emergency breakfast.

## **FINAL EXAMINATION EXEMPTIONS**

### **General Exemption Criteria**

Students will be eligible for exemptions from one or more of their final exams in which they have met the required criteria. The criteria includes:

- Student must have an overall average of 85 or above in the class.
- Student must have three (3) or fewer absences in the class (regardless of reasons for absences). Official school business does not count as an absence.
- Teacher approval (includes conduct and fine clearance).
- Parental approval
- The student is responsible for picking up an "Exam Exemption" form from his/her assistant principal's office and presenting the form to the appropriate teachers of the classes from which he/she chooses to be exempt.

- The completed form must be returned to the appropriate assistant principal's office by the designated deadline.
- Classes for exemption may not be changed after the form has been returned to the assistant principal's office. No substitutions will be made.
- Students who are eligible for exemption may not be exempt from the same classes both semesters, except for graduating seniors and juniors who qualify for an extra exemption for perfect attendance.
- Students who are on campus during an exam for which they are exempt must remain in the cafeteria.
- Students who desire perfect attendance for the year must be present at the final from which they are exempt.

#### Exam Exemption Options

- Freshman, sophomore, and junior students are not exempt from final exams in the courses with state mandated tests during the fall semester. Exception: A junior who has passed an Exit Level State Mandated Test could exempt the final exam for that related course.
- Seniors cannot exempt a final exam in a core course until they have passed the state mandated exit test for that course.
- Students may be exempted from finals in core courses in the spring semester, if they have passed the mandated test for that course.

Note: The state mandated tested/core courses include: English, math, social studies, and science. (See Course Guide for a listed of specific courses)

#### Maximum Exam Exemption Options

CLASS	FALL SEMESTER	SPRING SEMESTER
FRESHMAN	Three Exemptions	Three Exemptions
SOPHOMORES	Three Exemptions	Four Exemptions
JUNIORS	Three Exemptions	Four Exemptions
SENIORS	Three Exemptions	Four Exemptions
GRADUATING SENIORS	All tests in <u>graduating semester</u>	All tests in <u>graduating semester</u>

Students taking Advance Placement (AP) classes may not exempt for AP course final exams unless they take the corresponding AP test.

#### Perfect Attendance Bonus

One extra exemption may be granted each semester for perfect attendance in all classes during the semester, provided the above general requirements are met.

#### Spring Exam Exemption Incentives

Freshmen may be eligible for exemption in their math and English classes if they meet the following criteria.

Sophomore, junior, and non-graduating senior students may be eligible for exemption in their electives, math, science, social studies, and English classes if they meet the following criteria.

Graduating senior students may be eligible for exemption in their electives, math, science, social studies, and English classes if they meet the following criteria.

## Criteria:

### Elective Classes

- Student must have an overall average of 85 or above.
- Student must have three (3) or fewer absences in the class (regardless of reasons for absences). Official school business does not count as an absence.
- Student must be clear of all debts/fines.

### Core Courses

- Students must have an overall average of 70 or above.
- Students must have three (3) or fewer absences in the class (regardless of reasons for absences). Official school business does not count as an absence.
- Passed the state mandated test (TAKS) for that course.
- Student must be clear of all debts/fines.

## **GRADE AVERAGING**

A student receives credit in any class for any semester with a 70 or above average.

In a year long course, a student receives credit for both semesters if he/she passes the second semester and the average of the two semesters equals or exceeds 70.

**NOTE** — The NCAA Clearinghouse does not recognize credit for any semester in which the grade is not 70 or above. Therefore, implementation of this averaging method to award credit for both semesters when one semester grade is below 70 could have a negative impact on future admission or scholarship opportunities to NCAA schools. It is recommended that students consult with their grade level counselor and/or coach to determine if it would be in their best interest to retake a semester in which the grade is less than 70 rather than average the semester grades to receive one full credit.

## **GRADING SYSTEM**

Numeric grades will be used in recording student's grades. Grades will be reported based on a scale of 0-100. A passing grade will be 70 or above. The first six weeks average of a one-semester course cannot be lower than 50. The first six weeks average **and the fourth six weeks average of a year-long course cannot be lower than 50. All other six-weeks will show actual student averages on the grade card.**

## **GUIDANCE AND COUNSELING**

The Guidance and Counseling Department is interested in helping you during your years at high school. Your counselor will talk and plan with you several times while you are in high school.

Counselors are available to discuss any matter which concerns you. Feel free to come in as often as necessary.

You may wish to visit the Guidance and Counseling Department for many reasons. Some reasons you may see your counselor are to:

- Discuss your present or future schedule.
- Review your grades.
- Review test results.
- Seek advice or help on a personal problem.
- Look through available information on colleges and occupations.
- Request and take special aptitude tests, interest inventories, etc.
- Obtain information and applications for the College Entrance Tests.

- Discuss entrance requirements and offerings of various colleges.
- Inquire about scholarships and pick up applications.

### **LOSS OF CREDIT - EXCESSIVE ABSENCES**

State law and Board policy provide that students' grades will be adversely affected by excessive absences, especially unexcused absences.

To obtain credit for a class, a high school student must be in attendance a minimum of 90 percent of the days the class is offered each semester. For example, if the fall semester contains ninety (90) days, a student must be present at least eighty-one (81) of those days (90%) in order to receive credit for a respective course. If a student is absent more than 10%, or nine days, then the student will not receive credit for the course.

**DOCTORS' EXCUSES MUST BE SUBMITTED TO THE APPROPRIATE GRADE-LEVEL OFFICE WITHIN THREE DAYS OF THE VISIT TO THE DOCTOR. IF THESE EXCUSES ARE NOT SUBMITTED WITHIN THREE DAYS AFTER AN OFFICE VISIT, THEY WILL NOT BE CONSIDERED DURING THE ATTENDANCE REQUEST FOR CREDIT HEARINGS.**

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester / school year.

- This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record: Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student's claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

### **HONORS**

#### National Honor Society

The GPA of National Honor Society members must be 4.4 (on a 6.0 scale) or above at the end of the tenth grade year and must be maintained until graduation.

#### Valedictorian and Salutatorian

Students must be enrolled in the same high school for a minimum of three full, consecutive semesters immediately preceding graduation.

Beginning with the class of 2005, the valedictorian and the salutatorian shall be the eligible students with the highest and second highest ranking as determined by the Academic Class Rank (as defined by Board Policy, EIC(LOCAL), not GPA. Only students who have been enrolled in the same high school for a minimum of three full, consecutive semesters immediately preceding graduation, who have completed one of the two highest graduation plans (recommended or distinguished achievement program), and who have completed all course work and exit-level testing will be eligible to be valedictorian or salutatorian.

#### Cum Laude Degrees

- a. Top 2% of the class—Summa Cum Laude
- b. Next 3% of the class—Magna Cum Laude
- c. Next 5% of the class—Cum Laude

Class rank and grade point average shall be computed at the end of the fifth six-week grading period of the senior year. Grade point average is determined by dividing the number of courses taken into the total grade points earned on the District's grade point scale.

Serious Misconduct (Levels III, IV, or V offenses according to the Goose Creek CISD's Student Code of Conduct) during the senior year will result in restricting a student's participation in local honors recognition activities. These activities can include, but are not limited to, verbal recognition, visible recognition, or student participation in any recognition programs. Traditional sources of local recognition of top honors for graduates are events such as the Kiwanis Luncheon, Rotary luncheon, GCCISD Board of Trustees Top Ten Recognition for the high schools, Honors Banquet, and the Baytown Sun. Top ten recognition at graduation ceremonies also includes valedictorian and salutatorian addresses.

A student must also maintain an 80 average in each class for the sixth six week grading period in order to participate in local honors recognition activities. These averages will be determined fifteen (15) days prior to graduation.

For additional information, please see Board Policy (EIC Local).

#### **IDENTIFICATION BADGES**

To improve the safety and security of all students, faculty, and staff, a security badge system has been implemented at each high school. **All** students, faculty, and staff are required to wear the badge. Since everyone is required to wear a badge, school personnel will be able to ensure a safe environment by recognizing and taking immediate action on anyone who is not identified as being associated with the school. The identification badge will be used for the cafeteria, library, and other security identification purposes. The following guidelines have been implemented to ensure the success of the High School Badge Program.

1. All students are required to wear an ID badge at all times during the school day on campus, on buses, and on all GCCISD property. The ID badge must be worn on the students' person at all times while on campus.
2. A student must present the badge for identification upon request by any school district employee.
3. The badge will be required for all library transactions.
4. The badge may be needed to attend extracurricular activities (football games, etc.). Failure to present this identification when requested by school officials at any extracurricular activity may result in removal from the activity.
5. The badge will be used to purchase school lunches.
6. Lost or defaced badges must be replaced at the cost of \$5 (cash or money order) per badge.

7. Students are expected to maintain the student ID badge from year to year. An initial ID badge will be issued free to students new to the campus.
8. Lost or broken neck straps will be replaced at a cost of \$3 (for the school logo).
9. ID badges must be worn appropriately with name and picture visible.
10. The loss of multiple badges or defacing a badge may result in disciplinary action (ex: scratching picture, chewing, stickers, marking, etc.). *Badge must remain clean.*
11. Failure to comply with regulations may result in disciplinary action.

### **INCOMPLETE GRADES (“I”)**

University Interscholastic League (UIL) Guidelines state, “A student with an “Incomplete” grade is ineligible at the end of the seven day grace period unless the “Incomplete” was replaced with a passing grade prior to the end of the seven-day grace period. Students with an “Incomplete” grade either within or beyond the end of the seven day grace period may regain eligibility if the work is made up within two weeks of the end of the six weeks reporting period when the student received an “Incomplete.” However, during the final seven days of the two-week allowance for making up work, the student is still ineligible to compete in any UIL-sanctioned activity.

### **PARENT CONFERENCES**

Parents are invited to make an appointment with the appropriate grade level counselor to discuss any matters of concern. Counselors are eager to assist in deciding upon the best possible course of study for each student. Students in conjunction with their school counselors are making six-year graduation plans beginning at junior high. Parents are encouraged to review these plans with their students.

### **PARKING PERMITS**

Parking permits are required for students parking on campus. Parking permits are reserved for sophomores, juniors, and seniors. Freshmen who have five or more credits may qualify for a parking permit with the approval of the principal. Students must have a valid Texas drivers’ license and insurance prior to obtaining a parking permit as well as a signed drug testing permission form on file in the assistant principal’s office. Each high school campus has individual rules that are issued with the parking permit due to the space confines of the individual parking areas. The following are the uniform consequences if the policies are violated:

- 1<sup>st</sup> Violation – Conduct report/warning.
- 2<sup>nd</sup> Violation – Loss of permit for two weeks. (If a student is observed driving on campus during a loss of permit for either a second or third violation, this will result in losing the permit for the entire school year.)
- 3<sup>rd</sup> Violation – Car will be “booted” and student will be charged a \$25 fee in addition to loss of permit for semester.
- 4<sup>th</sup> violation – Car will be “booted” and student will be charged a \$25 fee in addition to loss of permit for remainder of school year.

**Students parking on campus without a permit will be given TWO WARNINGS; subsequent violations will result in the car being “booted” and student charged \$25.00 fee.**

**PLEASE NOTE; ANY TIME A STUDENT PARKS IN A TOW AWAY ZONE AS ESTABLISHED BY LAW; i.e., FIRE ZONE, THE VEHICLE IS SUBJECT TO BEING TOWED.**

## **PASSING TO CLASS**

When the first bell rings, students should go directly to the class to which they are assigned. They are not to go by any other classroom or any office.

Because of congestion in our halls, students are asked not to congregate in the halls or outside of classrooms. Teachers will ask students to move on in the halls and to have a seat in the classroom.

## **PERMITS FOR EARLY DISMISSAL FROM SCHOOL**

No student is permitted to leave school during school hours without an excuse, in writing or by telephone, from the parent or guardian. Excuses must be approved by the campus administrator or designee.

## **PERMITS TO LEAVE CLASS**

- It is the student's responsibility to acquire a permit from the teacher to leave class. The student should be prepared to present it upon request by school personnel.
- Students are discouraged from leaving class unless it is an absolute necessity.
- When a student leaves class on a permit, he/she must return to that class before the end of that period.
- A permit must have the student's name, time of departure, designated place, and the teacher's signature.
- The teacher will allow only one student at a time to leave on a permit. That student must return before another may leave. This does not include permits from an office. Teachers may permit more than one student to go to the library.
- Students should not request permits to the cafeteria or student commons as teachers are asked not to allow students to these areas during any class or activity period.
- Hall passes should not be issued during the first and last 15 minutes of a class period unless it is an
- emergency.
- Remember that a permit is issued for a request, not a demand. It is a privilege that the teacher may grant or deny.

## **PHYSICAL EDUCATION**

Students are required to fulfill the state required course unless a physician's release is filed with the principal. Students using school uniforms are required to purchase laundry/usage service from the school district. Students will be charged a replacement fee for lost or damaged articles.

## **REPORT CARDS**

Report cards will be issued the week following each six weeks period and will be mailed to the permanent address of the student. The District encourages parents to schedule conferences to discuss student academic and behavioral progress.

## **REQUIRED CREDITS**

Since there are a number of graduation programs available to students, specific details of each graduation plan are included in the Goose Creek CISD Course Description Guide, which is updated and printed every spring and distributed to parents and students to assist in registration and planning for the coming year(s). Please refer to the Course Description Guide or your counselor for specific information about graduation requirements.

## **SCHOLARSHIPS**

Students should contact counselors early in the year concerning the many scholarships available to them.

## **SECURITY GUARDS**

Security guards and uniformed police officers are provided by the District to assist with traffic control and campus security. An Assistant Principal issues their responsibilities in these areas. They are entitled to your cooperation and respect in fulfilling these responsibilities.

## **SEMESTER EXAM WEIGHT**

Semester examinations count one seventh (1/7) of the final course grade. Students are allowed two (2) weeks to take semester examinations if they are absent on exam day. An excused absence will be the only legitimate excuse for missing the semester examination.

## **SENIOR PROM EARLY RELEASE**

Only seniors will be released at the end of third period on the day of the prom to make preparation for the prom.

## **STATE TESTING REQUIREMENTS**

The state requires non-exempt students to take certain tests. High school students will take TAKS in Grades 9, 10, & 11. At the secondary level, the specific tests are as follows:

Texas Assessment of Knowledge and Skills (TAKS) in:

Grades 9: Reading and Mathematics

Grades 10 & 11: English Language Arts, Mathematics, Science and Social Studies

The TAKS test is a criterion-referenced test over the essential skills and knowledge of the state's curriculum.

## **STATE TESTING REQUIREMENTS FOR GRADUATION**

All students are required to take the Exit Level state exam (TAKS) and pass all sections in order to participate in commencement exercises. The Exit Level TAKS test is a criterion-referenced test over the essential skills and knowledge of the state's curriculum.

To graduate, in addition to attaining the required number of credits, a student must pass each section of the exit level examination. The test is first administered in the spring of the student's junior year. The law requires students to pass this test in order to attain a diploma. The law also provides that any student not meeting the minimum expectations on the exit level examination test "may retake those sections of the assessment instrument on which the pupil has not performed satisfactorily."

## **STUDENT ASSISTANTS**

All student assistants will be approved by campus administration. A student may not be a student assistant if his/her conduct record is determined to be unsatisfactory. *This is a regular assigned class, and all school rules will apply regarding conduct, truancy, etc.*

## **STUDENT ORGANIZATIONS**

Student leadership is essential if our schools are to function well. Leadership can be expressed both on an individual level and through opportunities within student government. Each student is challenged to exhibit a pattern of behavior and involvement that will ensure a healthy social and academic climate in our school.

Standards for election and holding office in school organizations are set forth for a number of offices and leadership functions. Contact the individual school office for additional information regarding these

standards. Standards for other positions of responsibility may be established within each respective organization with the approval of the principal and sponsors. Newly-formed organizations may establish standards on the same basis.

## **SUMMER SCHOOL**

While the District is not required to offer summer school, a limited summer school curriculum for high school is usually offered for the benefit of our students. Tuition fees are charged for secondary summer school classes with the exception of TAKS remediation courses that are offered to identified students for no charge. The summer school schedule and fee scale are determined during the spring semester and made available to students and parents through the guidance office. Students are encouraged to contact their counselor for further information. Fees are payable in cash, by personal check, or money order made out to Goose Creek CISD. Parents may direct questions either to their child's grade level counselor or to the District summer school administrator's office at **(281) 420-4407**.

**TESTING INFORMATION / DATES**

**State Testing Dates – TAKS**

<b>TEST DATE</b>	<b>TAKS</b>
October 19, 2010	Exit Level English Language Arts (Retest)
October 20, 2010	Exit Level Mathematics (Retest)
October 21, 2010	Exit Level Science (Retest)
October 22, 2010	Exit Level Social Studies (Retest)
March 1, 2011	Grade 9 Reading Grade 10 English Language Arts Exit Level English Language Arts Exit Level English Language Arts (Retest)
March 2, 2011	Exit Level Mathematics (Retest)
March 3, 2011	Exit Level Science (retest) Grade 10 English Language Arts (Make-up)
March 4, 2011	Exit Level Social Studies (Retest)
April 26, 2011	Grade 10 Mathematics Exit Level English Language Arts (Retest)
April 27, 2011	Exit Level Mathematics Exit Level Mathematics (Retest)
April 28, 2011	Grade 9 Mathematics Grade 10 Science Exit Level Science Exit Level Science (Retest)
April 29, 2011	Grade 10 Social Studies Exit Level Social Studies Exit Level Social Studies (Retest)
July 12, 2011	Exit Level English Language Arts (Retest)
July 13, 2011	Exit Level Mathematics (Retest)
July 14, 2011	Exit Level Science (Retest)
July 15, 2011	Exit Level Social Studies (Retest)

**College Entrance Exams**

<b>NATIONAL TEST DATES</b>	<b>TEST</b>	<b>REGISTRATION DEADLINE</b>
October 9, 2010	SAT I & Subject Tests	September 10, 2010
November 6, 2010	SAT I & Subject Tests	October 8, 2010
December 4, 2010	SAT I & Subject Tests	November 5, 2010
January 22, 2011	SAT I & Subject Tests	December 23, 2010
March 12, 2011	SAT I only	February 11, 2011
May 7, 2011	SAT I & Subject Tests	April 8, 2011
June 4, 2011	SAT I & Subject Tests	May 6, 2011
September 11, 2010	ACT	August 6, 2010
October 23, 2010	ACT	September 17, 2010
December 11, 2010	ACT	November 5, 2010
February 12, 2011	ACT	January 7, 2011
April 9, 2011	ACT	March 4, 2011
June 11, 2011	ACT	May 6, 2011

### 2010- 2011 Advanced Placement Exam Schedule

2011 Exam Calendar – Week 1		
	Morning (8:00 a.m.)	Afternoon (12:00 p.m.)
<b>Monday, May 2, 2011</b>	Chemistry Environmental Science	Psychology
<b>Tuesday, May 3, 2011</b>	Computer Science A Spanish Language	Art History
<b>Wednesday, May 4, 2011</b>	Calculus AB Calculus BC	Chinese Language and Culture
<b>Thursday, May 5, 2011</b>	English Literature and Composition	Japanese Language and Culture Latin: Vergil
<b>Friday, May 6, 2011</b>	German Language United States History	European History Studio Art (portfolios due)

2011 Exam Calendar – Week 2			
	Morning (8:00 a.m.)	Afternoon (12:00 p.m.)	Afternoon (2:00 p.m.)
<b>Monday, May 9, 2011</b>	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
<b>Tuesday, May 10, 2011</b>	United States Government and Politics	Comparative Government and Politics French Language	
<b>Wednesday, May 11 2011</b>	English Language and Composition	Statistics	
<b>Thursday, May 12, 2011</b>	Macroeconomics World History	Microeconomics	
<b>Friday, May 13, 2011</b>	Human Geography Spanish Literature		

### Guidance Calendar/Testing

Senior Parents' Night	TBA	High School Campuses
College Night	Wednesday, November 3, 2010 6-8 p.m.	Goose Creek Memorial HS
Financial Aid Workshop	TBA	
PSAT	Wednesday, October 13, 2010	
PLAN College Readiness Assessment	Tuesday, October 19, 2010	

## TEXAS GRANT PROGRAM

### *Program Purpose:*

The Texas Legislature established the Towards Excellence, Access and Success (TEXAS) Grant to make sure that well-prepared high school graduates with financial need could go to college.

### *Who can compete for an award? A student who:*

- Is a Texas resident;
- Graduated from a public or accredited private high school in Texas no earlier than fall 1998;
- Completed the recommended or advanced high school curriculum or its equivalent;
- Has financial need;
- Has not been convicted of a felony or a crime involving a controlled substance.
- Enrolls in a nonprofit public college or university in Texas within sixteen months of graduation from a public or accredited private high school in Texas and
- Has accumulated no more than 30 semester credit hours, excluding those earned for dual or concurrent courses or awarded for credit by examination (AP, IB, or CLEP).

### OR

- Has earned an associate degree from a public technical, state, or community college in Texas and
- Enrolls in any public university in Texas no more than twelve months after receiving their associate's degree.

### *When should students apply?*

Deadlines vary by institution, but fall and spring grants are generally awarded in the spring prior to enrollment.

### *How much can a student receive through the program?*

The award amount (including state and institutional funds) is equal to the student's tuition and required fees.

### *Is this a one-time award?*

Students entering the program from high school who continue in college and who meet program academic standards can receive awards for up to 150 semester credit hours, until they receive a bachelor's degree, or for five years if enrolled in a four-year degree plan or four years if enrolled in a five-year degree plan, whichever comes first.

### *How do students apply?*

Apply for the TEXAS Grant when submitting the Free Application for Federal Student Aid (FAFSA) or other application as required by the college's financial aid office. Funding is limited, so the application needs to be submitted as soon as possible after January 1 of a student's senior year. The financial aid office at each college and university will determine if TEXAS Grant is part of the aid package that is offered to a student.

## TUTORIAL SERVICES

Students may be assigned to tutorials. Tutorial services in academic courses are offered to students who are having difficulties in these courses. Please contact the school to inquire about days and times that tutorial services are offered.

## UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) LITERARY

All students interested in representing the high school in UIL Literary Events should contact the sponsor of the following events (your current teacher can help determine whom to contact):

Speech	Literary Criticism	Debate	Mathematics
Computer Applications	Journalism	Calculator	One-Act Play
Number Sense	Spelling	Ready Writing	Accounting
Extemporaneous Speaking	Current Events	Computer Science	Science

UIL Literary participants can letter and qualify for letter jackets. To receive a letter jacket for UIL Literary, a student must actively participate in UIL competition and remain in good standing for the entire year. In addition, a student must fulfill one of the following requirements:

- Participate in competition within the UIL district and earn a minimum of five points that count toward the sweepstakes, or
- Participate in competition in at least four UIL training contests and earn a minimum of one point at each meet that counts toward the sweepstakes award.

### **WAIVERS FOR UIL PARTICIPATION**

Students in advanced courses shall be ineligible from participation in extracurricular activities [FM (LOCAL)] when:

- Their average in an advanced course is lower than 60 in a six-week grading period, or
- They fail two or more advanced courses in a grading period.
- They fail two or more advanced courses in a semester.

Students who fail a Pre-AP or AP course with a grade of 60 or above may appeal to the principal to have the no-pass, no-play suspension waived. A student enrolled in an appropriate course must complete a waiver request form. This waiver form must be complete and include a recommendation from the teacher of the course that the student failed. The principal may then grant a waiver from any suspension from extracurricular activities. No waiver may be granted if the student fails more than one class during a six-week grading period, and only one waiver may be granted for an individual student during a semester. [See Board Policy FM(LOCAL) for further information.]

### **WEIGHTED GRADES**

In order to give a more accurate reflection of a student's achievement, a student's rank in class is determined by the grade point value of a numerical grade earned in regular or advanced classes. For further information about weighted grades, please see the *Goose Creek CISD Course Description Guide*.



**Goose Creek Consolidated Independent School District**

# **Student Code of Conduct**

**2010 – 2011**

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**STUDENT CODE OF CONDUCT  
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

**INTRODUCTION**

Pursuant to the Texas Education Code (TEC) and applicable rules, the Goose Creek CISD Board of Trustees adopted the following Student Code of Conduct (*The Code*) as required under TEC§37.001 at a meeting held on June 28, 2010.

At the beginning of each school year, a Student Code of Conduct outlining student expectations shall be distributed to all students, parents, teachers, and administrators. Each parent and student also should be familiar with policies and procedures outlined in campus student handbooks/folders and campus discipline procedures. Annually each student and parent shall sign a statement (*Parent / Student Acknowledgement Form*) that they have received and read the Goose Creek Student Code of Conduct and acknowledges the responsibilities outlined therein.

**PURPOSE**

Education in this community represents a significant commitment of financial and human resources. The benefits a student derives from this investment depend very much upon the student's attitude toward learning and the student's adherence to high standards of behavior.

The document that follows is the District's specific response to requirements of Chapter 37 of the Texas Education Code (TEC). The school district utilizes a Student Code of Conduct that contains progressive rules and consequences for misconduct. The law requires the District to define misconduct that may or must result in a range of specific disciplinary consequences. This code is an outgrowth of collaboration among District and campus staff, parents, and other community members. *The Code*, adopted by the Board of Trustees, provides information and direction to students and parents regarding standards of behavior and consequences of misconduct.

**CAMPUS DISCIPLINE MANAGER(S)**

The Principal or designee(s) of each campus has been designated by the Board as the Campus Discipline Manager(s) for that campus with the authority to:

- Assess and implement the campus discipline management program in cooperation with teachers and staff;
- Remove a student from campus for compelling nondisciplinary reasons or pending a hearing; and
- Conduct hearings regarding removal of students to the disciplinary alternative educational placement; to make determination of guilt; and, upon such determination, to determine the duration of removal and the disciplinary alternative educational placement to which a student should be removed. [FD(LOCAL)]

**DISCIPLINE MANAGEMENT TRAINING**

Each principal or designee shall be responsible for providing discipline management in-service training for campus staff. The training must include a review of the District's Student Code of Conduct, any campus-based discipline strategies or techniques, and highlights of the 2005-2006 District Discipline Steering Committee's Belief Statements.

**PARENTAL RIGHTS AND RESPONSIBILITIES**

Parents are partners with educators, administrators, and the District's Board of Trustees in their children's education. Parents shall be encouraged to actively participate in creating and implementing educational programs for their children.

A parent is entitled reasonable access to the school principal or designee with the authority to reassign a student or to request a change in the class or teacher to which the parent's child has been assigned, if the reassignment or change would not affect the assignment or reassignment of another student.

By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under the age of 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating these rights. State law also provides that the parents are entitled access to all written records of the school district concerning the parent's child, including:

- Applications for admission;
- Attendance records;
- Counseling records;
- Disciplinary records;
- Grades;
- Health and immunization information;
- Psychological records;
- Reports of behavioral patterns;
- Teacher and counselor evaluations; and
- Test scores.

A parent is entitled to:

- Review all teaching materials, textbooks, and other teaching aids used in the classroom of the parent's child and to review each test administered to the parent's child after the test is administered;
- Complete access to any meeting of the Board of Trustees of the school district other than a closed meeting;
- Full information regarding the school activities of a parent's child except as provided by §38.004;
- Remove the parent's child temporarily from a class or other school activity that conflicts with the parent's religious or moral beliefs if the parent presents or delivers to the teacher of the parent's child a written statement authorizing the removal of the child from the class or other school activity. A parent is not entitled to remove the parent's child from a class or other school activity to avoid a test or to prevent the child from taking a subject for an entire semester; and
- Grant or deny via a written request for school personnel to make a videotape or voice recording if to be used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or relates to media coverage of the school as permitted by law.

### **STUDENT EXPECTATIONS AND STANDARDS FOR CONDUCT**

Each student is expected to:

- Attend all classes, regularly and on time;
- Follow all rules and regulations of *The Code*;
- Demonstrate courtesy and respect for others even when others do not;
- Follow District and/or campus standards of grooming and dress;
- Behave in a responsible manner at school, on school buses, and at all school functions on or off campus, always exercising self-discipline;
- Cooperate with or assist the school staff in maintaining safety, order, and discipline;
- Obey all federal, state, district, campus, and classroom rules;
- Prepare for each class; bring appropriate materials and assignments to class;
- Respect the rights and privileges of other students, teachers, and other District staff;
- Respect the property of others, including District property and facilities; and
- Maintain honesty and integrity in all issues regarding schoolwork and interaction with school personnel.

The District may impose campus, classroom, and/or club/organization rules in addition to those found in *The Code*. These rules may be listed in the student/campus handbooks; posted in classrooms; given to the student; or published in extracurricular handbooks, state or national organization by-laws, and/or constitutions, and may or may not constitute violations of *The Code*.

Sponsors and coaches of extracurricular activities may develop and enforce standards of conduct that are higher than the District's general standards and may condition membership or participation in the activity on adherence to those standards. Extracurricular standards of behavior may take into consideration conduct that occurs at any time, on or off school property. [FNC(LOCAL)]

Organized standards of behavior of an extracurricular activity are independent of *The Code*. Violations of these standards of behavior that are also violations of *The Code* may result in independent disciplinary action(s). A student may be removed from participation in extracurricular activities or may be excluded from school honors for violation of organized standards of behavior of an extracurricular activity or for violation of *The Code*.

The entire staff of the school has the responsibility to enforce the standards and policies. Full cooperation of students and parent(s)/guardian(s) is expected. Students are expected to conduct themselves at all times in an appropriate manner.

#### **DISCIPLINARY AUTHORITY OF THE SCHOOL DISTRICT**

School rules and the authority of the District to administer discipline apply whenever the interest of the District is involved on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. A student whose behavior shows disrespect for others, including interference with learning and a safe environment, will be subject to disciplinary action.

The District has disciplinary authority and jurisdiction over a student:

1. During the regular school day and while the student is going to and from school on District transportation;
2. Within 300 feet of school property, as measured from any point on the school's real property boundary line;
3. For any school-related misconduct, regardless of time or location;
4. While the student is in attendance or participation at any school-related activity, regardless of time or location;
5. When retaliation against another student, a school employee, or a volunteer occurs or is threatened, regardless of time or location;
6. When the student commits a felony, as provided by Texas Education Code §37.006, on or off school property; and
7. When criminal mischief is committed on or off school property or at a school-related event.

## GENERAL GUIDELINES FOR ASSESSING DISCIPLINE PENALTIES

### Administering Discipline

In general, discipline is designed to correct misconduct and to encourage all students to adhere to their responsibilities as citizens of the school community. Disciplinary action will draw on the professional judgment of both teachers and administrators and on a range of discipline management techniques.

Based on a careful assessment of the circumstances of each case, student discipline will be administered fairly and equitably. Factors to be considered will include:

- The seriousness of the offense;
- The student's age and grade level;
- The frequency of misbehavior;
- The student's attitude;
- The effect or potential effect of the misconduct on the school environment; and
- Statutory requirements.

Because of these factors, discipline for a particular offense (unless otherwise specified by law) may bring into consideration varying techniques and responses.

### Conduct Reports

A conduct report may be issued for habitual or flagrant disciplinary violations, depending on the level and severity of the offense. A conduct report may be authorized only by a principal or designee. A conduct report applies only to the school year in which it is given, except when the violation occurs in the last six weeks of the school year. The information that follows provides a more extensive explanation of this discipline management technique:

- **First Conduct Report:** If a student receives his or her first conduct report, the student's parent or guardian will be notified with an explanation that a second conduct report received during the school year will result in the student being assigned to In-School Suspension for secondary students (ISS) for a maximum of three (3) days.
- **Second Conduct Report:** If a student receives his or her second conduct report, the student's parent or guardian will be notified that the student is being assigned to In-School Suspension for secondary students (ISS) for a maximum of three (3) days.
- **Third Conduct Report:** If a student receives his or her third conduct report, the student's parent or guardian will be notified that the student is being assigned to In-School Suspension for secondary students (ISS) for a maximum of six (6) days.
- **Fourth Conduct Report:** If a student receives his or her fourth conduct report, the student's parent or guardian will be notified that the student is being assigned to In-School Suspension for secondary students (ISS) for a maximum of nine (9) days.
- **Fifth Conduct Report:** If a student receives his or her fifth conduct report, the student's parent or guardian will be notified that the student is receiving home suspension for a maximum of three (3) days.
- **Subsequent Conduct Reports:** If a student receives a conduct report after he or she has received five (5) conduct reports, the student's parent or guardian will be notified that the student will be assigned to the School/Community Guidance Center (SCGC) for a minimum fifteen (15)-day or a maximum thirty (30)-day placement and/or home suspension for a maximum of three (3) days.

## Conduct Report - Loss of Honors

Students who seek or hold any school office, either appointed or elected position, and who receive a first conduct report will be placed on warned status for the remainder of the school year. Any student who receives a second conduct report during the school year will not be eligible to run for or hold any school office, either appointive or elective.

If the first conduct report is received during the last six weeks of the school year, it may carry over through the following fall semester. If the second report is received during the last six weeks of the school year, loss of honors may carry over through the following fall semester.

For more serious offenses, loss of honors will occur immediately without regard to the provisions described in the preceding two paragraphs. Offenses in this category include, but are not limited to; those listed in *The Code* as Level III Acts of Misconduct. If loss of honors occurs during the last six weeks of the school year, it may carry over through the fall semester.

## Discipline Management Techniques

A student who violates campus or classroom rules and violations of *The Code* may be disciplined by one or more of the discipline management techniques listed below. This policy specifically recognizes all discipline management techniques allowed under Texas law. The following discipline management techniques may be used alone or in combination for any behavior violating *The Code* and/or campus/classroom rules:

- Verbal correction or reprimand;
- Cooling-off time;
- Seating changes within the classroom;
- Counseling by teachers, counselors, and/or administrative personnel;
- Parent-teacher conferences;
- Intervention strategies such as peer mediation, conflict resolution, or Teen Court;
- Conduct report;
- Temporary/permanent confiscation of items that disrupt the educational process;
- Scholastic penalties as permitted by policy;
- Rewards or demerits;
- Behavioral contracts;
- Detention, before school, at lunch, after school, or on Saturday, when appropriate;
- Sending the student to the office or other assigned areas;
- Extended cooling-off time
- In-School Suspension (ISS);
- Suspension at home;
- Assignment of school duties other than class tasks;
- Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations;
- Techniques or penalties identified in student organizations' extracurricular standards of behavior,
- School-assessed and school-administered probation;
- Referral to outside agency and/or legal authority for criminal prosecution in addition to disciplinary measures imposed by the District;
- Placement in an in-district Disciplinary Alternative Education Program (DAEP) – Elementary DAEP, School/Community Guidance Center (SCGC) – Short Term or Long Term;
- Withdrawal or restriction of bus privileges;
- Expulsion/placement in an out-of-district Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP);

- Corporal punishment; and
- Other strategies and consequences as specified within *The Code*.

Students with disabilities are subject to applicable state and federal law in addition to *The Code*. To the extent any conflict exists, state and/or federal law will prevail. Each disabled student's Individual Education Plan (IEP) will address his/her specialized needs in the area of discipline. Appropriate discipline management techniques may be included within the IEP. To the extent any conflict exists, state and/or federal law will prevail.

### **General Procedure for Resolving School Problems**

School problems can best be resolved at the campus level. To resolve problems, students and their parent or guardian are to conference or contact teachers to discuss existing problems or concerns. If additional resolution is needed, the student or parent then may meet with the appropriate campus administrator or designee. If dissatisfied with the campus administrator's decision, the concern can be referred to the appropriate District-level administrator. FNG(LOCAL) describes this procedure.

### **Levels of Student Misconduct/Violations**

The Student Code of Conduct provides a description of a broad range of behaviors considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels I, II, III, IV, and V are not all-inclusive. The student who commits an act of misconduct that may be classified into any of the five levels or commits an act that is not listed will be subject to the disciplinary action determined by the classroom teacher, assistant principal, principal, or other designated District personnel.

The building principal or designee has the final authority at the campus level in determining the disciplinary assignment for a student's misconduct, subject to administrative and/or Board review. The exceptions are:

1. An assignment to a DAEP that extends beyond the end of the next grading period;
2. Maintaining a student's placement in a DAEP after receiving notice pursuant to Article 15.27(g), Texas Code of Criminal Procedures; or
3. A recommendation for expulsion.

When these assignments or recommendations occur, the administrator or designee will follow the procedures outlined in this document.

### **Removal from Regular Classroom**

**The following options will be considered in the District's decision to suspend, place in a DAEP, or expel a student for a violation of *The Code*, regardless of whether the decision concerns a mandatory or discretionary action:**

- **Self-defense;**
- **Intent;**
- **A student's disciplinary history; and**
- **A disability that substantially impairs the capacity to appreciate wrongfulness of conduct.**

### **LEVELS OF BEHAVIOR**

Disciplinary offenses in *The Code* are classified into five levels of behavior that identify sample offenses and disciplinary options available to the teacher or administrator. In general, discipline shall be

progressively administered so that each level has an increasing degree of intervention designed to promote student self-discipline. The administrator or designee responsible for the discipline of students in a given situation may use discretion in determining the action(s) most appropriate to the setting and the infraction. Some disciplinary infractions will automatically place a student at a higher level of consequence(s).

If a school official suspects that criminal acts have occurred in school, on District property, or at a school-sponsored or a school-related event, a local law enforcement authority will be notified.

## **LEVEL I – MINOR INFRACTIONS**

### **Level I Violations**

Level I violations include infractions of classroom management procedures or campus rules that disrupt the educational process. Many behaviors can be successfully managed by the classroom teacher. There should be immediate and consistent intervention of any behavior which impedes orderly classroom procedures or interferes with the orderly operation of the school. Teachers and other staff members may keep a written record of the violation. For Level I violations, teachers may use their judgment and discretion in determining whether such minor infractions constitute a violation of *The Code* for purposes of the reporting requirement in TEC§37.001(b). If the teacher determines that such infractions are a violation of *The Code*, then the teacher shall file with the principal or designee a report, not to exceed one page, documenting the violation. Communication, cooperation, and encouragement of positive behavior are the key ingredients at this level of intervention.

### **Level I violations include such behaviors as:**

- Tardies;
- Chewing gum;
- Eating or drinking outside of designated areas;
- Failure to follow classroom rules;
- Failure to deliver and/or return written communication between home and school;
- Failure to bring required classroom materials and/or assigned work to class;
- Failure to participate in classroom activities, as requested;
- Horseplay (not fighting);
- Cutting in lines; pushing or shoving;
- Possessing and/or using nuisance items (including, but not limited to, laser pens and laser pointers, pagers, radios, tape recorders, camcorders, audio players, water guns, and toys that could disrupt the educational environment)
- Refusal to complete assigned work;
- Running and/or making excessive noise in the halls, classroom, and/or building; and
- Any other act that impedes the orderly classroom procedure or interrupts the orderly operation of the classroom.

### **Level I - Disciplinary Options**

#### **One or more discipline management techniques may be used:**

- Teacher/student conference;
- In-class disciplinary action (verbal correction, time-out, etc.);
- Parent contact: note or call;
- Counselor/student conference;
- Confiscation of a prohibited nuisance item;
- Withdrawal of various student privileges;
- Environmental change;
- Temporary removal of student from class;
- Detention;
- Administrator/student conference;
- Supervised campus service assignment;

- Extended cooling-off time;
- Conduct Report;
- Corporal punishment; or
- Other appropriate disciplinary options.

Repeated Level I violations may be treated as Level II violations.

## **LEVEL II – INTERFERENCE WITH THE ORDERLY OPERATION OF CAMPUS**

### **Level II Violations**

Level II violations include those infractions that are more serious in nature and interfere with the orderly operation of the classroom and/or school. Some of these infractions will result in a referral to an administrator or designee. The disciplinary actions taken will depend on the offense, previous actions, and the seriousness of the violation. More than one disciplinary option may be assigned.

#### **Level II violations include such behaviors as:**

- Any repeated violation cited in the previous level;
- Lunchroom (i.e., misuse of food, etc.) or restroom misconduct;
- Cheating and/or copying the work of another student;
- Leaving the classroom, building, school grounds, or school-sponsored events without permission;
- Cutting class or other scheduled activities;
- Truancy;
- Exhibiting any unacceptable physical contact that could result in injury;
- Violating the medication guidelines;
- Violating the District or campus dress and grooming standards;
- Violating District bus regulations;
- Altering school records or signing another person's name on school documents;
- Inappropriate public display of affection;
- Unwanted touching by others;
- Selling or soliciting for sale any merchandise on the school campus without the authorization of the building principal or designee;
- Loitering in unauthorized areas;
- Throwing objects that can cause bodily injury or property damage;
- Possession of electronic communication devices (including but not limited to pagers / beepers, cellular telephones, etc.); and
- Any other acts that interfere with the orderly educational process of the classroom and/or school.

### **Level II - Disciplinary Options**

#### **One or more may be used:**

- Conduct Report;
- Detention;
- Administrator/counselor/teacher/student conferences;
- Grade penalty for copying and/or cheating;
- Parent conference;
- Exclusion from extracurricular activities (i.e., field trips, assemblies, etc.);
- Restoration and/or restitution, as applicable;
- Saturday detention – off campus for Elementary;
- Supervised campus/community service assignment;
- Withdrawal of various student privileges;
- Involvement of law enforcement/security department;
- Teacher removal of the student from the classroom;
- Extended cooling-off time
- In-School Suspension (ISS);

- Corporal punishment; or
- Other appropriate disciplinary options.

A teacher with knowledge that a student has violated *The Code* at **Level II** or higher will file with the school principal or designee a written report, not to exceed one page, documenting the violation. The principal or designee will send a copy of the report to the student's parent(s) or guardian(s). All consequences will be recorded and kept on file by the teacher/administrator for future action. Repeated Level II violations may be treated as Level III violations.

### **LEVEL III – SERIOUS OR DISRUPTIVE BEHAVIOR**

#### **Level III Violations**

Level III acts include violations that may result in a student being suspended or placed in In-School Suspension (ISS) or a Disciplinary Alternative Education Program (DAEP). After reasonable discipline management techniques have been imposed and the campus administrator or designee determines that the student's presence in the regular classroom is disruptive to other students, or the student repeatedly violates the previously communicated standards of student conduct, the principal or designee will make the determination regarding the disciplinary option used. If a student is suspended, the student's absences shall be considered excused.

#### **Level III violations that seriously disrupt the orderly process in the school include:**

- Any repeated violations cited in the previous levels;
- Interfering with school authorities or school operations, programs, or instruction through boycotts, sit-ins, or trespassing (TEC§37.123);
- Bullying, including intimidation by name calling, using ethnic or racial slurs, or derogatory statements that could disrupt the school program or incite violence;
- Fighting, which is defined as a physical conflict between two or more individuals. (A student under attack should detach himself/herself from the situation and get an adult to help; this action may constitute "self defense" on the attacked student's part.);
- Stealing, burglary, robbery, extortion, gambling, or theft from students, staff, other persons, or the school;
- Possession of stolen property;
- Acts of disobedience or disorderly behavior that may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others;
- Being disrespectful toward school personnel or school visitors;
- Refusing to comply with reasonable requests of school personnel;
- Failure to surrender electronic devices or inappropriate items to an administrator;
- Failure to comply with assigned disciplinary consequences;
- Using profane, obscene, or indecent remarks, or racially or ethnically offensive language and/or gestures directed toward others;
- Using profane, obscene, or indecent remarks, or racially or ethnically offensive language and/or obscene gestures toward an adult;
- Wearing clothing that is profane, obscene, or racially/ethnically offensive;
- Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause harm to property or persons;
- Possessing a device, object, or substance that could cause harm to property or persons in a school building;
- Possession of any knife while on school property or at any school-sponsored activity on or off campus;
- Possession of ammunition;
- Posting or distributing unauthorized communicative materials on the school grounds;
- Sexual misconduct; engaging in inappropriate verbal, physical, or sexual contact directed toward another student or district employee;
- Sexual harassment; engaging in inappropriate verbal, physical, or sexual contact directed toward

- another student or district employee;
- “Sexting” or using a cell phone or other personal communication device to send text or e-mail messages or possessing text or e-mail messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school-related function is prohibited. In addition to any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities;
- Engaging in harassment motivated by race, color, religion, national origin, disability, or age directed toward another student or district employee;
- Hazing; behavior or activity such as defined by TEC §37.151;
- Gang-related behavior or activity or gang membership (TEC §37.121);
- Possession of drug paraphernalia;
- Threats (oral or written) to do harm to another (including hit lists) or to the property of another;
- Making false accusations or hoaxes regarding school safety;
- Burglary of a Goose Creek CISD facility;
- Vandalism and/or damaging District or personal property;
- Possession, use, or distribution of any substance represented to be a drug or alcohol (TEC §37.122);
- Abusing the student's own prescription drug, giving a prescription drug to another student, or being under the influence of another person's prescription drug on school property or at a school-related event;
- Violating the tobacco/smoking policy;
- Possession or distribution of pornographic materials, including accessing pornographic materials on the Internet;
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or could threaten school safety, using e-mail or websites at school to encourage illegal behavior, or threatening school safety;
- Violating the Internet Acceptable Use Policy;
- Cyber bullying is defined as the use of the internet, cell phones, or other devices to send, post, or text message images and material intended to hurt or embarrass another person. This may include, but is not limited to, continuing to send e-mail to someone who has said he or she wants no further contact with the sender; sending or posting threats, sexual remarks, or pejorative labels (i.e., hate speech); ganging up on victims by making them the subject of ridicule in forums and posting false statements as fact intended to humiliate the victim; disclosure of personal data such as the victim’s real name, address, or school on web sites or forums; posing as the victim for the purpose of publishing material in his or her name that defames or ridicules him or her; sending threatening and harassing text, instant messages, or e-mails to the victim; and posting or sending rumors or gossip to instigate others to dislike and gang up on the target, which is determined to have a material and substantial interference with school activities or with the rights of students and teachers;
- Misuse of District technology, including, but not limited to, the Internet, the District Network, or District-owned equipment or software;
- Engaging in verbal or written exchange that threatens the safety of another student, a school employee, or school property using e-mail or websites at school to encourage illegal behavior, or threatening school safety;
- Exhibiting any unacceptable physical contact that results in injury; or
- Any other act(s) that seriously disrupt(s) the orderly process of the school.

### **Level III - Disciplinary Options**

#### **One or more may be used:**

- Administrator/teacher/parent/student conferences;
- Exclusion from extracurricular activities;
- Conduct Report;
- Suspension (at home) for up to three (3) days per occurrence of misconduct;
- In-School Suspension (ISS);

- Withdrawal of various student privileges;
- Corporal punishment;
- Involvement of law enforcement/security department/citations;
- Restitution and/or restoration, as applicable;
- Teacher removal of the student from the classroom;
- Removal to a Disciplinary Alternative Education Program (DAEP);
- Reassignment of classes; or
- Other appropriate disciplinary options.

A teacher with knowledge that a student has violated *The Code* at **Level III** or higher will file with the school principal or designee a written report, not to exceed one page, documenting the violation. The principal or designee will send a copy of the report to the student's parent(s) or guardian(s). All consequences will be recorded and kept on file by the teacher/administrator for future action. Persistent misbehavior at **Level III** may lead to assignment to a Disciplinary Alternative Education Program (DAEP). A student who commits a **Level III** offense and is suspended or placed in a DAEP, including In-School Suspension, is prohibited from attending or participating in school-sponsored or school-related activities.

#### **LEVEL IV – DAEP OFFENSES (OFFENSES FOR WHICH A STUDENT WILL BE PLACED IN A DAEP)**

##### **Level IV Violations**

Level IV offenses are acts of misconduct for which mandatory removal to a Disciplinary Alternative Education Program (DAEP) is required. A student shall be removed from the classroom to a Disciplinary Alternative Education Program (DAEP) by the campus administrator or designee if the student commits the following conduct on school property or within three hundred (300) feet of school property, as measured from any point on the school's real property line, or while attending a school-sponsored or school-related activity on or off school property. [TEC§37.006] Additionally, a student may be removed from the classroom to a DAEP by the campus administrator or designee when the student engages in any conduct punishable as a felony, whether the conduct occurs on or off school property and regardless of whether the conduct occurs before, during, or after school hours unless expulsion is authorized or required for the offense.

##### **Level IV acts of misconduct include such behaviors as:**

- Repeated violations of the offenses outlined in the previous levels;
- Engaging in any type of conduct punishable as a felony (TEC §37.006);
- Engaging in assault that is defined as intentionally, knowingly, or recklessly causing bodily injury to another [§22.01 (a)(1) Penal Code];
- Engaging in terroristic threat, defined as, but not limited to, threatening to commit violence or harm to any person or property with intent to cause an emergency response or that places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, place that the public has access by threats of violence or other means; or causing impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service (§22.07, Penal Code);
- Engaging in threatening behavior toward another student or district employee on or off school property;
- Engaging in conduct that contains the elements of an offense relating to volatile chemicals, including, but not limited to, possession or use, delivery of abusable volatile chemicals to a minor or possession of inhalant paraphernalia (Chapter 484, Health and Safety Code);
- Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure under which are defined to include offenses against chastity, common decency, morals, and the like (§21.07 and 21.08, Penal Code);
- Possessing, using, or being under the influence of alcohol, or selling, giving, or delivering an alcoholic beverage to another person, or committing a serious act or offense while under the influence of alcohol [Non-felony offense];

- Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substance (Chapter 481, Health and Safety Code, or by 21 U.S.C. §801 et. seq.) [Non-felony offense];
- Selling, giving, delivering to another person, possessing, using or being under the influence of a dangerous drug (Chapter 483, Health and Safety Code) [Non-felony offense];
- Engaging in conduct that contains elements of the offense of retaliation under §36.06, Penal Code against any school employee by engaging in conduct including, but not limited to, intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his/her official duties, regardless of whether on or off campus or at a school function; or
- Engaging in conduct relating to a false alarm or report (including bomb threat) or a terroristic threat involving a public school (TEC §37.007).

A teacher with knowledge that a student has violated *The Code* at **Level IV** or higher will file with the school principal or designee a written report, not to exceed one page, documenting the violation. The principal or designee will send a copy of the report to the student's parent(s) or guardian. All consequences will be recorded and kept on file by the school's administrator or designee for future action.

#### **Level IV – Disciplinary Options**

- Mandatory removal to a Disciplinary Alternative Education Program (DAEP). Options include In-District DAEP placement at Elementary DAEP or School/Community Guidance Center (SCGC)], and Out-of-District DAEP placement [Highpoint Alternative Education Program or Juvenile Justice Alternative Education Program (JJAEP)].

Serious or persistent misbehavior of Level IV may lead to expulsion and referral to an out-of-district Disciplinary Alternative Education Program (DAEP). A student who commits a Level IV offense and is placed in a DAEP is prohibited from attending or participating in a school-sponsored or school-related activity.

### **LEVEL V - EXPULSION FOR SERIOUS OFFENSES**

#### **OFFENSES FOR WHICH A STUDENT SHALL BE EXPELLED AND REFERRED TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) OR TO THE HARRIS COUNTY JUVENILE JUSTICE ALTERNATIVE EDUCATION PROGRAM (JJAEP)**

#### **Level V Violations**

Level V acts of misconduct include those serious misbehaviors and/or illegal acts that threaten to impair the educational efficiency of the school, and/or which most seriously disrupt the orderly educational process in the classroom and/or the school. Under state law, students shall be expelled for any violation listed under this section. Expulsion will occur if the Level V act of misbehavior occurs on school property or at a school-sponsored or school-related activity on or off school property. Participation in conduct punishable as a felony on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or at a school-sponsored/school-related activity on or off school property will result in expulsion or removal to a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP).

**Level V acts of misconduct that result in Discretionary Expulsion or Required Expulsion include:**

## Discretionary Expulsion

A student may be expelled or removed to a Disciplinary Alternative Education Program (DAEP) or Juvenile Justice Alternative Education Program (JJAEP) for any of the following:

1. While assigned to a DAEP, continuing to engage in serious or persistent misbehavior that violates *The Code*.
2. Engaging in conduct that contains the elements of criminal mischief under §28.03 of the Penal Code (e.g., criminal mischief, including, but not limited to, vandalism or graffiti), if the conduct is punishable as a felony. The law does not require that the act of criminal mischief occur on school property or at a school-related activity.
3. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, selling, giving, or delivering to another person or possessing, using, or is under the influence of:
  - a. Marijuana or a controlled substance as defined by Chapter 481, Health and Safety Code;
  - b. A dangerous drug as defined by Chapter 483, Health and Safety Code; or
  - c. An alcoholic beverage as defined by §1.04, Alcoholic Beverage Code. [TEC §37.007]
4. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, engaging in conduct that contains the elements of an offense relating to an abusable volatile chemical under §485.031 through 485.035, Health and Safety Code.
5. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, engaging in conduct that contains the elements of an offense of §22.01(a) (1), Penal Code, (assault with bodily injury) against a school district employee or volunteer as defined by §22.053, Penal Code.
6. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, engaging in conduct that contains the elements of the offense of deadly conduct under Section 22.05, Penal Code.
7. Engaging in conduct that contains the elements of assault with bodily injury against any employee or volunteer in retaliation for or as a result of the person's employment or association with a school district without regard to whether the conduct occurs on or off school property or while attending a school-sponsored or school-related activity on or off school property (TEC §37.007).
8. Engaging in conduct involving a public school that contains the elements of the offense of a false alarm or report (including a bomb threat) under Section 42.06 of the Penal Code, or a terroristic threat involving a public school under Section 22.07 of the Penal Code (TEC §37.007).
9. Engaging in conduct that contains the elements of the offense of aggravated robbery under section 29.03, Penal Code, against another student, without regard to whether the conduct occurs on or off of school property or while attending a school-sponsored or school-related activity on or off of school property (TEC §37.007).

## Mandatory Expulsion

A student shall be expelled from school if the student:

### A. Uses, exhibits, or possesses:

1. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, a firearm as defined by Section 46.01(3) of the Penal Code. In the Penal Code this is defined as any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use. **NOTE:** A shotgun is considered a firearm under §46.01(3), Penal Code. [§46.01(3), Penal Code]
2. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, an illegal knife as defined by Section 46.01(6) of the Penal Code, or by local policy. In the Penal Code this is defined as any knife with a blade over 5 1/2" or a hand instrument designed to cut or stab another by being thrown, such as a dagger, dirk, stiletto, Bowie knife, sword, or spear [§46.01(6), Penal Code].
3. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, a club as defined by Section 46.01(1) of the Penal Code. In the Penal Code this is defined as an instrument that is specially designed to inflict serious bodily injury or death by striking a person with the instrument and includes, but is not limited to, a blackjack, nightstick, mace, or tomahawk. [§46.01 (1), Penal Code]
4. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, a weapon listed as a prohibited weapon under Section 46.05 of the Penal Code. In the Penal Code, these weapons are defined as an explosive weapon, firearm silencer, armor-piercing ammunition, knuckles, switchblade knife, zip gun, chemical dispensing device, short-barreled firearm, and machine gun. (§46.05, Penal Code)
5. While on or within 300 feet of school property, as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off of school property, a firearm as defined by Federal Law 18 U.S.C. 921:
  - a. Any weapon (including a starter gun) that will or is designed to or that may readily be converted to expel a projectile by the action of an explosive;
  - b. The frame or receiver of any such weapon;
  - c. Any firearm muffler or firearm silencer; or
  - d. Any destructive device, defined to mean any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding devices described. It also means any type of weapon (other than a shotgun or a shotgun shell that is generally recognized as particularly suitable for sporting purposes) by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described in this item, and from which a destructive device may be readily assembled.

NOTE: Federal law requires that a student expelled for a firearms violation under this provision must be expelled from the student's regular campus for a period of at least one (1) year. The Superintendent or designee, using his/her professional judgment and discretion, may modify the term for an individual student, after considering the totality of the circumstances.

**B. Engages in conduct that contains the elements of the offense of:**

1. Aggravated assault that includes, but is not limited to, causing serious bodily injury to another during the commission of an assault, or using or exhibiting a deadly weapon during the commission of an assault. (§22.02, Penal Code)
2. Sexual assault. (§22.011, Penal Code)
3. Aggravated sexual assault that includes, but is not limited to, causing or threatening to cause serious bodily injury to another during the commission of a sexual assault, or using or exhibiting a deadly weapon during the commission of a sexual assault. (§22.021, Penal Code)
4. Arson. (§28.02, Penal Code)
5. Murder. (§19.02, Penal Code)
6. Capital murder (§19.03, Penal Code) or criminal attempt to commit murder or capital murder. (§15.01, Penal Code)
7. Indecency with a child. (§21.11, Penal Code)
6. Aggravated kidnapping. (§20.04, Penal Code)
7. Aggravated robbery (§29.03, Penal Code)
8. Manslaughter (§19.04, Penal Code)
9. Criminally negligent homicide (§19.05, Penal Code)
10. Selling, giving, delivering to another person or possessing; using or is under the influence of marijuana, a controlled substance as defined by Chapter 481, Health and Safety Code, or by 21 U.S.C. Section 801 et seq., or a dangerous drug as defined by Chapter 483, Health and Safety Code, if the conduct is punishable as a felony.
11. Selling, giving, delivering to another person an alcoholic beverage as defined by Section 1.04 of the Alcoholic Beverage Code, committing a serious act or offense while under the influence of alcohol, or possessing, using, or is under the influence of an alcoholic beverage, if the conduct is punishable as a felony.
12. Any offense for which expulsion is required if the offense is committed while retaliating against a District employee or volunteer because of the employee's employment with the District, whether it occurs on or off school property or at a school-related function.

**Level V – Disciplinary Options**

- **Discretionary Expulsion** - Removal to School Community Guidance Center (SCGC), Highpoint Alternative Education Program, or Juvenile Justice Alternative Education Program (JJAEP).
- **Mandatory Expulsion** - Removal to Juvenile Justice Alternative Education Program (JJAEP).

Students younger than ten (10) years of age who engage in conduct for which the student must be expelled shall be removed from class and placed in a Disciplinary Alternative Education Program (DAEP). Students younger than ten (10) who bring a firearm shall be expelled but placed in an in-district DAEP during the term of expulsion. An elementary school student may not be placed in a DAEP with any other student who is not an elementary student, nor can a student younger than six years of age be placed in a DAEP or Juvenile Justice Alternative Education Program (JJAEP). A student who commits a Level V offense and is placed in a DAEP is prohibited from attending or participating in a school-sponsored or school-related activity.

### **DAEP PLACEMENT LENGTH**

Students who are assigned to a Disciplinary Alternative Education Program (DAEP) as a result of any violation of *The Code* will be subject to the following lengths of placement:

#### **Elementary DAEP**

The term of placement at Elementary DAEP shall be a maximum of fifteen (15) days and a minimum of ten (10) days for discretionary placements. Mandatory DAEP placements shall be a minimum of fifteen (15) days on the first mandatory offense, thirty (30) days on the second mandatory offense, and forty five (45) days on the third mandatory offense.

#### **School Community Guidance Center**

The term of a placement at SCGC shall be forty five (45) days for drug and alcohol violations. All other Student Code of Conduct violations mandating School/Community Guidance Center (SCGC) placement will result either in a fifteen (15)-day placement or a thirty (30)-day placement. If a student younger than ten (10) years of age on the date of expulsion engages in expellable conduct, the student must be placed in an in-district DAEP except as provided under federal law. Students under six (6) years of age shall not be placed in a DAEP.

#### **Highpoint Alternative Education Program**

The term of a placement at Highpoint shall be until the end of the six weeks' grading period in which the 45<sup>th</sup> day of assignment to Highpoint occurs (with the conditions that the student must achieve 90% attendance during the expulsion period and have satisfactory behaviors while assigned to Highpoint). If the conditions are not met, the student shall remain at Highpoint for an additional six weeks' grading period. Students scheduled for release from Highpoint at the end of the fifth six weeks grading period will be required to remain at Highpoint until Monday of the week of May 1.

#### **Juvenile Justice Alternative Education Program**

The term of expulsion to JJAEP shall be until the end of the six weeks' grading period in which the 60<sup>th</sup> day of assignment to JJAEP occurs (with the conditions that the student must achieve 90% attendance during the expulsion period and have satisfactory behaviors while assigned to JJAEP). If the conditions are not met, then the student shall remain at JJAEP for an additional six weeks' grading period. Students scheduled for release from JJAEP at the end of the fifth six weeks grading period will be required to remain enrolled at JJAEP until Monday of the week of May 1.

### **PROCEDURES FOR REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP)**

#### **General Rules**

The following general rules are applicable to all removals:

1. A student who is younger than six (6) years of age may not be removed from class and placed in a Disciplinary Alternative Education Program (DAEP).

2. Before placing a student in a DAEP, the administrator or designee shall confer with the student, and the student will be given an opportunity to explain his/her version of the incident.
  3. Once the campus administrator makes a determination to refer the student to a DAEP, the parent shall be contacted by phone or notified in writing of the placement, the reasons for the referral, and the term of the placement. Length of placement will be determined by the school or District official based on the factors found in *The Code*.
  4. The DAEP curriculum shall include English language arts, mathematics, science, history, and self-discipline and shall provide for the student's behavioral needs through supervision and counseling.
  5. All students required to attend a DAEP are prohibited from participating in school-sponsored or school-related activities. This requirement is imposed by Texas law.
6. The Disciplinary Alternative Education Program options are as follows:

- a. Elementary Disciplinary Alternative Education Program (DAEP)  
Principal: Ron Wyatt  
Alamo at Kilgore  
302 YMCA Dr.  
Baytown, Texas 77520  
Ph: 281/420-4595

All students assigned to Elementary DAEP must be present the full number of days assigned and complete all requirements (attendance, academic, and behavior) in order to be released to the campus in which the student is enrolled.

- b. School and Community Guidance Center (SCGC)  
Principal: Gary Allen  
401 Jones Road [In-District Long-Term Placement]  
Baytown, Texas 77520  
Ph: 281/420-4630
- c. Highpoint School East Alternative Education Program  
8003 E. Sam Houston Parkway North [Out-of-District]  
Houston, Texas 77049  
Ph: 713/696-2160
- d. Juvenile Justice Alternative Education Program (JJAEP)  
2525 Murworth  
Houston, Texas 77054 [Out-of-District]  
Ph: 713/669-0799

7. A student placed in a DAEP shall be provided a status review by the principal or designee of the Disciplinary Alternative Education Program (DAEP) at intervals not to exceed 120 days. The principal or designee shall schedule an informal meeting with the parent or guardian to discuss the student's status. The student's parent(s) or guardian(s) may present reasons or information in support of returning the student to his or her home campus.

**Long-Term Removal Extending Beyond the End of the Next Grading Period**

1. If the term of the placement, as recommended by the campus administrator or designee, will extend beyond the end of the next grading period (beyond the end of the following six weeks), the student's parent or guardian is entitled to notice and an opportunity to participate in a proceeding before the Office of the Director of Student Services. The campus administrator or designee shall inform the student's parent or guardian in writing of the right to appeal and shall describe the

procedures for scheduling an appeal with the Office of the Director of Student Services. The parent or guardian may waive the right to an appeal.

2. The procedure for an appeal to the Office of the Director of Student Services is as follows:
  - a. The parent shall contact the Director of Student Services (281/420-4861) to schedule an appeal hearing within three days following the campus decision to remove the student to a DAEP;
  - b. Notice of the hearing (date, time, and location) shall be provided to the parent
  - c. The hearing shall be conducted by the designated hearing officer
  - d. Following the presentation by the campus administration and the student or student's representative, the hearing officer will make a determination to uphold or amend the campus recommendation. The decision will be communicated in writing to the student's parent(s) or guardian; and
  - e. The decision of the hearing officer is final and cannot be appealed.

#### **Removal Extending Beyond the End of the School Year**

1. Before a student may be placed in a Disciplinary Alternative Education Program (DAEP) for a period that extends beyond the end of the school year, the campus administrator or designee must determine that:
  - a. The misbehavior resulting in DAEP placement occurred in the last semester of the school year; or
  - b. The student's presence in the regular classroom or at the home school presents a danger of physical harm to the student or to other individuals; or
  - e. The student has engaged in serious or persistent misbehavior that violates the District's previous communicated standards of student conduct. "Serious" offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom or the school or with any school-related activity. "Persistent" is defined as chronic or repeated instances of misconduct.
2. The campus administrator's determination, as described above, shall be communicated to the student's parent or guardian in writing.
3. The student may appeal a removal extending beyond the end of the school year.

#### **GENERAL PROCEDURES FOR EXPULSION**

If Level V misconduct occurs, the student and the parent(s) or guardian(s) shall be informed in writing by the campus administrator or designee of the allegations and the recommendation for expulsion. A decision to expel a student shall not be implemented until there has been a full hearing, unless the right to such a hearing is specifically waived by the student and his or her parent(s) or guardian in writing. If the expulsion recommendation is based on serious or persistent misbehavior after the student has been placed in a Disciplinary Alternative Education Program (DAEP), the campus principal or designee may conduct the hearing and serve as the Board designee. All other hearings will be conducted by the Office of the Director of Student Services (281/420-4861).

#### **Expulsion Hearings**

1. A hearing must be held within seven (7) school days of the date that the campus administrators make the expulsion recommendation, unless there are extenuating

circumstances or an extension is mutually agreed upon by the District's representative and the student's parent(s) or guardian(s).

2. The student will receive prior notice of the charges and the proposed sanctions as to afford a reasonable opportunity for preparation. The notice shall be in writing and shall advise of the nature of the evidence and the names of any witnesses whose testimony may be used against the student.
3. The student has a right to a full and fair hearing before a competent forum.
4. The student has a right to an adult representative or legal counsel who can provide guidance to the student and who is not an employee of the District.
5. The student will have the opportunity to testify and to present evidence and witnesses in his/her defense.
6. The student will have the opportunity to examine the evidence presented by the school administration and to question the administration's witnesses.
7. Courtroom rules of evidence will not apply, but all evidence and testimony must be relevant to the proceeding. A record of the hearing will be made by tape recorder.
8. If the school district makes a "good-faith" effort to inform the student and parent(s) or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, parent(s), or guardian or another adult representing the student is in attendance.

#### **Appeal of Expulsion Decision to the Board of Trustees**

1. If the student/parent wishes to appeal the decision of the Director of Student Services or designee, the parent must make that request in writing to the Superintendent of Schools within ten (10) calendar days of the receipt of the hearing officer's decision to expel. The appeal is heard by the Board of Trustees.
2. The appeal is based on the record of the previous hearing. The record of the hearing includes a transcript of the hearing and documentation presented at the hearing. No additional evidence or testimony can be introduced at the Board level without Board approval.
3. The appeal of the hearing officer's decision to expel will be placed on the agenda of the next available Board meeting.
4. The hearing before the Board will be in closed session unless the parent/student requests an open session.
5. The student and/or parent(s)/guardian will be allotted fifteen (15) minutes to provide oral presentation to support his/her position.
6. The District/campus administrator or designee will be allotted fifteen (15) minutes to support his/her position.
7. The decision of the Board of Trustees to uphold or amend the administration's expulsion recommendation will be provided orally or in writing to the student's parent or guardian before the next Board meeting.
8. A decision of the Board of Trustees to expel a student may be appealed in the District Court of Harris County.

### **Campus Level Hearings and Appeals Process**

1. Before a student is placed in a DAEP, the administrator or designee shall conduct a conference at which the student is advised of the misconduct and is given an opportunity to explain his or her version of the incident. A student is entitled to a due process hearing.
2. The campus principal or designee is the Board's designated hearing officer for placement recommendation hearings for students who engage in serious or persistent misbehavior after being placed in a DAEP.
3. If the student/parent wishes to appeal the decision of the principal or designee, the request must be made in writing to the Office of the Director of Student Services within five (5) calendar days of notification of the principal's or designee's decision to expel.
4. A hearing will be scheduled before the District's designated hearing officer within seven (7) calendar days of receiving the request to appeal, unless there are extenuating circumstances. The appeal will be based on the record of the previous hearing at the campus level.
5. The hearing will follow the general procedures as outlined in "§A: Expulsion Hearings."
6. The appeal of the decision of the Director of Student Services is made to the Board of Trustees and follows the process as outlined in "§B: Appeal of Expulsion Decision to the Board of Trustees."

### **Expelled Students Seeking Admission**

The Goose Creek Consolidated Independent School District will review the expulsion orders from other school districts and may choose not to admit a student expelled from another district for the period of the other district's expulsion. A student who enrolls in Goose Creek Consolidated Independent School District while under placement in a DAEP in a former school district will be assigned to a similar DAEP for a period to be determined by the Director of Student Services or designee and /or the District Hearing Officer.

## **PROCEDURES FOR TEACHER REMOVAL OF A STUDENT**

### **Office Referrals**

A teacher may send a student to the office to maintain effective discipline. The administrator or designee shall respond by employing appropriate discipline management techniques consistent with *The Code*.

1. A teacher may remove from class a student who has been documented by the teacher to interfere repeatedly with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.
2. A teacher may remove a student from class whose behavior the teacher determines is so unruly, disruptive, or abusive that it seriously interferes with the teacher's ability to communicate effectively with the students in the class or with the ability of the student's classmates to learn.

### **Administrative Options for Teacher Removal of Students**

If the student is removed by the teacher under these circumstances, and the teacher has appropriately documented the reasons for the removal, the student may not be returned to the teacher's class without the teacher's consent. The options available to the principal or designee include: placement in another

appropriate classroom, placement in In-School Suspension, or placement in a Disciplinary Alternative Education Program (DAEP).

### **Placement Review Committee for Teacher Removal of Students**

Each school shall have a placement review committee composed of three members. The campus faculty shall choose two teachers to serve as members and one teacher to serve as an alternate member. The principal or designee shall select one member from the professional staff of the campus. The teacher refusing to readmit the student may not serve on the committee.

The committee will determine placement of a student when a teacher has removed the student and refuses to allow the return of the student to the teacher's class. The committee will make a final determination of the student's placement at the campus level.

### **Placement Review for Students Removed by Teacher**

1. Not later than the third class day after the day on which a student is removed, the school principal or designee shall schedule a meeting among the principal or the designee, a parent or guardian of the student, the teacher removing the student from the class, and the student.
2. The student may not be returned to the removing teacher's classroom over the teacher's objection. Pending the meeting, the principal or designee may place the student into In-School Suspension, into another class, or suspend from school if the student has engaged in misconduct for which placement in a DAEP is permitted.
3. At the meeting, the principal or designee shall afford all parties an opportunity to be heard; however, the conduct and control of the hearing shall be within the absolute discretion of the principal or the principal's designee. The principal or designee may place reasonable limits on the length of the discussion.
4. Following the meeting and whether or not each requested person is in attendance after valid attempts to require the person's attendance, the principal or designee may return the student to the class of the teacher who removed the student unless the teacher objects to the student's return. If the teacher objects, the principal or designee shall order the placement of the student to another class, into a Disciplinary Alternative Education Program (DAEP), or may refer the student to the Placement Review Committee for determination as to placement.
5. The teacher may not be coerced to accept the student without a determination by the Placement Review Committee.
6. The Placement Review Committee will make a determination as to whether the student may be returned to the removing teacher's class. The student may not be returned to the teacher's class without the teacher's consent unless the committee determines that such placement is the best or only alternative available.
7. If the decision is to place the student in a DAEP, the campus will follow the procedures that are provided in this document for removal to a DAEP.

### **Teacher Removal of Students for Level IV and Level V Conduct Violations**

A teacher is required to remove from class and send to the principal or designee for appropriate disciplinary action or for expulsion any student who engages in Level IV or Level V misconduct.

## **Readmission of Expelled Students**

Upon recommendation of the Placement Review Committee or on its own initiative, the District may readmit an expelled student while the student is still fulfilling court-imposed sanctions. After a student completes the sanctions, the District must readmit the student; however, the District may place the student in a Disciplinary Alternative Education Program (DAEP). The student may not be returned to the classroom of the teacher under whose supervision the offense occurred without that teacher's consent. The teacher may not be coerced to consent.

## **Suspension of Students (TEC §37.005)**

Suspension is defined as the removal of a student from the campus. The principal or designee may suspend a student for such conduct as defined under **Level III** and higher violations. A suspension may be up to three (3) school days per incident. A student is responsible for all class work missed during the period of suspension.

Before suspending a student, the administrator or designee shall conduct a conference at which the student is advised of the misconduct and is given an opportunity to explain his or her version of the incident. School personnel shall make every effort to notify the parent prior to suspending a student from school. If the parent cannot be contacted prior to the removal, the parent shall be notified as soon as possible and shall be informed of the reasons for the suspension. The campus principal or designee has the final authority regarding a decision to suspend.

During the period of suspension, it is the responsibility of the parent or guardian to provide adequate supervision for the student.

## **Emergency Placement or Expulsion (TEC §37.019)**

The Texas Education Code allows the principal or designee to order the immediate placement of a student in a DAEP if the student's behavior is so unruly, disruptive, or abusive that it interferes with:

1. The teacher's ability to communicate effectively;
2. The student's classmates' ability to learn; or
3. The operation of the school or school-sponsored activity.

The Texas Education Code allows the principal or designee to order the immediate expulsion of a student if the principal or designee believes the action is necessary to protect persons or property from imminent harm.

At the time of emergency placement or emergency expulsion, the student will be given oral notice for the reason of the action. Within a reasonable time after the action, written notice shall be provided to the student's parent(s) or guardian concerning the student's rights and entitlement to due process as described in the sections on disciplinary alternative education programs or expulsion.

## **DISCIPLINE OF SPECIAL EDUCATION STUDENTS UNDER THE INDIVIDUALS WITH DISABILITIES EDUCATION ACT (IDEA) AND §504 OF THE REHABILITATION ACT**

Disciplinary actions regarding students with disabilities shall be in accordance with all applicable statutes, rules, and regulations. In addition to the general guidelines considered when determining whether suspension, DAEP, or JJAEP placement is an appropriate disciplinary sanction, administrators will consider a student's disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct.

### **Definition of a Student With a Disability Under IDEA**

For purposes of this section, a student with a disability is a student who has been evaluated in

accordance with *34 Code of Federal Regulations* relating to comprehensive individual assessment and determined by an Admission, Review, and Dismissal (ARD) committee as meeting the eligibility criteria for Autism, Deaf-Blindness, Auditory Impairment, Emotional Disturbance, Mental Retardation, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech Impairment, Traumatic Brain Injury, Visual Impairment, and/or Non-Categorical Early Childhood and who because of these impairments needs special education and related services in order to access a Fair and Appropriate Public Education (FAPE).

In addition to statutory requirements that an ARD committee must convene to conduct a manifestation determination before a student is removed for more than ten (10) days, the law states that an ARD committee must be convened specifically to review a special education student's conduct prior to assessing a disciplinary consequence for bullying, harassment, or making hit lists.

#### **Definition of a Student With a Disability Under §504**

A student is considered to have a disability under §504 of the Rehabilitation Act of 1973 if the student:

1. Has a physical or mental impairment which substantially limits one or more of life's major activities,
2. Has a record of such an impairment, or
3. Is regarded as having such an impairment.

*34 CFR Section 104.3(j)*

Students served under §504 are also entitled to a manifestation determination meeting prior to removal for more than ten (10) days. The committee shall consist of two (2) or more persons knowledgeable about the student and the evaluation data.

## **PROCEDURES RELATED TO STUDENT CONDUCT AND SAFE SCHOOLS**

### **Academic Dishonesty**

Teachers may not impose scholastic penalties for disciplinary infractions other than for cheating or copying another's work. Cheating shall be defined as giving or receiving information or help on a test, possession of any unauthorized material during a test, copying another student's assignment or knowingly allowing another unauthorized student to copy from his/her assignment, submitting duplicate work, or having someone else complete an assignment on behalf of the student. Plagiarism, the use of another's ideas or products as one's own, can also be defined as cheating.

Students found to have engaged in academic dishonesty shall be subject to disciplinary penalties as well as academic penalties. Where number grades are given, a zero will be recorded on any assignment where cheating occurs as defined in EIA(LOCAL). The determination that a student has engaged in academic dishonesty shall be based on the judgement of the classroom teacher or other supervising professional employee, taking into consideration written materials, observation, or information from students.

### **Arrested Students**

If a student at school is subject to arrest or apprehension by law enforcement officer(s), the principal or designee must confirm the officer's identity and authority. After this is confirmed, the campus administrator will deliver the student into the officer's custody. The principal or designee shall immediately make reasonable efforts to notify the student's parents and the appropriate district administrator. A written record of the occurrence will be made by the campus administrator or designee. [See "Questioning of Students"]

## **Bus Conduct**

Buses are provided to transport students to and from school. In order to promote a safe and pleasant method of transporting students, it is necessary that certain rules of conduct be followed. District rules and guidelines are applicable on the buses. Video cameras may be used to assist the District in assuring safe transportation for all students. Conduct that is not permitted includes the following:

- Bringing glass containers or animals on the bus;
- Boarding or unloading at incorrect stop;
- Being disobedient or disrespectful to driver;
- Disturbing others;
- Being excessively loud;
- Using unacceptable language;
- Eating/drinking on bus or using tobacco;
- Failing to follow safe street-crossing procedures;
- Fighting/scuffling on bus;
- Littering the bus;
- Moving/not sitting properly while bus is in motion;
- Putting head or hands out of window;
- Putting self or others in danger;
- Tampering with bus or equipment; and/or
- Throwing objects.

Students may be removed from the bus for violation of these rules and/or incur other disciplinary action. Please see detailed consequences for violation of transportation rules on Page 34 of the student handbook.

## **Cellular Phones**

**Cell phones cannot be visible and must be turned off during the school day and while on school buses during the instructional day.**

The instructional day begins when a student arrives on campus (or boards a school bus) and extends until the student departs campus after the dismissal bell (or exits the school bus if he/she rides District transportation after school). The instructional day will extend through detention hall and tutorials when appropriate.

Students who violate this rule shall be subject to established disciplinary measures as outlined in the Student Handbook.

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*

[TEC 37.082, FNCE(LEGAL), FNCE(LOCAL), and Administrative Guideline 6.04]

## **Closed Campus Policy**

All Goose Creek schools have closed campuses. Once students arrive on campus, they may not leave without following the appropriate procedure established by the school administration.

## **Complaints by Students/Parents**

A student or parent should first discuss the problem with the appropriate teacher. If the teacher's decision is not satisfactory, the complainant may request, within ten (10) calendar days of learning about the event or problem, a conference with the principal or designee. If the principal's or designee's decision is not satisfactory, the complainant may request, within ten (10) calendar days, a conference with the

Superintendent or designee. If the Superintendent's or designee's decision is not satisfactory, the student and/or parent may appear before the Board of Trustees in accordance with Board Policy FNG(LOCAL).

### **Cooperation with Law Enforcement Agencies**

The District and District personnel will cooperate with law enforcement agencies and other legal authorities. Administrators shall have the responsibility and authority to determine when law enforcement officers' assistance is needed within their respective jurisdictions. Law enforcement officials may be summoned to keep or restore order at school or school-related activities or to conduct an investigation of alleged criminal conduct on school premises or at school-sponsored activities. District administrators shall at all time act in a manner that protects and guarantees the rights of students, parents, and District employees. [See "Questioning of Students"]

### **Corporal Punishment**

Corporal punishment may be used as a discipline management technique in accordance with *The Code*. The District shall honor a parent request that corporal punishment not be administered to his/her child; however the District shall impose other disciplinary measures consistent with the offense. The request to not use corporal punishment as a disciplinary option shall be provided in writing by the parent to the school annually.

### **Court Involvement**

Not later than the second business day after the date a hearing is held in which a student is expelled or placed in a Disciplinary Alternative Educational Program (DAEP), the Board of Trustees of a school district or the Board's designee shall deliver a copy of the order placing a student in a DAEP under TEC §37.006 or expelling the student under TEC §37.007, along with any information required by §52.04, Family Code, to the authorized officer of the juvenile court of Harris County.

An expelled student shall to the extent provided by law or Memorandum of Understanding immediately attend the educational program from the date of expulsion. The officer of the juvenile court may determine whether a petition should be filed alleging that the student is in need of supervision or has engaged in delinquent conduct or the student should be referred to an appropriate state agency.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools and school districts that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents and students over 18 years of age ("eligible students") certain rights with respect to their children's education records. These rights are:

- The right to inspect and review the student's education records within 45 days of the day the school or school district receives a request for access. Parents or eligible students should submit to an appropriate school official a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
- The right to request the amendment of the student's education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA. Parents or eligible students who wish to ask the school to amend a record should write the appropriate school official, clearly identify the part of the record they want changed, and specify why it should be changed. If the school or school district decides not to amend the record as requested, the parent or eligible student will be notified of the decision and advised of their right to a hearing regarding the request for amendment. Additional information

regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the school has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, as required by federal statute.

- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school district to comply with the requirement of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5920

### **Gang / Gang Activity**

"Gangs or Gang Activity" will not be tolerated in Goose Creek Consolidated ISD schools. A gang is a group of individuals, juveniles, and/or adults who associate on a continuous basis and/or are involved in delinquent or criminal activity.

Parents should be aware that gangs generally will adopt some common dress or identifier that identifies them as a group. This gives the gang the public recognition that it strives for and needs. Identifiers can, but do not always, mean gang-related membership or activity. Some identifiers used by gangs are caps, hats, shirts, pants, jackets/coats, shoes, bandanas, jewelry, graffiti or drawings of gang symbols on notebooks or clothing, haircuts, or tattoos.

Students are prohibited from any behaviors that are associated with gang-related affiliation including, but not limited to, violation of established dress code, possession of paraphernalia, intimidation of students or staff members, graffiti or symbols, tattoos, and identifying language or hand signals. Campus administrators may ban such dress or behaviors from school that are gang-related. [TEC §37.121]

Appropriate discipline will be assigned students refusing to comply with this policy or administrative directives related to it.

### **General Authority of the School District**

The Texas Legislature has delegated the authority of managing independent school districts and disciplining of those students attending school within the District to the Board and those persons employed by the Board. [*Texarkana ISD v. Lewis, 470 S.W.2d 727 (Tex. Civ. App. - Texarkana, 1971, no writ)*]

If a particular type of conduct has the effect of disrupting the learning atmosphere, it should be subject to regulations. The Board possesses considerable leeway in promulgating regulations for the proper conduct of students. [*Passel v. Ft. Worth ISD, S.W.2d 888 (Tex. Civ. App. Ft. Worth, 1970, Wrt refd n.r.e.)*]

## **Hazing**

Hazing is any willful act done by a student, whether individually or in concert with others, to another student for the purposes of subjecting such student to humiliation, intimidation, physical abuse or threats of abuse, social or other ostracism, shame, or disgrace, or as further defined by law. Students and organizations are prohibited from initiating or engaging in hazing or from encouraging or assisting any other person in hazing. [TEC §37.151 through § 37.154]

## **Internet Acceptable Use Guidelines**

### **Network Guidelines**

**The guidelines are provided here so that students and parents are aware of the responsibilities students accept when they use district-owned computer hardware, operating system software, applications software, stored text, data files, local databases, CD-ROMs, digitized information, and Internet access. In general, this requires efficient, ethical, and legal utilization of all technology resources.**

### **Expectations:**

- Student use of computers, other technology hardware, software, and computer networks including the Internet, is only allowed when permission is granted by a staff member.
- All users are expected to follow existing copyright laws. Copyright guidelines are posted on the district website.
- Although GCCISD has an Internet safety plan in place, students are expected to notify a staff member whenever they come across information or messages that are inappropriate, dangerous, threatening, or anything that makes them feel uncomfortable.
- Students who identify or know about a security problem are expected to convey the details to a teacher or administrator without discussing it with other students.

### **District Liability**

Although computers are provided for use with the district curriculum, GCCISD assumes no liability for any inappropriate material accessed on the device.

## **Unacceptable Conduct**

### **Includes, but is not limited to the following:**

- Using the network for illegal activities including copyright, license or contract violations, downloading inappropriate materials, viruses, and/or software, such as (but not limited to) hacking and host file sharing software.
- Seeking to gain unauthorized access to Goose Creek CISD's facilities, services or resources or to the facilities, services, or resources of connected networks (i.e.: hacking or using another user's account and password)
- Using the network for financial or commercial gain, advertising, or political lobbying.
- Accessing or exploring on-line locations or materials that do not support the curriculum and/or inappropriate for school assignments such as (but not limited to) pornographic sites.
- Vandalizing and/or tampering with equipment, programs, files, software, system performance, or other components of the network. Use or possession of hacking software is strictly prohibited.
- Engaging in activities that cause or are liable to cause disruption or denial of service to other users (i.e.: introducing or attempting to introduce a virus, worm, Trojan or spyware onto the network)
- Causing congestion on the network or interfering with the work of others, e.g., chain letters or

broadcasting messages to lists or individuals.

- Intentionally wasting finite resources, i.e., on-line time, real-time music.
- Connecting personal computing devices to the Goose Creek CISD network (i.e.: PSP, Personal Laptops with broadband cards, cell phones, or any other personal data device)
- Gaining unauthorized access anywhere on the network.
- Revealing the home address or phone number of oneself or another person.
- Invading the privacy of other individuals.
- Using another user's account, password, or allowing another user to access your account or password.
- Coaching, helping, observing, or joining any unauthorized activity on the network.
- Posting anonymous messages or unlawful information on the system.
- Engaging in sexual harassment, bullying or using objectionable language in public or private messages, e.g., racist, terrorist, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous.
- By-passing or attempting to by-pass the Goose Creek CISD content filtering system (i.e.: proxy sites, PSP, Personal Laptops, with broadband cards, cell phones or any other personal data devices)
- Falsifying permission, authorization, or identification documents.
- Obtain copies of, or modify files, data, or passwords belonging to other users on the network.
- Knowingly placing a computer virus on a computer or network.

Noncompliance with applicable network guidelines may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Students violating the Administrative Guidelines, Board Policies CQ (Local), DH, FNC, FNCJ, FO, and/or the Student Code of Conduct will face disciplinary action and/or restitution to the district. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

### **Network Student Drives**

All students have a network folder set up for their work. Students should save important work in this folder allowing them to access needed materials from any computer on the network.

### **Network Etiquette**

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

### **Internet Guidelines**

The purpose of this guideline is to establish a uniform district security policy for personal computing and electronic communications.

Access to the district's electronic communications system shall be made available to students and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations.

Access to the district's electronic communications system is a privilege, not a right. All users (including students) shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system and shall agree in writing to comply with such regulations and guidelines.

Students will be required to sign the Student Agreement for Participation in an Electronic Communications System.

All students should use software only in accordance with the applicable license agreement. Unless otherwise noted in the license, or in the event that software arrived without a license agreement, any duplication of copyrighted software—except for backup and archival purchases—is a violation of federal law. Students should recognize that the district will not allow the use of any unauthorized or inappropriate electronic information on school district computers.

Noncompliance with applicable internet guidelines may result in suspension or termination of privileges and other disciplinary action consistent with district policies. Students violating the Administrative Guidelines, Board Policies CQ (Local), DH, FNC, FNCJ, FO, and/or the Student Code of Conduct will face disciplinary action and/or restitution to the district. Violations of law may result in criminal prosecution as well as disciplinary action by the district.

### **Internet Guidelines for Acceptable Use**

Internet access is available to students, teachers and staff in Goose Creek CISD. The Internet is a network connecting millions of computer users all over the world. The Internet enables worldwide connections to electronic mail, discussion groups, databases, software, and other information sources, such as libraries and museums. Goose Creek CISD provides Internet access to promote educational excellence in the district by facilitating resource sharing, innovation, and communication. Goose Creek CISD firmly believes that the valuable information and interaction available on the Internet outweighs the negatives that are not consistent with the educational goals of the district.

**Mandatory Training:** The district will provide training in proper use of the system and will provide all users with copies of acceptable use guidelines. All training in the use of the district's system will emphasize the ethical use of this resource. An initial orientation session will be required before access to the Internet will be allowed.

**Risk:** Sites accessible via the Internet may contain material that is illegal, defamatory, inaccurate or controversial. With global access to computers and people, a risk exists that staff, teachers and students may access material that may not be of educational value in the school setting.

**Monitored Use:** Electronic mail transmissions or other use of the electronic communications system by students and employees shall not be considered confidential and will be monitored by designated district staff to ensure appropriate use for educational or administrative purposes. This monitoring may include activity logging, virus scanning, and content scanning.

**User Responsibility:** Internet users are responsible for their actions in accessing available resources. The following guidelines will apply to all users of the Internet:

- The individual in whose name a system account is issued will be responsible at all times for its proper use.
- The system may not be used for illegal purposes or activities, or any other activity prohibited by district policy.
- A user must immediately back out of an area on the Internet that contains objectionable material.

**Access:** Access to the Internet via Goose Creek CISD is a privilege, not a right. Internet accounts will only be issued to approved Goose Creek teachers, staff and students. Students must sign a student agreement and their parents must sign a parent permission form.

**Usage:** Be conservative with all Internet related resources. Internet users should conserve printing graphics and large documents so that printing and paper costs do not increase.

**Internet/Email Etiquette:** Internet users are expected to observe the following etiquette.

- Be polite.

- Do not type messages in capital letters; this is called shouting which is considered rude.
- Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
- Viewing or transmitting obscene messages or pictures is prohibited.
- Revealing personal addresses or phone numbers of students or others is prohibited.
- Using the internet in such a way that would disrupt the use of the network by other users is prohibited.

**Inappropriate Use:** Inappropriate use includes, but is not limited to, uses that violate the law, that are specifically named as violations below, that violate the rules of network etiquette, or that hamper the integrity or security of this or any networks connected to the Internet.

- **Commercial Use:** Use for commercial, income-generating or "for-profit" activities, product advertisement, threats, or political lobbying is prohibited. Sending junk mail (internal or external) or chain letters are prohibited.
- **Vandalism/Mischief:** Any malicious attempt to harm or destroy district equipment or materials or other networks that are connected to the Internet is prohibited.
- **Electronic Mail Violations:** Forgery of electronic mail messages is prohibited. Reading, deleting, copying, or modifying the electronic mail of other users without their permission is prohibited.
- **System Interference/Alteration:** Deliberate attempts to exceed, evade or exchange resource quotas are prohibited. The deliberate causing of Internet congestion through the mass consumption of system resources is prohibited.
- **Reporting Security Problems:** If a user identifies or has knowledge of a security problem on the Internet, the user is required to immediately notify a campus principal or TMS. The security problem is not to be shared with others.
- **Impersonation:** Attempts to log on to the Internet impersonating a system administrator or Goose Creek CISD employee is strictly prohibited.
- **Other Security Risks:** Any user identified as having had access privileges revoked or denied on another computer system may be denied access to the Goose Creek CISD Internet.
- **Violations of Law:** Transmission of any material in violation of any U.S. or state law is prohibited. This includes, but is not limited to: copyrighted material, threatening, harassing, or obscene material; or material protected by trade secret. Any attempt to break the law through the use of any Goose Creek CISD Internet account may result in litigation against the offender by the proper authorities. If such an event should occur, Goose Creek CISD will fully comply with the authorities to provide any information necessary for the litigation process.
- **Consequences of Violation:** Any attempt to violate the provisions of these guidelines may result in revocation of the user's access to the Internet, regardless of the success or failure of the attempt. In addition, school disciplinary action consistent with the district discipline policy and/or appropriate legal action may be taken. The principal/supervisor will make the final determinations to what constitutes inappropriate use.
- **Illegal Activity:** It is illegal to access via the Internet any material that violates state or federal laws. For example, 18 U.S.C. 2252 forbids the sexual exploitation of children, including child pornography. Each person using the Internet computers of Goose Creek CISD is liable for any infringement and is subject to criminal prosecution for illegal use. Goose Creek CISD monitors individual access on the Internet. All transactions are logged. The network knows who you are. Any illegal use will be reported. Please be prepared to show your ID upon request.

**Reference: Board Policy CQ (Local)**

### **Children's Internet Protection Act (CIPA)**

The Children's Internet Protection Act (CIPA) is a federal law enacted by Congress to address concerns about access to offensive content over the Internet on school and library computers. GCCISD Internet safety policy includes technology protection measures that block or filter Internet access to pictures that are (a) obscene, (b) child pornography, or (c) harmful to minors. All online activities are monitored.

GCCISD is required to adopt and implement an Internet safety policy addressing: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications; (c) unauthorized access, including so-called “hacking,” and other unlawful activities by minors online; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors’ access to materials harmful to them.

### **General Internet Guidelines**

- Students will have access to all available forms of electronic media and communication which is in support of education and research in support of the educational goals and objectives of GCCISD.
- Students are responsible for their ethical and educational use of the computer online services at GCCISD.
- All policies and restrictions of computer online services must be followed.
- Transmission of any material which is in violation of any federal or state law is prohibited. This includes (but is not limited to): confidential information, copyrighted material, threatening or obscene material, and computer viruses.
- Any attempt to alter data, the configuration of a computer, or the files of another user, without the consent of the individual, campus administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the GCCISD Student Code of Conduct

### **Laptop Guidelines**

#### **Screen Savers:**

- Inappropriate media may not be used as a screen saver. In addition, changing wallpaper means downloading pictures, which is prohibited. This action will result in a \$25 clean up fine.
- Presence of guns, weapons, pornographic materials, inappropriate language, alcohol, drugs, and/or gang related symbols will result in disciplinary action and loss of laptop privileges.

#### **Deleting Files:**

- Do not delete any files that you did not create. Deletion of certain files can affect your laptop’s performance.

#### **Music, Games, or Programs:**

- Music and non-educational games are not allowed on the laptop during school hours without the written permission of the teacher.
- Do not save any music, games, or programs to the hard drive.
- All software must be district approved.

#### **Student Responsibilities:**

- Misuse of the unit will result in disciplinary action.
- Students may login only under their assigned username. Students may not share their passwords with other students.
- ***Students may not play non-educational games, load, download any software, music, pictures, etc. on the laptop.***
- Laptops come with a standardized image already loaded. These images may not be altered or changed in any way.
- All use of the Internet must comply with district guidelines. Log files are maintained on each laptop with a detailed history of all sites accessed. These files will be reviewed periodically.

## Parental Responsibilities:

Parents are responsible for reviewing GCCISD's Acceptable Use Policy with their children/students.

## Consequences

The student in whose name a system account and/or computer hardware is issued will be responsible at all times for its appropriate use.

Noncompliance with the guidelines may result in suspension or termination of technology privileges as well as disciplinary actions in accordance with the Student Code of Conduct. Use or possession of hacking software is strictly prohibited, and violators will be prosecuted to the full extent of the applicable state or federal law, including the Texas Penal Code, Computer Crimes, Chapter 33, and will result in criminal prosecution or disciplinary action by GCCISD.

## Table of Fees, Fines, and Repair Costs

- Students are expected to keep assigned laptops in good condition. Failure to do so will result in fines as specified below.
- All fines must be paid in full before laptops will be reissued.
- Spot checks of laptops will occur regularly. Students who fail to report damage or abuse will be subject to fines and disciplinary action.

Damaged Item	Netbook/Classmate	Laptop Fines
Cracked Screen	\$30	\$50
Broken Latch	\$25	\$25
Broken Chassis	\$75	\$75
Broken CD Drive	\$30	\$30
Broken Keyboard	\$15	\$25
Hard Drive Clean-Up	\$25	\$25
Re-Image Unit	\$25	\$25
Lost/Damaged Power Cord	\$30	\$75
Lost/Damaged Side Kick	\$50	N/A

## Laptop Security

Each of the laptops has a security program installed on it. We have tried to strike a balance between usability of the equipment and appropriate security to prevent the units from being damaged or used to cause damage to the GCCISD system. Two primary forms of security exist:

**Desktop Security**—Security is in place on the desktop to prevent certain activities. These activities include downloading or installing software on the laptops, removing software, changing system settings, etc.

**Filtering Software**—GCCISD maintains an Internet filtering software package on-site. This program

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automatically filters all student access to the Internet.

### **Terms of Laptop Loan**

**Acceptable Use:** You will comply at all times with the GCCISD Acceptable Use Guidelines and the Parent/Student Agreement. Any failure to comply will be subject to disciplinary action.

**Liability:** If the property is lost or damaged while in your possession, you are responsible for the cost of repair or replacement value on the date of the loss. In the case of theft, a police report will be filed and provided to the campus technology specialist. If the laptop is lost due to negligence, you are responsible for the ***full*** replacement cost of the unit. In all cases (lost or stolen), you are responsible for the \$200 replacement fee. Laptops not returned will be considered stolen.

**Scheduled Evaluations:** Spot inspections of the laptops will occur regularly. Students found responsible for causing damage to laptops or who fail to report the damage will be subject to fines and to discipline.

### **Network and/or Internet Use Offenses and Consequences**

The following are examples of Level I, II and III offenses and consequences. The list is not intended to be all-inclusive.

#### **Level I Offenses**

- Accessing the Internet or e-mail without requesting permission from an instructor at each instance
- Using chat or other communication software
- Changing system or network settings (i.e. screen saver, backgrounds).
- Accessing storage devices without prior permission from the instructor.

Consequences – A student, parent, teacher, and administrator conference will be required to assess and correct the problem. The student will be assigned to detention, in-school suspension or other discipline measures at the administrator's discretion. Further, the student/parent will be held financially responsible for any necessary repairs.

#### **Level II Offenses**

- Sending, displaying, or accessing offensive messages, sexually explicit pictures, or web sites
- Using obscene language.
- Downloading, installing, or attempting to install software or files (i.e. installing games, streaming music or video).
- Accessing or attempting to gain access to another user's password or account
- Giving a password or account to another user.
- Violating copyright laws, or engaging in plagiarism

Consequences – A student, parent, teacher, and administrator conference will be required to assess and correct the problem. The student will be assigned to detention, in-school suspension or other discipline measures at the administrator's discretion. Further, the student/parent will be held financially responsible for any necessary repairs.

#### **Level III Offenses**

- Harassing, threatening, or attacking others through the use of the network (Example: cyber bullying)
- Damaging computers, computer systems or other computer networks. This includes attempting to access systems to which the student has no authorization (e.g. hacking, spying, and attempting to access proxies).
- Sending, displaying, or accessing offensive messages, sexually explicit pictures, or web sites (e.g. pornography or 'hate' sites).
- Employing the network for commercial use (i.e. selling video/music CDs, auction sites).

Consequences – A student, parent, teacher, and administrator conference will be required. Additionally, the student will be disciplined by revoking computer access privileges for the remainder of the school year, and

the student/parent will be held financially responsible for any necessary repairs. Loss of computer access privileges includes removal from all computer lab courses.

Repeated violation of Level I and/or Level II Offenses can result in a Level III Offense consequence. Administrative action can include disciplinary or legal action including, but not limited to, criminal prosecution and/or penalty under appropriate state and federal laws.

The above rules are to ensure that every student is provided a computer on which to learn. The current rate of labor for repairs (subject to change) is \$80.00 per hour (minimum of \$30.00).

### **Juvenile Justice Alternative Education Program (JJAEP)**

County Juvenile Boards in counties with populations of over 125,000, such as Harris County, must have developed JJAEPs by September 1, 1996. The Board of Trustees of Goose Creek CISD has entered into an agreement with the Harris County Juvenile Board outlining the Juvenile Board's responsibilities concerning the establishment and operation of the Juvenile Justice Alternative Education Program (JJAEP). This Memorandum of Understanding specifies the conditions under which students will be recommended to the JJAEP, conditions of payments from the District to the Juvenile Board, the transitioning of students between the District and the JJAEP, the transfer of academic credit, and other specifics.

The Harris County JJAEP also may provide educational services to adjudicated youths who have committed off-campus felonies that are non-school related. In most cases, the student's placement at JJAEP will be for a minimum of a semester, completion of a school-ordered placement or expulsion period, or completion of a court-imposed probationary period. Details of the relationship are defined in agreements available to the public upon request to the Office of the Director of Student Services.

### **Operation Bright Star**

In cooperation with Judge Tony Pumbo, the Baytown Police Department, and the Harris County Constable's office, Goose Creek CISD participates in "Operation Bright Star." Bright Star is an effort by our schools to work cooperatively with area law enforcement personnel to deter and discourage inappropriate and illegal activity in our schools. Designated law enforcement personnel are stationed on each secondary campus. These officers monitor the parking lots, halls, restrooms, lunch areas, and adjacent properties. They also enforce the education code, city ordinances, and state laws. In addition, the officers reinforce the Zero Tolerance policy against gang activity, drugs, weapons, and violence. They may also intervene in cases of truancy or trespass and support the faculty and security personnel on each campus.

In addition to facing school disciplinary consequences, students who violate the Penal Code or The Texas Education Code (TEC) may also be issued citations. Decisions regarding the issuing of citations are made by the investigating law enforcement personnel and not by school officials. Offenders may be assessed a fine or required to complete an allotted number of hours in community service or the family may be required to attend counseling sessions. Students will not be given citations for minor infractions of *The Code* (Level 1 violations). School officials, according to District and campus policy, will handle Level 1 violations. The following list is not exhaustive but does provide examples of disciplinary violations that could result in appropriate disciplinary action by the school as well as a citation being issued by a law enforcement officer:

Violations of Penal Code (Offenses in a public place)	Violations of Texas Education Code (Disruption of educational activities of a school)
<ul style="list-style-type: none"> <li>• Using abusive, indecent, profane, or vulgar language</li> <li>• Making an offensive gesture or display</li> <li>• Creating, by chemical means, a noxious and unreasonable odor</li> <li>• Abusing or threatening another person</li> <li>• Making unreasonable noise</li> <li>• Fighting</li> <li>• Discharging a firearm</li> <li>• Displaying a firearm or other deadly weapon</li> <li>• Discharging a firearm on or across a public road</li> <li>• Indecent exposure</li> </ul>	<ul style="list-style-type: none"> <li>• Enticing or attempting to entice students away from classes or other school activities which students are required to attend</li> <li>• Preventing or attempting to prevent students from attending classes or other school activities which students are required to attend</li> <li>• Entering a classroom without consent of either the principal or designee or teacher and either through acts of misconduct and/or use of loud or profane language, causing disruption of class activity</li> </ul>

### Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) affords parents certain rights regarding the District’s conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the right to:

- *Consent* before students are required to submit to a survey that concerns one of more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED) -
  1. Political affiliations or beliefs of the student or student’s parent;
  2. Mental or psychological problems of the student student’s family;
  3. Sex, behavior or attitudes;
  4. Illegal, anti-social, self-incriminating, or demeaning behavior;
  5. Critical appraisals of others with whom respondents have close family relationships;
  6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
  7. Religious practices, affiliations, or beliefs of the student or parents; or
  8. Income, other than that required by law to determine program eligibility.
- *Receive notice and an opportunity to opt a student out of:*
  1. Any other protected information survey, regardless of funding;
  2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
  3. Activities involving collection, disclosure, or use of personal information obtained from student for marketing or to sell or otherwise distribute the information to others.
- *Inspect*, upon request and before administration or use:
  1. Protected information surveys of students;
  2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
  3. Instructional material used as part of the educational curriculum.

These rights transfer from the parents to a student who is 18 years old or an emancipated minor under State law. Parents or students who believe their rights under PPRA may have been violated may file a complaint with:

### **Questioning of Students**

In order to maintain a safe and orderly environment, school personnel have the authority and responsibility to question students regarding their conduct and the conduct of others. When a non-District employed peace officer wishes to question a student at school, the following guidelines will apply:

1. The officer shall provide his/her name and title for District records;
2. The officer shall state the necessity for questioning the student during school hours;
3. Effort shall be made for questioning to be out of the view of other students and in the presence of an administrator or designee, and
4. The administrator or designee shall make reasonable efforts to contact the student's parent(s) and the appropriate District administrator or designee, unless otherwise instructed by the law enforcement officer who provides proper documentation (i.e., Children's Protective Services referral, warrant, etc.). [See "Cooperation with Law Enforcement Agencies"]

### **Reports to Local Law Enforcement**

The school administrator or designee has an obligation under the law to notify legal authorities if the administrator or designee has reasonable grounds to believe that any student has engaged in any of the following offenses in school, on school property, or at a school-sponsored or school-related activity on or off school property:

- Arson;
- Aggravated assault;
- Aggravated kidnapping;
- Aggravated robbery;
- Aggravated sexual assault;
- Burglary;
- Capital murder;
- Deadly conduct, as described by §22.05, Penal Code, which includes, but is not limited to, recklessly engaging in conduct that places another in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, home, or occupied vehicle;
- Injury to a child or an elderly individual;
- Manufacture or delivery of a controlled substance; manufacture, delivery, or possession of a miscellaneous illegal substance; or delivery of marijuana within 1,000 feet of a school or playground;
- Murder;
- Organized criminal activity, which includes, but is not limited to, commission of murder, capital murder, arson, aggravated sexual assault, sexual assault, forgery, deadly conduct, burglary of a motor vehicle or unauthorized use of a motor vehicle, a gambling offense or other criminal activity if it is done with the intent to establish or maintain or participate in a collaboration of three or more persons or participate in the profits of such a combination in carrying on criminal activity as further defined under §71.02 of the Penal Code;
- Possession of a club, explosive weapon, firearm, firearm silencer, handgun, illegal knife, knuckles, machine gun, short-barrel firearm, switchblade knife, armor-piercing ammunition, hoax bomb, chemical dispensing device, or zip gun as listed in §46.01 (1)-(14) or §46.01 (16) of the Penal Code;
- Robbery;
- Sexual assault;
- Terroristic threat, as described by §22.07, Penal Code; and

- Use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code.

The principal or designee who notifies local law enforcement authorities of these offenses shall inform each instructional or support staff member who has regular contact with the student whose conduct is the subject of notice to law enforcement.

### **Searches Conducted by School Authorities**

1. Students shall be free from unreasonable search and seizure by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable suspicion or securing the student's voluntary consent. The official may ask the student to remove objects being stored or hidden in clothing.
2. Areas such as lockers, which are owned and jointly controlled by the District, may be searched if reasonable suspicion exists to believe that contraband is inside the locker.
3. Searches of the student's person shall be conducted only if reasonable suspicion exists to believe that the student possesses contraband (i.e., weapons, drugs, etc.). Strip searches and body cavity searches are prohibited.
4. If law enforcement authorities are involved in a search, the search shall be conducted under criminal law standards rather than under the provisions of this policy.
5. School personnel are not to use physical restraint to conduct searches. If a student refuses to cooperate, where there is reasonable suspicion, the student's parents are to be notified, and the student becomes subject to disciplinary sanctions and possible further legal action if necessary.
6. If a student leaves the scene of a search without permission, this action may be considered an admission of guilt. The student will become subject to disciplinary action and/or possible further legal action if necessary and may be held responsible for reimbursement or restitution.

### **Self-Defense**

Consideration shall be given to self-defense as a factor in a decision to order suspension, removal to a disciplinary education program, or expulsion.

### **Sexual Harassment**

It is the policy of the District to maintain a learning environment that is free of sexual harassment. Sexual harassment is defined as unwanted sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct of an unwanted nature.

Students concerned about possible harassment issues are encouraged to speak with their counselors or other school officials with whom they feel comfortable. A student or parent who has a specific complaint alleging sexual harassment or offensive and hostile conduct of a sexual nature may request a conference with the principal or designee. The principal or designee shall schedule and hold a conference with the student and/or parent within a reasonable time and shall be responsible for coordinating an appropriate investigation of the complaint, if necessary.

If the outcome of the investigation is not to the student's satisfaction, an appeal may be made to the Superintendent or designee and then to the Board of Trustees. This procedure shall not require the student alleging sexual harassment or offensive conduct of a sexual nature to present the matter to a person who is the subject of the complaint.

## **Smoking/Tobacco Violations**

Smoking, using, or possessing tobacco in any form by students is prohibited anywhere on the property of Goose Creek CISD, in school vehicles, or on school-related activities/trips. Tobacco products, lighters, and/or matches will be considered items covered under this policy. These items will be confiscated. A citation may be issued for any smoking/tobacco violation and consequences will be administered in accordance with Level III of *The Code*.

## **Standardized Dress Code**

Ten elementary schools (Ashbel Smith, Bowie, Carver, DeZavala, Harlem, Highlands, Hopper, Lamar, San Jacinto, and Victoria Walker), three junior high schools (Cedar Bayou, Gentry, and Horace Mann), Elementary Disciplinary Alternative Education Program (DAEP), and School/Community Guidance Center (SCGC) participate in a standardized dress code. Each school will provide a list of acceptable clothing upon request. Students are expected to comply with the code every day. Families with valid objections should consult with the school principal or designee.

Individual campuses may develop and enforce additional dress and grooming guidelines that meet the standards of the campus. These guidelines may be more restrictive than those published in the specific guidelines section of the Student Handbook. However, these additional guidelines should adhere to the general guidelines as stated above and be developed with the advice of a campus committee. The guidelines should be publicized to the students and parents in a timely manner. Any deviation from the Goose Creek CISD dress and grooming code implemented on an individual campus will be subject to Board approval.

Parents will be contacted if students are in violation of District or campus dress code guidelines. Parents may bring appropriate clothing to the student(s), or the student(s) will be sent home with an unexcused absence.

## **Use of Metal Detectors**

The Goose Creek Consolidated Independent School District has a compelling interest to support a safe and secure learning environment for all faculty, staff, and students. All students who attend an in-district DAEP may be required to pass through a metal detector prior to admittance to class.

If the District finds that incidents involving weapon usage or the presence of weapons and/or the transportation of contraband have occurred on school property and at school-related activities, the District is authorized to use metal detectors to screen for weapons and other contraband.

The student's parent(s) or guardian shall be notified if any prohibited items are found on the student's person or in his/her possession as a result of a search conducted in accordance with this policy. If students are found to be in possession of prohibited items, the District will administer discipline based upon *The Code*, local policy, and state/federal law.

## **Use of Physical Restraint**

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

- Protect a person from physical injury;
- Obtain possession of a weapon or other dangerous objects;
- Protect property from serious damage;
- Remove from a specific location a student refusing a lawful request of a school employee, including removal from a classroom or other school property, in order to restore order or to impose disciplinary measures; or
- Restrain an irrational student.

## **Use of Security Cameras**

The District utilizes security cameras and video recording devices at the school campuses and other District

facilities. These are located in cafeterias, hallways, classrooms, designated areas, entryways, buses, and parking areas. Information provided by reviewing the videotapes will be utilized, as needed, to help maintain a safe and orderly environment. The District randomly places video cameras on school buses to record student behavior. The District may view recordings to aid in the investigation of student misconduct and violations of *The Code*.

### **Use of Trained Dogs**

In order to respond not only to the drug and alcohol abuse problems in the schools but also to maintain a safe school environment conducive to education, the District will use specially trained dogs to sniff out concealed contraband, drugs, or alcohol on school property.

The dog handler selected shall use non-aggressive dogs trained to alert to illicit substances such as drugs, alcohol, and gun powder. Visits to schools will be unannounced. The dogs will be used to sniff the air in vacant classrooms, other common areas, and around student lockers and vehicles parked on school property.

If the dog alerts to a particular locker, a vehicle, or an item in classrooms or other common areas, it may be searched. If the dog alerts to a vehicle, the student shall be asked, if necessary, to unlock the doors and trunk for an internal inspection where applicable. If the student refuses, the parents shall be notified. If the parent does not give permission for the search, an officer may obtain and execute a search warrant, if appropriate.

Students shall be notified at the beginning of each school year that:

- Even though possessed by the students during the school year, the lockers remain under the jurisdiction of the District and are subject to a sniff search at any time. Students are responsible for anything found in their lockers.
- All vehicles parked in school parking lots shall be subject to a sniff search at any time. Students are responsible for anything found in their vehicles. There is a distinction between trace findings in a vehicle and a usable amount of drugs. A trace amount would be defined as an amount that would render it useless. Other amounts are to be dealt with using the consequences outlined in *The Code*.
- Classroom and other common areas are subject to a sniff search at any time when students are not present.
- If any prohibited substances are found, the student may be subject to appropriate disciplinary action, including removal, suspension, expulsion, and/or notification of law enforcement agencies.

## APPLICABLE BOARD POLICIES

This section provides a listing of those sections of Board Policy concerned with discipline. Those who wish additional information in this regard should refer to the applicable policy or policies. ***A copy of the District's policy manual is available in the school office or online at [www.gccisd.net](http://www.gccisd.net).***

### **Section F: Students**

FN(LOCAL)	Student Rights and Responsibilities
FNA(LEGAL)	Student Expression
FNAA(LEGAL)(LOCAL)	Distribution of Nonschool Literature
FNC(LEGAL)(LOCAL)	Student Rights and Responsibilities: Student Conduct
FNCA(LEGAL)(LOCAL)	Dress Code
FNCB(LEGAL)	Care of School Property
FNCC(LEGAL)	Hazing
FNCD(LEGAL)	Tobacco Use and Possession
FNCE(LEGAL)	Paging Devices
FNCF(LEGAL)(EXHIBIT)	Alcohol and Drug Use
FNCG(LEGAL)	Weapons
FNCH(LEGAL)	Assaults
FNCI(LEGAL)	Disruptions
FNCJ((EXHIBIT)(LEGAL)(LOCAL)	Sexual Harassment/Sexual Abuse
FNF(LEGAL)(LOCAL)	Interrogations and Searches
FNF(LEGAL)(LOCAL)	Searches by Trained Dogs
FNG(LEGAL)(LOCAL)	Student and Parent Complaints/Grievances
FO(LEGAL)(LOCAL)	Student Discipline
FOA(LEGAL)	Removal by Teacher
FOB(LEGAL)	Out-of-School Suspension
FOC(LEGAL)(EXHIBIT)	Placement in a Discipline Alternative Education Setting
FOCA(LEGAL)	Discipline Alternative Education Program Operations
FOD(LEGAL)(LOCAL)	Expulsion
FODA(LEGAL)	Juvenile Justice Alternative Education Program
FOE(LEGAL)	Emergency Placement
FOF(LEGAL)	Students with Disabilities
FP(LEGAL)(LOCAL)	Student Fees, Fines, and Charges

### **ABBREVIATIONS**

<i>The Code:</i>	Student Code of Conduct
DAEP:	Disciplinary Alternative Education Program
EDAEP:	Elementary Disciplinary Alternative Education Program
ISS:	In-School Suspension
JJAEP:	Juvenile Justice Alternative Education Program
SCGC:	School/Community Guidance Center
TEC:	Texas Education Code

## GLOSSARY

**Alcohol/drug possession** - Use and delivery of are strictly prohibited, no matter how small the quantity. Citations for minors in possession of alcohol and/or drugs on school property or at school-sponsored events may be issued by the law enforcement authorities. School discipline will be applied if any amount of drugs or alcohol is used or possessed at school, at a school-related event, or prior to coming to school or a school-related event.

**Club** - An instrument that is specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death by striking a person with the instrument, and includes, but is not limited to, the following: blackjack, nightstick, mace, or tomahawk.

**Conduct Reports** - May be utilized by each of the District's secondary schools as a part of a discipline management technique. Other sections of *The Code* have listed the acts of misconduct for which conduct reports may be given.

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

1. The student shall be told the reason corporal punishment is being administered.
2. Corporal punishment shall be administered only by the principal or designee, assistant principal or designee, or a teacher.

Corporal punishment shall only be administered in the presence of one other District professional employee and in a designated place out of view of other students.

**Destructive Device** - Any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces; missile having an explosive or incendiary charge of more than one-quarter ounce; mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known that will, or that may readily convert to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device may be readily assembled. A shotgun is considered a firearm under [§46.01(3), Penal Code]

**Detention** - May be made when a student's behavior warrants a period of time before or after school in a study hall setting.

**Disciplinary Alternative Education Program (DAEP)** -- An off-campus program for students who have violated *The Code*. The DAEP includes Elementary DAEP, School/Community Guidance Center (SCGC), Highpoint, and Juvenile Justice Alternative Education Program (JJAEP). All students attending the DAEP are required to pass through a metal detector and are subject to personal search.

**Disciplinary records** -- District records contain the student's name, the type of misconduct, any previous disciplinary action(s), the type of disciplinary response administered, the name of the person administering the discipline, the names of witnesses present, and the date and time of disciplinary action.

**Gang/Gang Activity** -- A group of individuals, juveniles and/or adults that associates on a continuous basis and is involved in delinquent or criminal activity.

**In-School Suspension (ISS)** -- A discipline management technique. Parents will be notified of the removal to the In-School Suspension Center and be offered an opportunity for a conference. Students may leave the In-School-Suspension Center only for restroom/water breaks and will eat at a time and place designated by the In-School Suspension Center teacher. It is the student's responsibility to contact teachers before and after school for extra help with assignments.

**Juvenile Justice Alternative Education Placement (JJAEP)** --see description on Page CC-31

**Possession** -- Means actual care, custody, control, or management of an object or substance. A student shall be considered in possession of any substance or object prohibited or regulated by *The Code* if the substance or object is: (1) on the student's person or in the student's personal property, including, but not limited to, the student's clothing, purse, book bag, or briefcase; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, including, but not limited to, an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, including, but not limited to, a locker or a desk.

**Saturday Detention Off Campus for Elementary** -- An off-campus class held on Saturdays for a one day disciplinary placement. Elementary students will receive TAKS and academic preparation at the Elementary DAEP.

**Parent** -- The persons listed on a minor child's birth certificate or any person who has been appointed via court proceeding or a District-approved power of attorney as permanent or temporary guardian of a minor child.

**School/Community Guidance Center (SCGC)** -- An off-campus program for long-term (30-60 days) disciplinary placement at the DAEP. The program offers basic curriculum for students K-12. Students must meet academic and behavioral criteria to return to home campus and are required to follow a standardized dress code.

**School-related** -- Any on or off-campus activity supervised or sponsored by a school employee (i.e., football game, debate, etc.).

**Self-Defense** -- Using force against another where, and to the degree, a person reasonably believes the force is immediately necessary for the person to remove himself/herself from a situation in order to protect himself/herself and obtain adult assistance.

**Student Code of Conduct (*The Code*)** -- Contains the rules, policies, and procedures pertaining to student expectations, behavior, and conduct.

**Suspension** (at home) is defined as the removal of a student from the campus. The principal or designee, or other appropriate administrator, may suspend a student for such conduct as defined under **Level III** violations. A suspension (at home) may be up to three (3) school days per incident. A student is responsible for all class work missed during the period of suspension.

**Trespassing** - Being on other-than-home campuses without permission or being on any campus or present at any extracurricular activity if expelled or suspended or placed in the alternative education program at the School/Community Guidance Center.

**Truancy** - A student who is absent during any part of the school day without parental consent is truant. Consent by parents for a student to be absent must be obtained before he or she leaves home. A student who is absent from school is not to come onto the campus unless he or she is going to check into school. Once a student comes onto the campus, he or she will be considered in school. A student who rides a school bus is considered in school when he or she boards a bus. A student who is truant will be subject to any of the disciplinary options listed under Level II.

**Truancy Program** - An off-campus program for students who have been assigned through the court system for violating the Compulsory Attendance Law.

**Under the influence** - A student's faculties are noticeably impaired, but the student need not be legally intoxicated.

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

**Weapons**, as defined in the Penal Code and 18 U.S.C. 921, are as follows:

CC44

**Firearm**--any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; any destructive device.

**Illegal knife** means: Bowie knife; sword; spear; dagger, including but not limited to a dirk, stiletto, and poniard; hand instrument designed to cut or stab another by being thrown; knife with a blade over five and one-half inches. Possession of any knife is also prohibited by School Board policy.

**Prohibited weapons** are: armor-piercing ammunition, chemical dispensing device club, explosive weapon, firearm silencer, knuckles, machine gun, short-barrel firearm, or switchblade knife.

**ACKNOWLEDGEMENT FORM**

**Please read both sides, sign where appropriate, and return to appropriate school personnel within five days.**

*My child and I have received a copy of the Goose Creek Consolidated Independent School District Student / Parent Handbook and the Student Code of Conduct for 2010-2011.*

*I understand that the Handbook and Code of Conduct contain information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in The Code.*

**PRINT NAME OF STUDENT:** Last \_\_\_\_\_ First \_\_\_\_\_  
Middle \_\_\_\_\_

**CAMPUS:** \_\_\_\_\_ **GRADE LEVEL:** \_\_\_\_\_

**SIGNATURE OF STUDENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PRINT NAME OF PARENT:** \_\_\_\_\_

**SIGNATURE OF PARENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**PLEASE REVIEW THE INFORMATION BELOW AND COMPLETE AS APPROPRIATE:**

**CONSENT TO EMERGENCY MEDICAL TREATMENT** - The Goose Creek Consolidated Independent School District has my consent to secure and authorize emergency medical treatment or hospitalization in the event of an accident or illness involving my child while under its supervision that, in the judgment of the District, is necessary and in the best interest of my child. *This authorization is granted only after a reasonable effort has been made to contact me.* I understand that this written consent is given in advance of any specific diagnosis or hospital care. I agree to assume and pay for the fees for the emergency medical treatment as authorized in this statement.

**I ALSO AGREE TO HOLD HARMLESS THE GOOSE CREEK CISD (INCLUDING ITS BOARD OF TRUSTEES, AGENTS, OFFICERS, EMPLOYEES, CONTRACTORS, ATTORNEYS, AND OTHERS REPRESENTING THE DISTRICT) AND THE EMERGENCY HEALTH CARE PROVIDERS FROM ANY CLAIMS OR CAUSES OF ACTION DIRECTLY OR INDIRECTLY RELATED TO THE PROVIDING OF ANY IMMEDIATE EMERGENCY MEDICAL TREATMENT.**

**Please check ONE of the two options below regarding your consent to emergency medical treatment for your child:**

- I **consent** to my child receiving emergency medical treatment as outlined above.  
 I **do not consent** to my child receiving emergency medical treatment as outlined above.

**SIGNATURE OF PARENT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**RELEASE OF DIRECTORY INFORMATION** - Regarding student records, I understand that the federal Family Educational Rights and Privacy Act (FERPA) and state law require that "directory information" on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the No Child Left Behind Act of 2001, the District will release to military recruiters and institutions of higher education, upon request, the first and last name, home or physical address, including street name and city, telephone number, or Social Security identification number of my child, unless I direct the District not to release this information without prior written consent, as indicated below. This objection must be filed with the principal within ten days of my child's first day of instruction for this school year.

- By checking the statement below, **you will prevent** the school from releasing this information on your child to those who request such information. By checking the statement below, you **will not prevent** your child from being honored for his/her hard work and achievements at school. We will continue to include your child's name in homeroom lists for parent-teacher group use only, honor rolls, lists of awards/honors recipients and contest winners, parent-teacher group newsletters, programs for school performances, and extracurricular events. Your child's name and/or photo may appear in the school yearbook, school and district publications, the newspaper, and television features.

**INTERNET ACCESS RELEASE** - I have read the district's electronic communications system policy and administrative regulations (see Student Handbook) and agree to abide by their provisions. I understand that violation of these provisions may result in disciplinary action in accordance with the Student Code of Conduct or suspension of computer access.

- Internet access will be provided to all students, **unless the parent objects**. Information accessible via the Internet may contain material that is illegal, defamatory, inaccurate, or controversial. Though safeguards are in place, a risk exists that students may access material that may not be of educational value in the school setting. Goose Creek CISD firmly believes that the valuable information and interaction available on the Internet outweigh the negatives that are not consistent with the educational goals of the district. **By checking the statement below, you will prevent the school from providing your child access to the Internet.**

**PHOTO/VIDEO/AUDIO RELEASE** - The Goose Creek Consolidated Independent School District has my consent to make (or authorize the making of) a photograph or videotape of my child or his/her work for any lawful purpose without further notice to me (*§ 26.009 of the Texas Education Code*). I also give the District my consent to record (or authorize the recording of) my child's voice without further notice to me.

I understand that such photographs, videotapes, or audiotapes of my child, which may not be accompanied by his/her name, could appear on the District's Website on the Internet with or without my knowledge. I further understand that my child's work, which may be accompanied by his/her name, may be electronically displayed and produced.

**I ALSO AGREE TO HOLD HARMLESS THE GOOSE CREEK CISD (INCLUDING ITS BOARD OF TRUSTEES, AGENTS, OFFICERS, EMPLOYEES, CONTRACTORS, ATTORNEYS, AND OTHERS REPRESENTING THE DISTRICT) FROM ANY CLAIMS OR CAUSES OF ACTION DIRECTLY OR INDIRECTLY RELATED TO THE PHOTOGRAPHING, VIDEOTAPING, AUDIO TAPING, OR ON-LINE PUBLISHING OF MY CHILD AND/OR WORK PRODUCED BY HIM/HER.**

I do hereby waive all residual rights of claims, monetary or otherwise, that might arise as a result of any lawful use of the above-described material and do hereby grant permission for the use of such material for any lawful purpose.

- By checking the statement below, **you will prevent** the release of any photographs, videotapes, or audiotapes of your child or his/her work.

**As the parent or guardian, please check below if you object to any of the following:**

\_\_\_ I **object** to the release of directory information on my student.

\_\_\_ I **object** to my child accessing Internet.

\_\_\_ I **object** to the release of any photographs, videotapes, or audiotapes of my child or his/her work.

\_\_\_ I **object** to the use of corporal punishment as a disciplinary consequence for my child.

<b>ONLY SIGN BELOW IF YOU HAVE CHECKED ANY OF THE OBJECTIONS LISTED ABOVE</b>
---

**SIGNATURE OF PARENTAL OBJECTION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

## PROPOSED CHANGES

### EARLY COLLEGE HIGH SCHOOL STUDENT/PARENT HANDBOOK

- **Front Cover** – Changed the information to reflect new slogan, school year, and Early College High School (ECHS).
- **Page iii** – Letter from Superintendent was revised for ECHS.
- **Page v** -- The school year in the Preface was updated to reflect the upcoming school year.
- A new Enrollment section was added to the Table of Contents.
- **Pages xi-xii** -- GCCISD Administrator names and positions were updated.
- **Page xiii** -- Board of Trustees page was updated to reflect officers for the upcoming year.
- **Page xv-xvi** -- The directory of GCCISD schools was updated. The Early College High School was added as well as the principal names revised to reflect personnel moves.
- **Pages xvii-xix** -- The bell schedule was revised for ECHS. San Jacinto Elementary was moved to early schedule and removed from the late schedule.

### DISTRICT INFORMATION

- **Page 1** – Made minor word revisions.
- **Page 6**-- Minor revisions were made to the Checks section. The maximum service charge allowed by law will be assessed for all returned checks.
- **Page 10** -- hepatitis A was included to the subtopic Vaccine Preventable Diseases.
- **Page 11** -- The Course and Graduation Requirements section was revised, deleting the subtopic Graduation Standards and the paragraphs which pertained to ninth grade students prior to the 2007-2008 school year. The Distinguished Achievement Program (DAP) was revised for Early College High School students. The textbox which contained information on graduation requirements as a result of a TEA ruling on July 3, 2009, was deleted. All high school students must be scheduled for seven classes.
- **Page 12** -- Dates were removed from the last paragraph pertaining to the Discipline Steering Committee.
- **Page 13** -- The general guidelines under the Dress and Grooming Standards was revised to include examples of prohibited designs, symbols or numbers on clothing or accessories which would symbolize gang affiliation.
- **Page 17** -- The Early Release Dates/Times were revised to reflect the dates for the 2010-2011 school year. San Jacinto Elementary was moved from the Elementary B list for early dismissals to the Elementary A list since the instructional day will now begin at 7:45 a.m.
- **Page 18** -- The UIL eligibility calendar has been replaced with the 2010-2011 eligibility dates.
- **Page 19** -- In the third paragraph of the Emergency Situations section a sentence was added to indicate that in case schools were closed due to weather or hazardous conditions, the information would be posted on the district website.
- **Page 21** -- In the Health Advisory Council section, information was updated by changing the school year as well as listing Candy Ochoa as the contact person for inquiries.

- **Pages 21-26** -- Immunization requirements were updated for the upcoming school year
- **Page 27** -- In the Late Assignments section a phrase was added to emphasize the late assignments for high school courses will result in a 10-point reduction. A sentence was added in bold print to clarify that college instructors are not bound by the GCCISD late assignment policy.
- **Page 27** -- Library (Media Center) section. A sentence was added to state that ECHS students will utilize the Lee College library. A sentence was added to state that students must display their ID badge when checking out a book. Procedures for printing charges were also included.
- **Page 28** -- In the Make-Up Work section a sentence was added in bold print to clarify that college instructors are not bound by the GCCISD make-up work policy.
- **Page 29** -- “High School” was added in the title of the Parent-Initiated Communication with High School Staff Members section. A sentence was added at the end of the section to clarify that parents with concerns about college courses or instructors should contact the ECHS counselor.
- **Page 29** -- Under the Parents’ “Right to Know” section, “Dr.” was added to reflect the proper title for Byron Terrier.
- **Page 31** -- “Dr.” was added to reflect the proper title for Byron Terrier.
- **Page 32** -- Dr. Tom Kelchner’s name was added as Director of Special Education.
- **Page 34** -- A Transportation section was added, which replaced the Bus Conduct section.
- **Page 36** -- In the first paragraph of the Visitors section it was revised to include that government issued photo identification is acceptable when visiting campuses. GCCISD employees are only required to provide their GCCISD identification badge.

## **EARLY COLLEGE HIGH SCHOOL INFORMATION**

- Throughout the first page, “ECHS” was added for clarification. A sentence was added to the end of the paragraph which pertains to absences at ECHS. Students and parents are advised to review the syllabus provided by each instructor to gain information about absences. Information was added in the paragraphs pertaining to transcripts and withdrawing from school as procedures are different from high school. “ECHS” was added for procedure clarifications in changing personal information and obtaining verification of enrollment.
- **Page 38** -- A sentence was added in bold letters at the end of the subtopic Extenuating Circumstances for Excessive Absences for ECHS.
- **Page 40** -- The Class Tardies section was revised to coincide with the ECHS procedures.
- **Page 40** -- The Closed Campus section was revised for ECHS procedures.
- **Page 41**-- The Credit by Examination With Prior Instruction was revised for ECHS procedures.
- **Page 42** -- “High School” was added to the title of the Dropping A Course section in order to clarify it pertains to high schools. Dropping a Dual Credit Course section was added for ECHS. The Dual Credit section was revised for ECHS.
- **Pages 42-43** -- The Final Examination Exemptions section title added “For High School Courses” to clarify it was for high school students. The exam exemptions were revised pertaining to high school exams to clarify the eligibility requirements. A sentence was added to the end of the section to clarify that there are no exemptions from college course final exams.
- **Page 44** -- The Guidance and Counseling section was revised for ECHS. The Loss of Credit for Excessive absences was revised for ECHS.
- **Page 47** -- The Physical Education section was revised for ECHS.

- **Page 47** – The Required Credits section was revised to coincide with the ECHS requirements.
- **Pages 49-50** – The testing dates for TAKS, college entrance exams, and advanced placement exams were updated.
- **Page 51** – The student Organizations section was revised for ECHS, as well as the Summer School, Tutorial Services and UIL Literary sections.

# Goose Creek Proud



Goose Creek Consolidated Independent School District

# Student / Parent Handbook

## Early College High School

2010-2011

*"Good schools, like good societies and good families, celebrate and cherish diversity."  
- Deborah Meier*



Fall 2010

Dear Student and Parent/Guardian:

Welcome! We are excited about the start of the 2010-2011 school year and hope that you have a great experience this year. You will be part of the first graduating class at Goose Creek CISD's Early College High School and are to be commended for your interest in obtaining college hours while in high school.

In Goose Creek CISD, the well-being of students and staff is our top priority. We are committed to providing safe and orderly environments for learning and working. The partnership between home and school is an important one, and we appreciate your efforts in encouraging courteous and cooperative behavior.

The student handbook that follows includes the Student Code of Conduct, which outlines the District's discipline management plan. Required by state law, the handbook outlines the basic rules and expectations of our schools and specifies the expectations for student behavior and consequences that will be used when these expectations are not met. The information included in this handbook and code of conduct is based on state law, local Board policies, and *Goose Creek CISD Administrative Guidelines*. The handbook is approved by the Board of Trustees each year.

I hope that you will find this information helpful and I encourage you to refer to this handbook whenever you have a question or concern. This handbook is provided to help students and parents understand the rules and regulations that govern our high schools as outlined by the GCCISD school board, state and federal statutes. Please be aware that there are specific rules and regulations that apply to Early College High School which may be different from the other three high schools in Goose Creek CISD. Working closely with parents and students, our goal is to help each child have the best possible opportunities for learning.

If you have any questions, please contact your child's principal. Best wishes for a wonderful school year!

Sincerely,

Toby York, Ed.D.  
Superintendent

/pl



## PREFACE

The 2010-2011 Goose Creek Consolidated Independent School District Student / Parent Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Each student and parent should be familiar with the policies and procedures outlined in this Student / Parent Handbook and will be required to sign a statement (the *Acknowledgement Form* located on the last page of the Code of Conduct). The signature indicates that each student and parent have received and read the Student / Parent Handbook and the Student Code of Conduct.

The Student / Parent 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 that affect student handbook provisions will be made available to students and parents through newsletters and other communications.

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

We strongly recommend that parents review the entire handbook with their children and 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 the parental acknowledgement form located as the last page of this handbook.



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## **Goose Creek Consolidated Independent School District**

### **Our Administration**

<b>Superintendent</b>	<b>Dr. Toby York</b>
<b>Assistant Superintendent for Administrative Services</b>	<b>Dr. Byron Terrier</b>
<b>Assistant Superintendent of Assessment and Accountability</b>	<b>Rick Kirk</b>
<b>Chief Financial Officer</b>	<b>Pete Pape</b>
<b>Executive Director of Curriculum and Instruction</b>	<b>Diana Cox</b>
<b>Executive Director of School Administration</b>	<b>Suzanne Heinrich</b>
<b>Executive Director of Support Services and Special Projects</b>	<b>Pete Cote</b>
<b>Executive Director of Facilities Management</b>	<b>David Fluker</b>
<b>Chief Technology Officer</b>	<b>Frankie Jackson</b>
<b>Director of Athletics</b>	<b>Tom Ed Gooden</b>
<b>Director of Advanced Academics and Professional Development</b>	<b>Christi Leath</b>
<b>Director of Bilingual Education/ESL/Migrant</b>	<b>Norma Picaccio-Jones</b>
<b>Director of Career and Technology Education</b>	<b>Renea Dillon</b>
<b>Director of Communications</b>	<b>Kathy Clausen</b>
<b>Director of Curriculum and Instruction</b>	<b>TBD</b>
<b>Director of Educational Technology</b>	<b>Steve Koester</b>
<b>Director of Fine Arts</b>	<b>Tim Vaughn</b>
<b>Director of Food Service</b>	<b>Rick Nunez</b>

<b>Director of Intervention Programs</b>	<b>Karen Coffey</b>
<b>Director of Guidance and Counseling</b>	<b>Janci Alexander-Alfaro</b>
<b>Director of Maintenance</b>	<b>Ron Loveless</b>
<b>Director of Operations/Grounds/ Risk Management</b>	<b>Mike Manley</b>
<b>Director of Personnel</b>	<b>Dr. Bernard J. Cannariato</b>
<b>Director of Personnel</b>	<b>Susan Moore-Fontenot</b>
<b>Director of Purchasing</b>	<b>Trudy Masters</b>
<b>Director of Special Education</b>	<b>Dr. Tom Kelchner</b>
<b>Director of Student Information and Assessment</b>	<b>David Yannotta</b>
<b>Director of Student Services</b>	<b>Dr. Patricia Bing</b>
<b>Director of Tax Services</b>	<b>Charlene Piggott</b>
<b>Director of Technology Management Systems</b>	<b>Frankie Jackson</b>
<b>Director of Testing, Textbooks, and Library Services</b>	<b>Dr. Ann Arena</b>
<b>Director of Transportation</b>	<b>Rick Walterscheid</b>
<b>Coordinator of Migrant Education</b>	<b>Enid Lindsey</b>

## **Our Board of Trustees**

**Ken Martin, President**

**Wilyne Laughlin, Vice President**

**Jenice Coffey, Secretary**

**Howard Sampson, Assistant Secretary**

**Carl Burg, Member**

**Agustin Loredó, III, Member**

**Robert Hoskins, Member**

Meetings of the Board of Trustees are open to the public. Regular meetings are held on the second and fourth Mondays of each month at 6:30 p.m. in the Board Room of the Administration Building, 4544 Interstate 10 East, Baytown, Texas. For information, call **Goose Creek CISD at 281-420-4800**.



# Goose Creek Consolidated Independent School District

## High Schools

<b>Early College High School (to be officially named summer of 2010)</b> .....	<b>281-420-4802</b>
200 Lee Drive- Located on the third floor of the Lee College Advanced Technology Building Karen Smithson, Principal	
<b>Robert E. Lee</b> .....	<b>281-420-4535</b>
1809 Market Street Bruce Davis, Principal	
<b>Goose Creek Memorial</b> .....	<b>281-421-4400</b>
6001 E. Wallisville Road Al Richard, Principal	
<b>Ross S. Sterling</b> .....	<b>281-420-4500</b>
300 W. Baker Road Don Beck, Principal	
<b>John M. Stuart Career Center</b> .....	<b>281-420-4550</b>
300 YMCA Drive Renea Dillon, Director	

## Junior Schools

<b>Baytown Junior School</b> .....	<b>281-420-4560</b>
7707 Bayway Drive Michael Wahl, Principal	
<b>Cedar Bayou Junior School</b> .....	<b>281-420-4570</b>
2610 East Elvinta Greg Lynd, Principal	
<b>Gentry Junior School</b> .....	<b>281-420-4590</b>
1919 E. Archer Road Tammy Edwards, Principal	
<b>Highlands Junior School</b> .....	<b>281-420-4695</b>
1212 E. Wallisville Road Kevin Foxworth, Principal	
<b>Horace Mann Junior School</b> .....	<b>281-420-4585</b>
310 South Highway 146 Michael Coopersmith, Principal	

## Alternative Programs

<b>Peter E. Hyland Alternative Learning Program</b> .....	<b>281-420-4555</b>
1906 Decker Drive Michelle Verdun, Principal	
<b>School/Community Guidance Center</b> .....	<b>281-420-4630</b>
401 Jones Road Gary Allen, Principal	
<b>Elementary Disciplinary Alternative Education Program</b> .....	<b>281-420-4595</b>
302 YMCA Dr. Ron Wyatt	

## **Elementary Schools**

<b>Alamo @ Kilgore</b> .....	<b>281-420-4595</b>
302 YMCA Dr. Ron Wyatt, Principal	
<b>Stephen F. Austin</b> .....	<b>281-420-4620</b>
3022 Massey-Tompkins Rd. Laura Smith, Principal	
<b>James Bowie</b> .....	<b>281-420-4605</b>
2200 Clayton Dr. Ginger McKay, Principal	
<b>G. W. Carver</b> .....	<b>281-420-4600</b>
600 South Pruett St. Rachel DeLeon, Principal	
<b>David Crockett</b> .....	<b>281-420-4645</b>
4500 Barkaloo Rd. Jaime Lannou, Principal	
<b>Lorenzo De Zavala</b> .....	<b>281-420-4920</b>
305 Tri-City Beach Rd. Precious Reimonenq, Principal	
<b>Harlem</b> .....	<b>281-420-4910</b>
3333 Interstate 10 Matt Warford, Principal	
<b>Highlands</b> .....	<b>281-420-4900</b>
200 E. Wallisville Road Ruth Perrin, Principal	
<b>Bonnie P. Hopper</b> .....	<b>281-420-4685</b>
405 E. Houston St. Karen Thomas, Principal	
<b>Mirabeau B. Lamar</b> .....	<b>281-420-4625</b>
816 N. Pruett St. Rachelle Ysquierdo, Principal	
<b>San Jacinto</b> .....	<b>281-420-4670</b>
2615 Virginia St. Becky Robins, Principal	
<b>Ashbel Smith</b> .....	<b>281-420-4615</b>
403 E. James St. Suzanne Raymundo, Principal	
<b>William B. Travis</b> .....	<b>281-420-4660</b>
100 Robin Rd. Brenda H. Gongora, Principal	
<b>Victoria Walker</b> .....	<b>281-421-1800</b>
4711 Seabird Suzanne Keith, Principal	

## **ZERO TOLERANCE POSITION**

### **A RESOLUTION OF THE GCCISD BOARD OF TRUSTEES ADOPTED JUNE 30, 2007**

It is the policy of the School Board and employees of Goose Creek Consolidated Independent School District to maintain a safe and secure learning environment for our students. In striving to do so, the District takes a "Zero Tolerance" position against weapons or illegal drugs or any violent or abusive behavior in any school environment, which includes all District facilities or any school-sponsored activity. Any person violating this policy will be subject to administrative and/or legal action including possible citations and/or arrest by local law enforcement agencies.

The Goose Creek CISD also will not tolerate the misbehavior of any student involving the elements of disrespect for authority; assaults; racial slurs; substance abuse; sexual harassment; public lewdness; the possession of weapons or the possession, giving, delivery, or dealing of drugs on school campuses or at school activities.

As such, the GCCISD Board of Trustees has approved the following concepts in the resolution:

- Goose Creek CISD pledges to continue to provide a safe environment for children and staff in the District.
- Violence will not be accepted on any school property or at any school activity. A self-defense plea will be investigated. Any student who assaults a teacher, student, or any school employee will be referred to a law enforcement agency, removed from school to a disciplinary alternative education program, and dealt with under Board policy (FO, FOD, or FOA) and the District's Student Code of Conduct.
- Any student who directs profane, obscene, or abusive language toward a teacher, other school employee, or fellow student will be removed and held over for a due process hearing. FNC(Local).
- Weapons are prohibited on school property or at any school activity, and students guilty of this offense will be recommended for expulsion, with charges filed against the students. FNCF(Local).
- Drugs are prohibited on any school property and at any school activity. Students who possess, sell, give, deliver or deal drugs will be removed from class and placed in a disciplinary alternative education program. All drug violations will be dealt with in accordance with the District's Student Code of Conduct.
- Any student found selling, giving, delivering, or dealing alcohol on school property, or while attending a school-sponsored or school-related activity, on or off school property, shall be removed from class and placed in a disciplinary alternative education program in accordance with the District's Student Code of Conduct.
- Tobacco and tobacco products are prohibited on any school property and at any school activity. Students who violate the tobacco policy will be dealt with through the District's Student Code of Conduct.

## SCHEDULES / HOURS OF OPERATION

<b>2010-11 Early College High School Schedule</b>			
<b>Monday and Wednesday</b>		<b>Tuesday and Thursday</b>	
First Period	8:00-9:20	Fifth Period	8:00-9:20
Second Period	9:25-10:45	Sixth Period	9:25-10:45
AVID	10:50- 11:35	AVID	10:50- 11:35
Lunch	11:40-12:10	Lunch	11:40-12:10
Third Period	12:15-1:35	Seventh Period	12:15-1:35
Fourth Period	1:40-2:55	Eighth Period	1:40-2:55
Tutorials	3:00- 4:20	Tutorials	3:00- 4:20
<b>Fridays</b>			
Collaboration Period/Student Late Arrival		7:30- 9:15	
<b>A/B Week Alternating Schedule</b>			
First/Fifth Period		9:20- 10:05	
Second/Sixth Period		10:10- 10:55	
AVID		11:00- 11:40	
Lunch		11:40- 12:10	
Third/Seventh Period		12:15-12:45	
Sixth/Eighth Period		12:50-1:35	
Club/ Interest Period		1:40- 2:55	

## 2010-2011 GCCISD HIGH SCHOOL BELL SCHEDULE

<u>Monday / Tuesday</u>	<u>Thursday</u>
First Period                      7:30 - 8:20 Second Period                    8:25 - 9:15 Third Period                      9:20 -10:10  Announcements                10:10-10:15  Fourth Period                    10:20-11:10 Fifth Period                      11:15-12:55 A Lunch            11:15-11:45 B Lunch            11:50-12:20 C Lunch            12:25-12:55  Sixth Period                      1:00-1:50 Seventh Period                  1:55-2:45  Optional Eighth Period        2:50-3:50	Teacher Collaboration / Planning (Student Late Arrival)    7:30-9:10  Second Period/ Announcements                            9:15-10:47 10:47-10:52  Fourth Period                                10:57-1:04 A Lunch            10:57-11:27 B Lunch            11:45-12:15 C Lunch            12:34-1:04  Sixth Period                                    1:09-2:45
<u>Wednesday</u>	<u>Friday</u>
First Period                      7:30-9:10 Third Period/ Announcements                9:15-10:47 10:47-10:52  Fifth Period                      10:57-1:04 A Lunch            10:57-11:27 B Lunch            11:45-12:15 C Lunch            12:34-1:04  Seventh Period                    1:09-2:45  Optional Eighth Period        2:50-3:50	First Period                      7:30-8:15 Second Period                    8:20-9:05  Student Success Period / Announcements                            9:10-9:40  Third Period                                    9:45-10:30  Fourth Period                                10:35-11:20 Fifth Period                                    11:25-1:05 A Lunch            11:25-11:55 B Lunch            12:00-12:30 C Lunch            12:35-1:05  Sixth Period                                    1:10-1:55 Seventh Period                                2:00-2:45  Optional Eighth Period        2:50-3:50

### SCHOOL HOURS FOR JUNIOR SCHOOLS

8:40 a.m. – 3:55 p.m.

**SCHOOL HOURS FOR ELEMENTARY SCHOOLS**

**Alamo, Bowie, Carver, Lamar, San Jacinto, Ashbel Smith, Victoria Walker**

**Grades K, 1, 2, 3, 4, 5**

7:45 a.m. – 3:00 p.m.

**Morning Pre-Kindergarten**

7:45 a.m. – 10:45 a.m.

**Afternoon Pre-Kindergarten**

12:00 p.m. – 3:00 p.m.

**Austin, Crockett, De Zavala, Harlem, Highlands, Hopper, Travis**

**Grades K, 1, 2, 3, 4, 5**

8:00 a.m. – 3:15 p.m.

**Morning Pre-Kindergarten**

8:00 a.m. – 11:00 a.m.

**Afternoon Pre-Kindergarten**

12:15 p.m. – 3:15 p.m.

## DISTRICT INFORMATION

The information contained in this section applies to students in all grade levels of Goose Creek Consolidated Independent School District. All students and parents should review the entire contents of this section of the Student / Parent Handbook.

### 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.

### ATTENDANCE INFORMATION

#### **Compulsory Attendance Law**

A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise exempted or excused. Also, a student enrolled in a public school pre-kindergarten or kindergarten program must attend school. A student absent without an excuse from school or from any class will be considered truant and subject to disciplinary action, which may also include court action. Failure to comply with the compulsory attendance law is a Class C Misdemeanor and punishable by a fine.

The District employs attendance officers to support students in maintaining good attendance. Parents or students who have concerns about attendance should contact the child's school or the **District Attendance Office at 281-420-4423**.

#### **Warning Notices/Parent Notification Regarding Unexcused Absences**

Texas Education Code §25.095 requires school districts to notify a student's parent or legal guardian in writing at the beginning of the school year regarding unexcused absences. In accordance with this requirement, this officially notifies the parent and/or legal guardian that:

1. The student's parent is subject to prosecution under TEC §25.093 and
2. The student is subject to prosecution under TEC §25.094 or referral to Juvenile Court.

**Prosecution of the student and/or parent under TEC §25.093 and TEC §25.094 of the Texas Education Code can result in a fine of up to \$500 per day absent and/or incarceration.**

If your child is absent from school three or more days or parts of days in a four week period, or is absent without an excuse for 10 or more days or parts of days in a six month period, the district will send a notice home to inform the parent that:

1. It is the parent's duty to monitor the student's school attendance and require the student to attend school; and
2. The parent is subject to prosecution under TEC §25.093 for failure to require the child to attend school as required by law; or
3. The parent should request a conference with school officials to discuss the absences.

When a student is absent from school without an excuse from **any class** (or period), he/she will be considered in violation of the compulsory attendance law and subject to disciplinary action. The fact that a parent did not receive this notice does not create a defense to prosecution under TEC §25.093 or TEC §25.094. "Parent" includes a person standing in parental relation.

### **Attendance Accounting**

There are two types of attendance accounting - daily attendance accounting for state purposes and daily attendance accounting for local classroom attendance requirements.

### **Attendance Accounting for State Purposes**

Texas residents whose age requires them by state law to attend school must be enrolled and attend school. Public schools are then required to record and report those students' daily attendance to the state agency. For state attendance reporting purposes, secondary school sites (high school and junior school) record this attendance each day during the second instructional class hour roll check and elementary school sites record this attendance each day at 9:30 a.m. A student is considered present if he/she: (1) is in the classroom at the roll check time; or (2) is with authorized school personnel; or (3) begins classes or returns to school on the same day as a health care appointment.

In the case of a health care appointment, a written note from the doctor must be given to the attendance clerk in order for the student to be counted present. If a student fails to meet one of these three requirements, the student is not considered present that day for state reporting purposes.

### **Attendance Accounting for Local Requirements**

Regular attendance and punctuality are extremely important for your child's academic success and are required of every student. It is imperative that your child attend school regularly and be on time. The only acceptable excuses for absences and tardiness are:

- Personal illness.
- Sickness or death in the family.
- Quarantine.
- Weather or road conditions making travel dangerous as approved by the Superintendent of Schools.
- Participation in school activities with permission of the campus administrator. When a student is not in attendance because of school business, he/she should obtain assignments prior to the absence. Students shall be limited to seven (7) school-activity related absences in any course in a semester, not to exceed ten (10) in a year.
- Emergencies or unusual circumstances recognized by the campus administrator or person designated.
- Religious days as approved by the Superintendent of Schools. Requests for excused absences for religious days must be made in advance of the absence. An absence note must also be brought to the office upon return to school.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders.
- A junior or senior student's absence of up to two days related to visiting a college or university may 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.

### **Absence Procedures**

Please call the school office if your child is absent, and upon the child's return to school, send a written note within three (3) days to explain the nature of the absence. If a note is not received within three (3) days, the absence will be unexcused. These notes are maintained by the school for attendance records. The excuse should conform to the following:

- Be written by parents or guardian - no other person is acceptable.
- Show dates and periods absent.
- Show reason for absence. If there is more than one absence and the reasons are different, state the reason for each day/period of absence.
- Parent or guardian signature. No other person is authorized to sign absence excuses. If the student is 18 or older or has been declared by a court to be an emancipated minor, the student may sign in

place of a parent or guardian. The school district will continue its efforts to notify a parent or other party if a situation warrants (i.e., when a student leaves campus) even though such student is over age 18 or emancipated.

If the school is not contacted, a school official will call parents about repeated absences. The district attendance office contacts parents about excessive unexcused absences. A student may be required to provide a doctor's excuse for any absence that occurs after the student has accumulated 10 absences during the current school year.

Students participating in any activity which is not approved by the local School Board and/or is without certified District personnel supervision are counted absent. To qualify for funding purposes, the certified district staff member must be accompanying the students, as an official of the school district for the specific purpose of supervising the students, and must be approved by the School Board to supervise the activity.

Parents and students are requested to check their report cards at the end of each six weeks to verify the accuracy of the attendance reported on the card. Students have one week after report cards are issued to contact the school to make any corrections or changes to their attendance. If errors are not reported by this deadline, it may be too late to make corrections.

### **Extenuating Circumstances for Excessive Absences**

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester / school year.

This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record:

- Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student's claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

**This rule does not apply to college credits earned through Early College High School. If a student does not meet college attendance requirements the student must retake the course for credit.**

### **Perfect Attendance**

Certificates of Perfect Attendance will be given to students who enroll in the Goose Creek School District on the first day of instruction and are present every day of the school year. The student's attendance and

tardies are both reported on the report card each six weeks. State Attendance Accounting records will be used to determine if a student will receive a perfect attendance certificate.

### **Tardies / Early Dismissals**

Students who arrive after the start of the school day (tardy) or depart prior to the end of the school day (early dismissal) will be counted as tardy for local attendance purposes. The parent of students who accumulate a combination of 10 tardies and/or early dismissals during the school year will receive a Court Warning Letter from the campus indicating the student has excessive tardies / early dismissals and continued accumulation will result in court action. The parent of students who accumulate a combination of 15 tardies / early dismissals during the school year will be subject to prosecution under TEC §25.093 and TEC §25.094.

## **BACTERIAL MENINGITIS**

### **What is Meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is 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.

### **How serious is Bacterial Meningitis?**

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results. 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 overcomes the body's immune system and causes meningitis or another serious illness.

### **How can Bacterial Meningitis be prevented?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years.

### **What should you do if you think you or a friend might have Bacterial Meningitis?**

Seek prompt medical attention.

## **CELLULAR PHONES / ELECTRONIC COMMUNICATION DEVICES**

Cell phones cannot be visible and must be turned off while on school buses and during the instructional day. The instructional day begins when a student arrives on campus (or boards a school bus) and extends until the student departs campus after the dismissal bell (or exits the school bus if he/she rides District transportation after school). The instructional day will extend through detention hall and tutorials when appropriate.

**Elementary students (Grades PK-5)** may not display or use a cellular telephone during the instructional day (instructional day defined above). Elementary students who violate this rule shall be subject to established disciplinary measures as follows:

- **All Offenses** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period and a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other Level II disciplinary action as outlined in *The Code* may be taken.

**Secondary students (Grades 6-12)** who violate this rule shall be subject to established disciplinary measures as follows:

- **First Offense** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other disciplinary action as outlined in *The Code* may be taken for this Level II or higher violation. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**
- **Second and Subsequent Offenses** – District personnel shall confiscate the cell phone and all of its parts. The confiscated device and all of its parts may be released to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. If the end of the 48-hour waiting period should fall on a school holiday or weekend, the conference for the return of the cell phone can be scheduled for the first school day immediately following. In addition, other Level II or higher disciplinary action as outlined in *The Code* may be taken. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**

**NOTE:** The disciplinary measures outlined above will apply to the possession of any electronic communication devices, including, but not limited to, paging devices as defined in TEC 37.082. A paging device is defined as “a telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor.”

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*

[TEC §37.082, FNCE (LEGAL), FNCE (LOCAL), and Administrative Guideline 6.04]

## CHECKS

Individual campuses will accept checks. A \$25 service charge (or maximum allowable by law) will be assessed on all returned checks written to the school or school-related organizations. All checks must have a valid Texas driver's license number written on the check.

## CHILD ABUSE PROCEDURES

WHAT THE LAW SAYS:

### TEXAS FAMILY CODE - SECTION 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT

#### § 261.101. PERSONS REQUIRED TO REPORT; TIME TO REPORT.

(a) A person having cause to believe that a child's physical or mental health or welfare has been adversely affected by abuse or neglect by any person shall immediately make a report as provided by this subchapter.

(b) If a professional has cause to believe that a child has been abused or neglected or may be abused or neglected, or that a child is a victim of an offense under Section 21.11, Penal Code, and the professional has cause to believe that the child has been abused as defined by Section 261.001 or 261.401, the professional shall make a report not later than the 48th hour after the hour the professional first suspects that the child has been or may be abused or neglected or is a victim of an offense under Section 21.11, Penal Code. A professional may not delegate to or rely on another person to make the report. In this subsection, "professional" means an individual who is licensed or certified by the state or who is an employee of a facility licensed, certified, or operated by the state and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children. The term includes teachers, nurses, doctors, day-care employees, employees of a clinic or health care facility that provides reproductive services, juvenile probation officers, and juvenile detention or correctional officers.

(c) The requirement to report under this section applies without exception to an individual whose personal communications may otherwise be privileged, including an attorney, a member of the clergy, a medical practitioner, a social worker, a mental health professional, and an employee of a clinic or health care facility that provides reproductive services.

(d) Unless waived in writing by the person making the report, the identity of an individual making a report under this chapter is confidential and may be disclosed only:

- (1) as provided by Section 261.201; or
- (2) to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

## PROCEDURES

Teachers, principals, certified teachers' aides, bus drivers (and anyone else certified by the state who comes into regular contact with children) have an affirmative duty to report suspected child abuse or neglect not later than the 48th hour the professional first suspects that the child has been or may be abused or neglected.

## PENALTIES

Failure to report is a Class B Misdemeanor, punishable by up to 6 months in jail, and up to \$2000 fine. Make a report by calling any local or state law enforcement agency, or by calling 1-800-252-5400 (Tex. Dept. of Fam. and Protective Services), or go to <https://www.txabusehotline.org/PublicMain.asp> and report online. You will receive a confirming email.

A teacher, licensed teachers aide, bus driver or other professional may **not** delegate to or rely on another person (including a supervisor) to make the report. "Professional" means an individual who is licensed or certified by the state...and who, in the normal course of official duties or duties for which a license or certification is required, has direct contact with children.

#### CONFIDENTIALITY

The identity of an individual making a report under this chapter is confidential and may be disclosed only on the order of a court rendered under §261.201 or to a law enforcement officer for the purposes of conducting a criminal investigation of the report.

#### MATTERS TO BE REPORTED

A report should reflect the reporter's belief that a child has been or may be abused or neglected or has died of abuse or neglect.

#### IMMUNITIES

A person acting in good faith who reports or assists in the investigation of a report of alleged child abuse or neglect or who testifies or otherwise participates in a judicial proceeding arising from a report, petition, or investigation of alleged child abuse or neglect is immune from civil or criminal liability that might otherwise be incurred or imposed.

#### DEFINITIONS

"ABUSE" includes the following acts or omissions by a person:

(A) mental or emotional injury to a child that results in an observable and material impairment in the child's growth, development, or psychological functioning;

(B) causing or permitting the child to be in a situation in which the child sustains a mental or emotional injury that results in an observable and material impairment in the child's growth, development, or psychological functioning;

(C) physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child, including an injury that is at variance with the history or explanation given and excluding an accident or reasonable discipline by a parent, guardian, or managing or possessory conservator that does not expose the child to a substantial risk of harm;

(D) failure to make a reasonable effort to prevent an action by another person that results in physical injury that results in substantial harm to the child;

(E) sexual conduct harmful to a child's mental, emotional, or physical welfare;

(F) failure to make a reasonable effort to prevent sexual conduct harmful to a child;

(G) compelling or encouraging the child to engage in sexual conduct as defined by Section 43.01, Penal Code;

(H) causing, permitting, encouraging, engaging in, or allowing the photographing, filming, or depicting of the child if the person knew or should have known that the resulting photograph, film, or depiction of the child is obscene as defined by Section 43.21, Penal Code, or pornographic;

(I) the current use by a person of a controlled substance as defined by Chapter 481, Health and Safety Code, in a manner or to the extent that the use results in physical, mental, or emotional injury to a child; or

(J) causing, expressly permitting, or encouraging a child to use a controlled substance as defined by Chapter 481, Health and Safety Code.

"NEGLECT" includes:

(A) the leaving of a child in a situation where the child would be exposed to a substantial risk of physical or mental harm, without arranging for necessary care for the child, and the demonstration of an intent not to return by a parent, guardian, or managing or possessory conservator of the child;

(B) the following acts or omissions by a person:

(i) placing a child in or failing to remove a child from a situation that a reasonable person would realize requires judgment or actions beyond the child's level of maturity, physical condition, or mental abilities and that results in bodily injury or a substantial risk of immediate harm to the child;

(ii) failing to seek, obtain, or follow through with medical care for a child, with the failure resulting in or presenting a substantial risk of death, disfigurement, or bodily injury or with the failure resulting in an observable and material impairment to the growth, development, or functioning of the child;

(iii) the failure to provide a child with food, clothing, or shelter necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services had been offered and refused; or

(iv) placing a child in or failing to remove the child from a situation in which the child would be exposed to a substantial risk of sexual conduct harmful to the child; or

(C) the failure by the person responsible for a child's care, custody, or welfare to permit the child to return to the child's home without arranging for the necessary care for the child after the child has been absent from the home for any reason, including having been in residential placement or having run away.

## CHILD SEXUAL ABUSE

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

As a parent, if your child is a victim of sexual abuse, 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 YourCounty/default.asp>.

The following web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index.aspx?id=2820>

<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>)

## COMMUNICABLE DISEASE GUIDELINES

Parents of students with a communicable or contagious disease are asked to telephone the school nurse/principal so that other students who have been exposed to the disease can be alerted. Students with certain diseases are not allowed to come to school when their disease is contagious. Please see the following partial list of common communicable diseases and the appropriate time for returning to school.

DISEASE	EARLY SYMPTOMS	RETURN TO SCHOOL
<b>Conjunctivitis bacterial or viral</b> (Pink eye) 1-3 days – bacterial 12 hours – 12 days – viral	Red eye, usually some discharge from eyes; lids stick together leaving dry crust on lids; itching.	When symptoms have subsided or released by a physician.
<b>Impetigo</b> 4-10 days	Sores on face, nose, corner of mouth, ears, legs, maybe elsewhere. Lesion contains pus, becomes heavily crusted.	When sores are healed or adequately covered; or released by physician.
<b>Influenza (flu)</b> 1 – 3 days	Rapid onset of fever, chills, headache, sore throat, dry cough, lack of energy and muscle aching.	When fever-free for 24 hours.
<b>Mononucleosis</b> 30-50 days	Fever, sore throat, enlarged lymph nodes, malaise.	Written release by physician.
<b>Pediculosis (Head Lice)</b>	Itching of scalp: nits (live white eggs) in hair.	When free of all nits and live lice.
<b>Ringworm</b> (scalp)	Localized scaly patches, usually red-rimmed on scalp; hair is short, broken; circular bald spot seen.	May attend school provided child is under treatment by physician.
<b>Ringworm</b> (body)	Flat, scaly ring-shaped lesion on skin. Margins may be reddish and slightly raised.	May attend school as long as lesion is covered. Treatment is recommended.
<b>Scabies</b>	Linear burrows under skin usually in webs of fingers, on wrists, and/or abdomen. Severe itching.	May attend school provided child is under treatment by physician. All in household should be treated.

\*One day excused absence is allowed for nit removal.

Clearance to return to school should be channeled through the school nurse.

## COMMUNICABLE DISEASE NOTES

### Exclusion and Readmission

Children excluded from a school or child-care facility for a communicable disease may be readmitted by a written note from a HCW. A school or child-care facility administration may require a note from a parent or HCW for readmission regardless of the reason for the absence.

### When to Keep Your Child Home from School

The American Academy of Pediatrics recommends that your child be kept from a child-care facility or school if any of the following conditions exist:

- Signs of severe illness, including fever, irritability, difficulty breathing, crying that doesn't stop with the usual comforting, or extreme sleepiness.
- Diarrhea or stools that contain blood or mucus.

- Vomiting two or more times in 24 hours, unless a physician feels the cause of vomiting is not an infectious disease and the child is in no danger of becoming dehydrated.
- Mouth sores and drooling until a physician of the health authority does not feel the condition is infectious.
- Fever, rash, or a change in behavior until a physician has determined that the problem is not caused by an infectious disease.
- Students should remain at home for twenty-four hours fever-free without the use of fever-reducing medication before returning to school.

#### Nuisance Diseases

So-called “nuisance” disease, such as scabies, head lice (pediculosis), ringworm of the body or scalp, and pinworms are highly contagious and can cause problems in a group-care setting.

Children and adults with these conditions (except ringworm of the body and pinworms) should be excluded until treated and all nits have been removed. Family members, as well as adult caregivers and their families, should be aware of symptoms and treated if they become infected.

#### Vaccine Preventable Diseases

Many diseases are preventable by vaccination. Child-care facilities and schools are required to have an immunization record on file for each child enrolled to ensure that each child has received age-appropriate immunizations. Required vaccines include: DTaP (diphtheria, tetanus and pertussis); Hib (Haemophilus influenza type b); polio; MMR (measles, mumps, rubella); hepatitis B; chickenpox (varicella), and hepatitis A (refer to phase-in chart at [www.immunizetexas.com](http://www.immunizetexas.com)). Vaccines are also available for flu (influenza) and pneumococcal disease. For immunization information, contact your local health department or call (800) 252-9152.

#### Diarrheal Disease

Many different viral and bacterial agents may cause diarrhea. Students shall remain home until diarrhea has resolved or until cleared by child’s physician or health department. Antibiotic treatment may be recommended in some cases when outbreaks occur.

#### Antibiotic Use

Antibiotics are used to treat bacterial infections. Since most colds, coughs, runny noses, and sore throats are caused by viruses, not bacteria, treatment with antibiotics is not indicated. Unnecessary antibiotics use can lead to the developments of drug-resistant strains of bacteria. Diseases caused by resistant bacteria are often difficult to treat and can be especially severe and prolonged.

#### HCW

Health Care Worker (physician, local health authority, advance practice nurse, physician’s assistant).

### **COMPLAINTS / CONCERNS**

Individuals who encounter problems or want to voice a complaint or concern about GCCISD are encouraged to talk with the appropriate person at the level closest to the situation. For example, if a student has a problem with a bus driver, teacher, or school staff member, parents are urged to first discuss the situation with that individual. If the problem is not resolved or if the concern is not addressed to satisfaction at that level, parents are advised to discuss the issue with individuals at the following levels until the situation has been resolved:

- Step 1 – Contact the school staff member involved.
- Step 2 – Contact the principal or program supervisor.
- Step 3 – Contact the appropriate central office supervisor.
- Step 4 – Contact the Superintendent.
- Step 5 – Contact the School Board.

For complete details of the District's complaint policy, please refer to Board Policy FNG (Local) in the District's policy manual. The policy manual is available on the District's web site at [www.gccisd.net](http://www.gccisd.net).

## **COMPLIANCE WITH ASBESTOS REGULATIONS**

Goose Creek CISD is in compliance with all federal and state regulations concerning asbestos and is working hard to stay that way. Should you desire to review the Asbestos Management Plan for your child's school, a copy of the plan is available in the principal's office as well as in the District's Maintenance Office.

## **CORPORAL PUNISHMENT**

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

## **COURSE AND GRADUATION REQUIREMENTS**

### Graduation Policy

The Goose Creek Consolidated Independent School District offers three plans for graduation. Students transferring into the District shall be expected to meet the same graduation requirements as local students.

### **All students enrolled in Goose Creek Early College High School will be expected to graduate on the Distinguished Achievement Program (DAP)**

**The Distinguished Achievement Program (DAP)** - Twenty-six (26) credits are required for graduation, including four credits in English language arts, social studies, mathematics, and science, three credits in a foreign language, one credit in fine arts, one credit in technology applications, one credit in PE, one-half credit in health, one half credit in communication applications, and three credits in electives and four Advanced Measures must be completed in addition to the 26 credits. (College course work counts as an Advanced Measure.)

The following guidelines will enable students to develop the needed foundations essential for entry into higher education or the job market.

1. All freshman, sophomore, junior, and senior students must be scheduled for seven (7) classes.. The Superintendent of Schools or designee may grant exceptions to this regulation. Students must be enrolled in the third period class for accounting purposes.
2. Enrollment in eight (8) semesters (4 years) shall normally be required after entering the ninth grade.
3. Students transferring into the Goose Creek Consolidated Independent School District shall normally be expected to meet the same graduation requirements as local students. Under unusual hardship circumstances, exceptions may be approved as provided for in Item 5.
4. Each student shall arrange a meeting with his/her counselor to review course requirements at least one year prior to anticipated graduation date.
5. All students are required to pass the appropriate state assessments of the exit level in addition to completing a minimum of 22 credits in order to receive a diploma and to participate in graduation ceremonies. All high school students are awarded the same type of diploma. However, transcripts will reflect the differing levels of academic achievement by a specific seal.

## **CRIMINAL HISTORY CHECK**

A criminal history check is made on all District employees, school volunteers, and chaperons. DC (Local), GKG (Local), Administrative Guidelines 4:13

## DELIVERIES

The delivery of flowers, balloons, gifts, cookies, etc. to school during the school day is not allowed. These items will not be sent to students during class time, and the school will not accept responsibility for any item left on school property by a delivery company or individual.

## DISCIPLINE STEERING COMMITTEE

The Goose Creek CISD Discipline Steering Committee in 2005-2006 developed the following belief statements:

We believe that.....

- Students, parents, and all staff members should be partners in each child's educational success.
- Self-discipline is the ultimate expectation for every GCCISD student.
- Building positive relationships is essential for managing student behavior.
- Effective classroom management is pro-active and part of the daily instructional process.
- Expected behaviors must be communicated, taught, and modeled throughout the year.
- Teaching, modeling, and reinforcing appropriate behavior (balanced with consequences for improper behavior) increases the desired behavior.
- Every discipline situation is an opportunity to teach expected behavior.
- Teaching and learning of the intended curriculum for all students is the highest priority; therefore, the ultimate goal is for students to remain in the classroom. Student behavior should not:
  - Interfere with the learning opportunities of others,
  - Interfere with the teacher's responsibility to teach all students, or
  - Excuse a student from successfully completing the learning objectives.
- In handling unacceptable behaviors:
  - The focus will be on addressing the behavior of the students and not judging the students personally, and
  - Students will be dealt with in a respectful, professional manner regardless of the student's behavior.
  - The Goose Creek Code of Conduct will be followed by students and consistently applied by personnel.
- The responsibility of the parent is to collaborate with and support the school in creating a safe and productive learning environment.

The Discipline Steering Committee continues its mission with the development of the Pyramids of Interventions and Consequences, a discipline framework for GCCISD to use in implementing consistent discipline interventions and consequences throughout the District. A copy of this discipline framework can be obtained by contacting **Dr. Patricia Bing, Director of Student Services, at 281-420-4861.**

## DRESS AND GROOMING STANDARDS

### Philosophy

One of Goose Creek CISD's goals for ALL students is that they succeed both academically and socially and are prepared for the future upon graduation from high school. It is the philosophy of Goose Creek CISD that one's behavior, actions, and performance are affected by the way people dress. Appropriate student dress and grooming are important factors in the orderly operation of the schools. In the future,

one certainly will have to follow rules, regulations, and dress codes of employers and some institutions of higher learning. Therefore, full cooperation between the home and school is expected.

Violation of the dress code is a Level II offense, according to *The Student Code of Conduct*. Disciplinary action other than those listed in this policy and consistent with Level II disciplinary actions may be imposed for dress code violations.

This dress code has been established to:

- Reflect the high standards of the community, adhering to good taste, modesty, and dignity;
- Create an atmosphere of respect for authority, safety, and good personal hygiene/grooming;
- Promote consistent standards of dress and grooming; and
- Reflect a sense of pride in self, one's academic achievements, one's school, and the District.

The student and his/her parent(s) or guardian may determine the student's personal dress and grooming standards provided that the student's dress and grooming:

- Shall not lead school officials to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from school activities; and
- Shall not create a health problem or safety hazard for the student or others.

Using the following guidelines, school administrators, with the input and support of faculty members, have the final decision in determining and enforcing acceptable student dress and grooming standards. The guidelines will be reviewed periodically to ensure that they continue to address the standards of the community and District.

### **General Guidelines**

- Students are not to wear clothing that is tight, loose, revealing, sagging, baggy, or short. Examples of unacceptable clothing according to this guideline include biker shorts, miniskirts, tank tops, backless apparel, midriffs, see-through clothing, and/or deliberately cut or torn garments.
- Students are prohibited from wearing clothing with visual, written, or implied messages that are likely to disrupt the school environment. Examples of such prohibited visual, written, or implied messages include, but are not limited to, the following: drugs, alcohol, tobacco, weapons, violence, vulgar or obscene language, and/or insults to race, religion, gender, or ethnicity.
- An American flag or any state flag or facsimile thereof may not be attached on a garment, jewelry, or any other item in a disrespectful manner. Display of the Confederate battle flag is not permitted.
- Students are prohibited from wearing any form of dress or accessory identifying him or her as a member of or promoting a gang, cult, or other unauthorized student group or symbolizing the beliefs of such a group; i.e., territorial designations (zip codes, area codes, hometowns), or five- or six-point crowns, or designs or symbols identified by local, state, or federal law enforcement agencies and/or GCCISD.
- Clothing must be worn in the manner for which designed; clothing shall not be worn inside-out.
- Students must wear appropriate underclothing.
- Students may not wear pajama tops and/or bottoms, house shoes, or slippers.
- Students in grades 2 through 12 must wear belts with pants that have belt loops.
- Students in grades 2 through 8 must tuck in all shirts, except sweatshirts and sweaters with a banded waist, at all times. Shirts that are insufficient in length to tuck in may not be worn.
- Students participating in school-related activities, such as extracurricular or UIL activities, may have a different dress or grooming code imposed.

## **Specific Guidelines**

### **Blouses/Shirts**

- Tank tops, backless apparel, halter tops, midriffs, muscle shirts, tops with straps less than two inches or three fingers wide (whichever is greatest), sleeveless tops that are revealing (deep or low-cut), see-through blouses, tube tops, and deliberately cut-off or torn shirts are not acceptable. Blouses covering tube tops must be buttoned so as not to reveal torso or shoulders.
- All shirts must be worn so as not to expose the bare chest. The midriff must not be exposed when a student goes through the normal activities of a school day (bending, stretching, reaching, etc.).
- Students in grades 2 through 8 must tuck in all shirts, except sweatshirts and sweaters with a banded waist, at all times. Shirts that are insufficient in length to tuck in may not be worn.

### **Shorts / Skirts / Skorts**

- Students are permitted to wear shorts and other garments that are of an appropriate and modest length. The standard of minimum length is at the fingertips when arms are at the side.
- Shorts must have a finished hem; jogging shorts, cut-offs, nylon shorts, biker shorts, wind shorts, or boxer shorts are not acceptable.
- If it is deemed that there has been disregard of the dress code guidelines outlined above, the privilege of wearing shorts may be revoked. Any student who violates this rule twice when wearing shorts will lose the privilege of wearing shorts for the remainder of the school year.
- Skirts/skorts shall preserve modesty and the hem may not be shorter than fingertip length when the student is standing. Slits, flaps, or other openings in skirts/skorts shall not be above fingertip length.

### **Dresses**

- Dresses must follow the same rule for length as described for skirts. Slits, flaps, or other openings in dresses shall not be above fingertip length when the student is standing.
- Dresses with straps less than two inches or three fingers wide (whichever is greatest) may not be worn. Dresses with spaghetti straps may not be worn.

### **Pants / Belts**

- Students are prohibited from wearing pants that present a safety and/or modesty issue.
- Pants must be worn at waist level at all times.
- Sagging pants shall not be allowed.
- See-through pants are not allowed.
- Overalls and suspenders, if worn, must be worn over both shoulders and buckled as designed.
- Students in grades 2 through 12 must wear belts with pants that have belt loops.
- Exposed undergarments are prohibited.

### **Shoes/Footwear**

- Footwear must be worn at all times.
- Shoes must be appropriate for school. In grades PK-8, footwear traditionally worn around the home (i.e., house shoes, slippers) or to the beach (i.e., flip flop design, water shoes, athletic sandals, etc.) is not permitted. In grades 9-12, footwear traditionally worn around the home (house shoes, slippers) is not permitted.
- The campus principal will determine the appropriateness of footwear worn by students.
- School District personnel will respond to changes, fads, etc., in shoes as appropriate.

### **Colored Glasses/Sunglasses/Contacts**

- Students shall not wear colored glasses, sunshades, or distracting contacts in the building.

### **Hair/Eyebrows**

- The student's hairstyle/color must not distract from or interfere with the learning environment. Hair must be neat, clean, well groomed, and out of the eyes. A student's bangs may not extend below the eyebrows at any time. Shaved lines in eyebrows will not be permitted.

- Letters, symbols, and designs beyond a single straight line which draw attention to an individual shall not be permitted. Extreme hairstyles, which include hair that is dyed (either partially or completely) an unnatural color (i.e., green, orange, etc.) or glittered will not be permitted.
- The length of a male student's hair shall not extend below the base of the neck. Ponytails and braids are permitted but shall not extend below the base of the neck.
- The administrator/supervisor reserves the right to determine if a hairstyle is disruptive to the educational process.

### **Head Coverings**

- No type of head covering, cap, or hat is to be worn or brought to school with the exception of approved school uniforms (i.e., ROTC or other extenuating circumstances with administrative approval). All other types of headwear worn or brought into the building will be confiscated and disciplinary action will be taken.
- Coats, jackets, sweaters, and sweatshirts that have an attached hood are allowed but the hood may not be worn inside the building at any time.
- Special days for headwear may be permitted by the campus principal.

### **Jewelry**

- Jewelry/accessories that are deemed noisy, distracting or unsafe may not be worn.
- Male students are not permitted to wear earrings or any other objects in the ear.
- No student shall be permitted to wear objects in or on other exposed body parts (i.e., nose, eyebrows, lips, tongue, etc.).
- No student shall be allowed wear "grills" or any other unnecessary type of orthodontic device.

### **Mustaches/Beards**

- Mustaches may be worn as long as they are neatly trimmed and do not extend past the corners of the mouth.
- Sideburns shall be neatly trimmed and not extend past the earlobe.
- No other facial hair will be allowed.

### **Tattoos**

- Tattoos and/or any other drawings on the skin must be covered/removed.

### **Dress and Grooming Violations**

Students who come to school in violation of the District and/or campus dress code will have the option of correcting the violation or being placed in In-School Suspension (at campuses with ISS) for the remainder of the day on a first offense. The second and subsequent violation(s) of the dress code will result in disciplinary action according to *The Student Code of Conduct* (Level II offense). In addition, parents may be asked to bring appropriate attire to school to assist in correcting the violation(s).

### **Standardized Dress for Participating Campuses**

Ten elementary schools (Ashbel Smith, Bowie, Carver, De Zavala, Harlem, Highlands, Hopper, Lamar, San Jacinto, and Victoria Walker), three junior schools (Cedar Bayou, Gentry, and Horace Mann), and the School/Community Guidance Center (SCGC) participate in a standardized dress code. Each school will provide a list of acceptable clothing upon request. Any new campus that opens in GCCISD after April 23, 2007, will be subject to the standardized dress code approved for schools of its grade levels. Students at these campuses are expected to comply with the standardized dress code every day. Families with valid objections should consult with the school principal.

### **Additional Dress Standards**

Individual campuses may develop and enforce additional dress and grooming guidelines that meet the standards of the campus. These guidelines may be more restrictive than those published above; however, these additional guidelines should adhere to the general guidelines stated above and be developed with the advice of a campus committee. The guidelines will be communicated to the students and parents in a timely manner.

**EARLY RELEASE DATES / TIMES**

**FIRST SEMESTER**

<p><b><u>ALL GRADE LEVELS</u></b>  <b>DECEMBER 17, 2010</b></p> <p><b><u>PRE-KINDERGARTEN THROUGH EIGHTH GRADE ONLY</u></b>  <b>SEPTEMBER 22, 2010</b>  <b>NOVEMBER 10, 2010</b></p> <p><b><u>HIGH SCHOOL ONLY</u></b>  <b>DECEMBER 16, 2010</b></p> <p>(No lunches served)</p>	
<p><b>ELEMENTARY A</b>                  Alamo, Ashbel Smith, Bowie,                  Carver, Lamar, San Jacinto, Victoria Walker</p> <p>Elementary . . . . . 7:45 a.m. – 11:15 a.m.                  Pre-K (morning) . . . . 7:45 a.m. – 9:20 a.m.                  Pre-K (afternoon) . . . 9:40 a.m. – 11:15 a.m.</p>	<p><b>ELEMENTARY B</b>                  Austin, Crockett, De Zavala, Harlem, Highlands,                  Hopper, Travis</p> <p>Elementary . . . . . 8:00 a.m. – 11:30 a.m.                  Pre-K (morning). . . . . 8:00 a.m. – 9:35 a.m.                  Pre-K (afternoon). . . . . 9:55 a.m. – 11:30 a.m.</p>
<p><b>JUNIOR SCHOOL . . . . . 8:40 a.m. - 12:25 p.m.</b>  <b>HIGH SCHOOL . . . . . 7:30 a.m. - 10:35 a.m.</b></p>	

**SECOND SEMESTER**

<p><b><u>ALL GRADE LEVELS</u></b>  <b>JUNE 2, 2011</b></p> <p><b><u>PRE-KINDERGARTEN THROUGH EIGHTH GRADE ONLY</u></b>  <b>MAY 11, 2011</b></p> <p><b><u>HIGH SCHOOL ONLY</u></b>  <b>JUNE 1, 2011</b></p> <p>(No lunches served)</p>	
<p><b>ELEMENTARY A</b>                  Alamo, Ashbel Smith, Bowie,                  Carver, Lamar, San Jacinto, Victoria Walker</p> <p>Elementary . . . . . 7:45 a.m. – 11:15 a.m.                  Pre-K (morning). . . . . 7:45 a.m. – 9:20 a.m.                  Pre-K (afternoon) . . . 9:40 a.m. – 11:15 a.m.</p>	<p><b>ELEMENTARY B</b>                  Austin, Crockett, De Zavala, Harlem, Highlands,                  Hopper, Travis</p> <p>Elementary . . . . . 8:00 a.m. – 11:30 a.m.                  Pre-K (morning). . . . . 8:00 a.m. – 9:35 a.m.                  Pre-K (afternoon). . . . . 9:55 a.m. – 11:30 a.m.</p>
<p><b>JUNIOR SCHOOL . . . . . 8:40 a.m. - 12:25 p.m.</b>  <b>HIGH SCHOOL . . . . . 7:30 a.m. - 10:35 a.m.</b></p>	

**GOOSE CREEK CISD U.I.L. ELIGIBILITY CALENDAR**

<b>2010-2011 DATE</b>	<b>EVENT</b>	<b>EFFECT ON ELIGIBILITY</b>
August 23	1 <sup>st</sup> day of school	Students who have successfully completed the previous grade level are eligible (junior high students must have been promoted; high school students must have earned a sufficient number of credits during previous 12 months – see Side-by-Side)
September 10	NO 3-week grade check	No student may regain eligibility during the first six weeks grading period
October 1	End of 1 <sup>st</sup> six weeks	
October 8	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of October 1
October 22	3-week grade check	
October 29	7-day wait period ends	Students re-establish eligibility if passing ALL classes on October 22 grade check
November 5	End of 2 <sup>nd</sup> six weeks	
November 12	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of November 5
November 23	3-week grade check	
November 30	7-day wait period ends	Students re-establish eligibility if passing ALL classes on November 23 grade check
December 17	End of 3 <sup>rd</sup> six weeks - School closes for Winter Break	ALL STUDENTS ELIGIBLE AT END OF DAY (thru end of Winter Break – January 3)
January 4	Students return from Winter Break	Students return to eligibility status of December 17 and 7-day wait period begins
January 10	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of December 17
January 24	3-week grade check	
January 31	7-day wait period ends	Students re-establish eligibility if passing ALL classes on January 24
February 17	End of 4 <sup>th</sup> six weeks	
February 24	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of February 17
March 11	Spring Break begins	ALL STUDENTS ELIGIBLE AT END OF DAY (thru end of Spring Break – March 20)
March 11	3-week grade check	
March 21	Students return from Spring Break	Students return to eligibility status of March 11 and 7-day wait period begins
March 28	7-day wait period ends	Students re-establish eligibility if passing ALL classes on March 11
April 15	End of 5 <sup>th</sup> 6 weeks	
April 22	7-day wait period ends	Students GAIN or LOSE eligibility as determined by grades of April 15
May 6	3-week grade check	
May 13	7-day wait period ends	Students re-establish eligibility if passing ALL classes on May 6

## **EMERGENCY MEDICAL TREATMENT**

Parents will be asked to provide written consent for school officials to obtain emergency medical treatment for the student, as provided by law. This consent agreement is included as part of the Acknowledgement Form included at the end of the Student Code of Conduct located in the back section of this Handbook. Parents will also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

The District is not responsible for medical costs associated with a student's injury. The District does make available, however, an optional, low-cost student accident insurance program to assist parents in meeting medical expenses. A parent who desires coverage of his or her child will be responsible for paying insurance premiums and for submitting claims.

## **EMERGENCY SITUATIONS**

In the event of an emergency situation, students will be moved to an alternate site if it is too dangerous for them to remain at their school. When it is necessary for students to be moved to an alternate site, the Communications Office will notify The Baytown Sun and radio and television stations.

In case of an emergency in which a school would be closed, alerts will be sent to the contact telephone number of the parents/guardians of each student through the District's Immediate Response Information System (IRIS) relaying important information regarding the closing of the school.

The Communications Office will also notify the media when it is necessary to close school due to weather or other hazardous conditions. In addition, this information will be posted on the district website, [www.gccisd.net](http://www.gccisd.net).

The following are the stations parents and employees should listen to regarding alternate school locations or school closings:

<b>KTRH Radio 740 AM</b>	<b>KQQK Radio 106.5 FM (Spanish)</b>	<b>KRIV Channel 26</b>
<b>KILT Radio 610 AM &amp; 100.3 FM</b>	<b>KWWJ Radio 1360 AM (Baytown)</b>	<b>KTRK Channel 13</b>
<b>KSHN Radio 99.9 FM</b>	<b>KHOU Channel 11</b>	<b>KTMD Channel 48 (Spanish)</b>
<b>KXYZ Radio 1320 AM (Spanish)</b>	<b>KPRC Channel 2</b>	<b>KXLN Channel 45 (Spanish)</b>

## **ENROLLMENTS**

To enroll students in GCCISD, the following documents are needed:

- Withdrawal form with grades from previous school
- Proof of residence (electric bill, apartment lease, settlement statement indicating the service address);
- Birth certificate;
- Social Security Card;
- Immunization record;
- Latest report card and state test scores;
- Driver's license of parent or guardian.

## **EQUAL EDUCATIONAL OPPORTUNITIES**

No employee of the District shall, when acting or purporting to act in an official capacity, refuse to permit any student to participate in any school program because of the student's race, religion, color, sex, or national origin. *Civ. Prac. & Rem. Code 106.001*

## **FIELD TRIPS**

Field trips will be planned during the school year. These trips will provide learning experiences and enhance the school program. Students must abide by the District rules of conduct in order to participate safely on field trips. Parents may be asked to help chaperon and care for the children. Criminal history checks on chaperons are required to be conducted and on file prior to field trips. Only school children will be allowed on the field trips. Siblings or visiting children will not be allowed to go on field trips.

## **FIRE DRILLS AND OTHER EMERGENCY PROCEDURES**

Fire and emergency drills are conducted for two purposes:

1. To train students to leave the room quickly and in an orderly manner in case of an emergency alarm, and
2. To teach self-control in times of emergency in later life. Students, teachers, and other District employees shall participate in frequent drills of emergency procedures.

When the alarm is sounded, students must follow the direction of teachers or marshals quickly, quietly, and in an orderly manner.

## **FUND RAISING**

Fund raising is permitted on school property only with approval of the principal. Student clubs, classes, outside organizations, and/or parent groups may be permitted to conduct fund-raising drives for approved school purposes and approved not-for-profit and/or charitable organizations. An application for permission to conduct a fund raiser must be made to the principal and Mr. Pete Pape, Chief Financial Officer, by the organization requesting the fund raiser.

## **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.**

## **GRADING POLICY**

The Goose Creek CISD Grading Policy, which outlines the District's philosophy of student grading and grade reporting, was developed and is reviewed annually by the Instructional Leadership Committee, which is comprised of professional representatives from each campus. The policy includes the following belief statement and good grading practices:

### Belief Statement

Grading is the reporting to students, parents, other campuses, universities, and employers meaningful information about a student's mastery of the curriculum.

### Good Grading Practices

Grading is like a video rather than a snapshot. A final grade is a collection of data that has been gathered during a grading period.

A grade on a major unit test is to influence the final grade more than a quiz over a short reading segment.

Grades (what is reported to parents) are to reflect a student's mastery of what has been taught.

Guided practice is to precede assessments for which grades are given.

Parents interested in obtaining a copy of the GCCISD Grading Policy should contact the office of **Diana Cox, Executive Director of Curriculum and Instruction, at 281-420-4800.**

### **HEALTH ADVISORY COUNCIL**

As per Board Policies BDF (Legal) and EHAA (Legal), the District has implemented a School Health Advisory Council to assist the District in ensuring that local community values and health issues are reflected in the District's health education instruction. The Council held two meetings during the 2009-2010 school year. Information pertaining to dates of meetings and topics of discussion by the Council can be obtained by contacting , **Candy Ochoa, Science Coordinator, at 281-420-4800.**

### **IMMUNIZATION REQUIREMENTS**

Students in the Goose Creek School District must be immunized against certain diseases. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Chapter §97.62 of the Texas Administrative Code (TAC) describes the conditions under which individuals can seek exemptions from Texas immunization requirements. Exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including a religious belief, and active duty with the armed forces of the United States.

***If a student should not be immunized for medical reasons, the student or parent must present a letter signed by a U.S. licensed physician that states that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This letter must be renewed yearly unless the physician specifies a lifelong contraindication.***

The following charts are published by the State of Texas and identify all required immunizations for school age children.

## 2010-2011 Texas Minimum State Vaccine Requirements for Students Grades K-12

This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§ 97.61-97.72 of the Texas Administrative Code (TAC).

This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Education Code, Chapter 38, Health & Safety, Subchapter A, General Provisions.

### IMMUNIZATION REQUIREMENTS FOR GRADES K-12

**A student shall show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.**

Vaccine Required	Minimum Number of Doses Required by Grade Level		Doses Required by Grade Level			NOTES
	K-1 <sup>st</sup>	2 <sup>nd</sup> -6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>	9 <sup>th</sup> -12 <sup>th</sup>	
Diphtheria/Tetanus/Pertussis (DTaP/DTP/DT/Td) <sup>1</sup>	5 doses or 4 doses	5 doses or 4 doses	3 doses	3 doses	3 doses	5 doses of diphtheria-tetanus-pertussis vaccine; one dose must have been received on or after the 4 <sup>th</sup> birthday. However, 4 doses meet the requirement if the 4 <sup>th</sup> dose was received on or after the 4 <sup>th</sup> birthday. For students aged 7 years and older, 3 doses meet the requirement if one dose was received on or after the 4 <sup>th</sup> birthday.
Tetanus/Diphtheria/Pertussis (Tdap)			1 Tdap/Td booster <i>within last 5 years</i>	1 Tdap/Td booster <i>within last 10 years</i>	1 Tdap/Td booster <i>within last 10 years</i>	For 7 <sup>th</sup> grade: 1 dose of Tdap is required if at least 5 years have passed since the last dose of tetanus-diphtheria-containing vaccine. For 8 <sup>th</sup> -12 <sup>th</sup> grade: 1 dose of Tdap is required when 10 years have passed since the last dose of tetanus-diphtheria-containing vaccine. Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
Polio <sup>1</sup>	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses or 3 doses	4 doses of polio; one dose must be received on or after the 4 <sup>th</sup> birthday. However, 3 doses meet the requirement if the 3 <sup>rd</sup> dose was received on or after the 4 <sup>th</sup> birthday.
Measles, Mumps, and Rubella <sup>1,2</sup> (MMR)	2 doses	2 doses	2 doses	2 doses	2 doses	The first dose of MMR must be received on or after the 1 <sup>st</sup> birthday. For K and 1 <sup>st</sup> grade, 2 doses of MMR are required. For 7 <sup>th</sup> -12 <sup>th</sup> grade the requirement is 2 doses of a measles-containing vaccine, and one dose each of rubella and mumps vaccine.
Hepatitis B <sup>2</sup>	3 doses	3 doses	3 doses	3 doses	3 doses	For students aged 11-15 years, 2 doses meet the requirement if adult hepatitis B vaccine (Recombivax) was received. Dosage and type of vaccine must be clearly documented. (Two 10 mcg/1.0 ml of Recombivax).
Varicella <sup>1-2,3</sup>	2 doses	1 dose	2 doses	2 doses	1 dose	The first dose of varicella must be received on or after the first birthday. 2 doses are required for K, 1 <sup>st</sup> , 7 <sup>th</sup> , and 8 <sup>th</sup> grade. 1 dose is required for all other grade levels. For any student who receives the first dose on or after 13 years of age, 2 doses are required.
Meningococcal			1 dose	1 dose		
Hepatitis A <sup>1,2</sup>	2 doses					The first dose of hepatitis A must be received on or after the first birthday.

<sup>1</sup> Receipt of the dose up to (and including) 4 days before the birthday will satisfy the school entry immunization requirement.

<sup>2</sup> Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in place of vaccine.

\* Previous illness may be documented with a written statement from a physician, school nurse, or the child's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine." This written statement will be acceptable in place of any and all varicella vaccine doses required.

## 2010-2011 Texas Minimum State Vaccine Requirements for

### Child-Care Facilities

**AUTHORIZATION** This chart summarizes the vaccine requirements incorporated in Title 25 Health Services, §§97.61-97.72 of the Texas Administrative Code (TAC). This chart is not intended as a substitute for consulting the TAC, which has other provisions and details. The Department of State Health Services is granted authority to set immunization requirements by the Human Resources Code, Chapter 42

**INSTRUCTIONS** Post this guide on a wall or desktop as a quick reference to help you determine whether children seeking admission to your facility meet Texas's immunization requirements. If you have any questions, call the Immunization Program at your health service region or local health department.

**VACCINES**

DTaP: Diphtheria, tetanus, and pertussis (whooping cough); Record may show DT or DTP  
 IPV: Inactivated Poliovirus  
 Hib: *Haemophilus influenzae* type b vaccine  
 MMR: Measles, mumps, and rubella vaccines combined  
 Hep B: Hepatitis B vaccine  
 Hep A: Hepatitis A vaccine  
 Varicella: Chickenpox vaccine  
 PCV: Pneumococcal conjugate vaccine (see page 3)

#### AGE WHEN ENROLLMENT VACCINE REQUIREMENT\*

Younger than 2 months	No vaccines required
By 3 months	One dose each of polio, DTaP/DT/DTP, Hib <sup>o</sup> , hepatitis B <sup>d</sup>
By 5 months	Two doses each of polio, DTaP/DT/DTP, Hib <sup>c</sup> , and hepatitis B <sup>d</sup>
By 7 months	Three doses of DTaP/DT/DTP Two doses each of polio, Hib <sup>c</sup> , and hepatitis B <sup>d</sup>
By 16 months	Three doses of DTaP/DT/DTP Two doses each of polio and hepatitis B <sup>a</sup> One dose of MMR <sup>d</sup> and Hib <sup>c</sup>
By 19 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B <sup>d</sup> One dose each of MMR <sup>b a</sup> , varicella <sup>o</sup> , and Hib <sup>c</sup> on or after first birthday
By 25 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B <sup>d</sup> One dose each of MMR <sup>d</sup> , Hib <sup>c</sup> , varicella <sup>o</sup> , and hepatitis A <sup>d</sup> received on or after 1 <sup>M</sup> birthday
By 43 months	Four doses of DTaP/DT/DTP Three doses each of polio and hepatitis B <sup>a</sup> Two doses of hepatitis A <sup>d</sup> One dose each of MMR <sup>bd</sup> , Hib <sup>c</sup> , and varicella <sup>o</sup> received on or after 1 <sup>o</sup> birthday

\* In accordance with the most recent General Recommendations on Immunizations adopted by the Centers for Disease Control and Prevention (CDC) issued by the Advisory Committee on Immunization Practices (ACIP)

regarding the validity of vaccine doses administered less than or equal to 4 days before the minimum interval or age will meet this requirement.

" MMR (or one dose of each of its components) must have been received on or after the 1<sup>st</sup> birthday if the vaccine was administered on or after September 1,1990. Measles vaccine received prior to September 1,1990 may have been administered in the calendar month of the 1<sup>st</sup> birthday.

'Complete series of any *Haemophilus influenzae* type b (Hib) vaccine, OR one dose of any Hib vaccine given at or after 15 months of age. A Hib primary series and booster is two doses (two months apart) and a booster dose on or after 12 months of age, received at least two months after the last dose.

" Serologic confirmation of immunity to measles, mumps, rubella, hepatitis B, hepatitis A, or varicella or serologic evidence of infection is acceptable in lieu of the vaccine.

° Previous illness may be documented with a written statement from a physician, school nurse, or the child's/student's parent or guardian containing wording such as: "This is to verify that (name of student) had varicella disease (chickenpox) on or about (date) and does not need varicella vaccine."

### **Exemptions**

The law allows (a) physicians to write a statement stating that the vaccine(s) required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household, and (b) parents/guardians to choose an exemption from immunization requirements for reasons of conscience, including a religious belief. Schools and child-care facilities should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

**Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com)**

For children needing medical exemptions, a written statement by the physician should be submitted to the school or child-care facility.

### **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance and the school shall exclude the student from school attendance until the required dose is administered.

### **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

**Texas Minimum State Vaccine Requirements for Pneumococcal Vaccination (PCV) for Children  
Attending Child-Care Facilities**

**I. Guidance for Child-Care Facilities and Schools**

Instructions for reading this chart: When a child presents to a child-care facility, early childhood program, or pre-kindergarten program, the individual reviewing the immunization record for that child should: 1) determine the age of the child; and 2) determine the age of the child when the first dose was administered; and 3) determine the number of doses the child is required to have to attend. The age of the child when the first dose was administered affects the total number of doses the child is required to have.

<b>AGE OF CHILD</b>	<b>VACCINE REQUIREMENT</b>
2 months through 3 months	<u>1 dose</u>
4 months through 5 months	<u>2 doses</u>
6 months through 11 months	<u>3 doses</u> OR <u>2 doses</u> if a child received the first dose from 7-11 months of age
12 months through 23 months	For children who have received 3 doses prior to 12 months of age: <u>4 doses</u> are required with one dose on or after 12 months of age.  <b>OR</b> For children who have received 1 or 2 doses prior to 12 months of age: <u>3 doses</u> are required with one dose on or after 12 months of age.  <b>OR</b> For unvaccinated children 12-23 months of age: <u>2 doses</u> are required.
24 months through 59 months incomplete	<u>1 additional dose*</u> is required for unvaccinated children or those who have any series.  <b>OR</b> <u>0 additional doses</u> are required for children who have a complete series. Each of the three scenarios below is considered a complete series: <ul style="list-style-type: none"> <li>• At least 3 doses with one dose on or after 12 months of age</li> <li>• 2 doses with <u>both</u> doses on or after 12 months of age</li> <li>• 1 dose on or after 24 months of age.</li> </ul>

\* Two additional doses may be needed if the child is determined to be at high risk. Physicians will determine if a child is high-risk and vaccinate accordingly.

**II. Guidance for Physicians, Nurse Practitioners, and Other Vaccine Providers**

**Note that the recommendations above are consistent with the recommendations of the American Academy of Pediatrics (AAP) (Redbook 2009) and of the Advisory Committee on Immunization Practices (ACIP) when there is no shortage (MMWR 2004; 53:851).** Since children who attend out-of-home child care are at moderate risk of invasive pneumococcal disease, the State of Texas is requiring that healthy individuals 24-59 months of age who have not received any doses of PCV previously, receive 1 dose before child-care attendance as of 9/1/05. This recommendation is stated by the AAP in the Redbook and advice to "consider" PCV for this group is published by the ACIP in the MMWR. Please consult the above sources (Redbook, MMWR) and other websites (AAP, TPS) for more detailed information concerning the definition of high risk medical conditions, minimum intervals between doses, modified schedules when vaccine is in short supply, and the use of the 23-valent pneumococcal polysaccharide vaccine (Pneumovax®) in children 24-59 mos. of age with high risk conditions. **If**

providers have been following the AAP/ACIP recommendations, their patients most likely meet these requirements for child-care facility entry.

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**Goose Creek School-Based Clinic  
At San Jacinto Elementary  
2706 Kentucky  
Baytown, Texas 77520**

**To Schedule an Appointment, Call 281-420-1351**

**Operating Hours:**

**Monday-Friday  
7:30 a.m. – 4:00 p.m.  
Closed 12:00 p.m. – 1:00 p.m. for Lunch**

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#### **HARRIS COUNTY DEPARTMENT OF HEALTH-IMMUNIZATION SCHEDULE**

Baytown Health Center  
1000 Lee Drive  
281- 427-5195

Immunization Schedule	Monday	8:00 a.m. - 7:00 p.m.
	Tuesday - Friday	8:00 a.m. - 5:00 p.m.

FEEES ARE INCOME-BASED ON A SLIDING SCALE

#### **INAPPROPRIATE ITEMS**

Students are not permitted to bring to school inappropriate items that could disrupt the educational environment. These items include, but are not limited to, pagers, radios, tape recorders, camcorders, audio players, cameras, electronic devices with camera capabilities, any other electronic instruments, toys, laser lights, laser pointers, water guns, ear rings (on boys), pepper spray, live animals (pets), items that campus principals direct students not to bring on campus, and illegal items such as knives or other weapons. In rare instances, prior permission may be obtained from the principal for possession of certain items (i.e., cameras) for special occasions. Campus administration reserves the right to ban other items from the campus if they become disruptive to the educational environment. Inappropriate items must be picked up from the principal's office by the last instructional day of each school year or said items will be donated to charity or discarded.

Appropriate disciplinary action will be taken against any student who is in possession of inappropriate/illegal items on campus, and the item(s) may be confiscated. A confiscated item may or may not be returned, as outlined below. Confiscated items that are inappropriate for school, but not illegal, will be dealt with in the following manner:

- **First Offense** – Confiscated item(s) will be returned to the parent after a 48-hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**
- **Second and Subsequent Offenses** – Confiscated item(s) will be returned to parent after a 48-

hour waiting period, a parent/student administrative conference, and payment of an administrative fee of \$15. **In grades 9-12, upon administrative approval, the confiscated device may be released to the student after consultation with parent/guardian.**

*Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.*

TEC§37.082; FNCE(LEGAL), FNCE(LOCAL), and Administrative Guidelines 6.04]

### **INCOMPLETE GRADES (“I”)**

Under extenuating circumstances, a student may be given the grade of Incomplete (“I”) for a course on his/her report card. **Students must understand that a grade of “I” is considered a failing grade under UIL guidelines until the appropriate make-up work is graded and recorded.** Therefore, unless there are extenuating circumstances granted by the principal, students who receive an “I” on the report card will have no more than two (2) calendar weeks to make up work and have the incomplete grade changed to a permanent grade.

### **LATE ASSIGNMENTS**

Late assignments other than homework in high school courses will result in a 10-point reduction per day for a maximum of three days, after which a zero will be given. Extenuating circumstances - situations that mentally or physically impact the ability of the student to complete an assignment - Board Policy FDD (LOCAL) - will be given special consideration. For each day of excused absence, one school day for make-up will be given. If major assignments are late, teachers will notify the parents.

**Please be aware that college instructors are not bound by this late assignment policy.**

### **LIBRARY (MEDIA CENTER)**

Early College High School students will utilize the Lee College library located on the first floor of the Advanced Technology Center. Library books, except reference books, are checked out for a maximum period of two weeks. Students must display their ID badge when checking out a book.

Fines may be assessed as follows:

1. Lost books - full purchase price.
2. Damaged books - to be assessed.
3. Overdue books - daily fines may be charged for overdue materials, with the total not to exceed the price of the book.

Library fines must be paid before students are eligible to check out another book.

Charges for printing will be assessed at the point of service. Failure to comply with campus and library policies could result in removal from the library.

### **LOCKERS**

Lockers remain under the jurisdiction of the school, even when assigned to individual students. The school reserves the right to inspect all lockers. Searches of lockers may be conducted at any time by school officials. Locker searches may be conducted without the student being present.

### **LUNCH PROGRAM**

Hot breakfast and lunch are served at school each day. Students may pay cash on a day-to-day basis or purchase a meal ticket from the cafeteria manager. Meal tickets can be used only for planned lunches and may not be used for single item purchases.

The District participates in the National School Lunch Program and offers free- and reduced-priced meals based on a student's financial need. Information can be obtained from the **Food Services Department at 281-420-4640**.

## **MAKE-UP WORK**

Make-up assignments or tests shall be made available to students after any absence. For each day of absence, one school-day for make-up will be given. **The student shall be responsible for obtaining and completing the make-up assignments in a satisfactory manner within the allotted amount of time.** EIAB (LOCAL)

**Please be aware that college instructors are not bound by this make-up work policy.**

## **MEDICATION AT SCHOOL**

Goose Creek CISD Board Policy FFAC (LOCAL)

HEALTH REQUIREMENTS AND SERVICES: MEDICAL TREATMENT

**SCHOOL NURSE** – A school nurse has the right not to administer a medication if he or she feels it is not in the best interest of the student. If this decision is made the nurse shall contact the parents or legal guardian and explain the rationale for the decision.

If the parents still want the school nurse to administer the medication, parents shall contact the physician to confirm the medication and shall furnish a written request to the nurse to administer the medication for the student including medication, dosage, possible side effects, and criteria to monitor in order to prevent toxicity.

Further, when administering the prescription medication, the medication must appear to be in the original container and to be properly labeled. If the parents cannot be contacted in a reasonable length of time, the nurse shall contact the doctor directly and administer the medication as instructed in writing by the doctor.

Parents may arrange to come to the school and give medication to the child or to have it taken on an alternate schedule where it is not administered at school.

Goose Creek School District Board Policy requires a written request from a parent before school personnel may administer medication to a student. In order to administer prescription medication to a student at school, the school office must have written permission from the parent or guardian and have the original label on the prescription bottle. The label shall include the student's name, the doctor's name, proper dosage to be given, name of medication, and the latest date the prescription was ordered. In some instances, written clarification from the physician may also be required. Parents requesting medication dosage that is different from the label on the prescription bottle must submit accompanying verification from the doctor. Non-prescription medicine must also be in the original container accompanied by a written permission slip from the parent or guardian.

All medication will be stored in the office area. No medication, including cough drops and other non-prescription drugs, will be kept in the classroom or by the child. Aspirin will not be given to students. Parents are responsible for picking up all medications at the end of the school year. The nurse has the right to dispose of all medications left on campus.

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

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

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

## **NONDISCRIMINATION**

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

## **PARENT-INITIATED COMMUNICATION WITH HIGH SCHOOL STAFF MEMBERS**

The District recognizes the traditional face-to-face conference or person-to-person phone call as the most effective method of communication between parents and staff members. The District believes that nothing is more effective than direct verbal communication between two parties. Therefore, the District encourages parents to limit communication with teachers and other staff members to assigned conference times (please contact the school for these times) and scheduled appointments, either before or after school hours (please contact the staff member to make these appointments).

E-mail communication, while convenient to all parties, is not appropriate for detailed discussions or conversations between a parent and a staff member. E-mail communications should be limited to brief exchanges such as confirming appointments and conferences or simple inquiries about a student's grade, academic progress, or behavior that requires a short, written response. Often, the intended tone, intention, and content of emails can be misinterpreted and misunderstood. Therefore, if a staff member feels an e-mail request requires a detailed response, the staff member will ask the parent to schedule a conference or phone call.

**Parents with concerns about college courses or instructors should contact the ECHS counselor.**

## **PARENTS' "RIGHT TO KNOW"**

Under federal legislation No Child Left Behind, all parents may request information on the professional qualifications of their child's teacher(s). Information that may be requested includes:

- Professional qualifications of student's classroom teacher.
- Whether the teacher has met State qualification and licensing criteria.
- Whether the teacher is teaching under emergency or other provisional status.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher.
- Whether the child is provided services by paraprofessional and if so, their qualifications.

Parents seeking this information should make their written requests to **Dr. Byron Terrier, Assistant Superintendent for Administrative Services , P.O. Box 30, Baytown, TX, 77522.**

## **PEST CONTROL INFORMATION**

This District periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from:

**Pest Management Coordinator GCCISD  
281-420-4576 ext. 239**

## **PROGRESS REPORTS**

It is the responsibility of the school to communicate the student's learning progress to the parents or guardians. It is the responsibility of the student to present the progress report given to him/her by the teacher to his/her parents or guardians. Progress reports for secondary students will be sent home during the week following the third week of a grading period. These progress reports should be returned to the issuing teacher with the parent or guardian's signature. The District encourages parents to schedule conferences to discuss student academic and behavioral progress.

**College instructors are not required to provide progress reports.**

## **PROPERTY**

Personal—Students are responsible for their personal property. They should not be careless in leaving purses, billfolds, uniforms, gym clothes, and clothing lying around. Teachers cannot be responsible for items left in classrooms. *High school students are encouraged to have a lock on their lockers.*

School—The building and all its contents are school property. Destruction and/or defacing school property is a violation of District policy and state law.

## **PROTECTION OF STUDENT RIGHTS**

Parents have the right to inspect all instructional materials, including teachers' manuals, films, tapes, or other supplementary material, that will be used in connection with any survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education. Please contact your child's principal if you desire an appointment to review such materials.

If your children are under the age of 18, they will not be required to participate in a survey, analysis, or evaluation as part of any program funded in whole or in part by the U.S. Department of Education that reveals information concerning the following topics without your prior written consent

## **RELIGIOUS CONFLICTS**

No student shall be penalized for failure to participate in a school activity scheduled on a day or night where there is a conflict with religious beliefs. Students wishing to be exempt shall advise the sponsors well in advance so as not to interfere with the normal presentation of an activity. A statement from the parent or guardian may be required if thought desirable by the sponsor or director.

## **RESIDENCY REQUIREMENTS**

The parent(s) or legal guardian must accompany the student for initial registration. Verification of residence in Goose Creek Consolidated ISD must be furnished to the building principal or designee PRIOR to enrollment/scheduling of teacher/classes. Board Policy FD(LEGAL) states: "The District may require evidence that a person is eligible to attend the public free schools of the District at the time it considers an application for admission of the person. The Board or its designee shall establish minimum proof of residency acceptable to the District."

Following are the minimum requirements for proof of residency in Goose Creek CISD:

- For students residing in a house or on rental property, a utility bill (i.e., water, gas, electricity) showing the parent's name and address. If a utility bill is not available, a lease agreement (with both parent's and student's names listed) or rental contract will be accepted.
- If both parent(s) and student are temporarily living with a relative or friend in the Goose Creek CISD, the parent must provide a notarized statement/letter signed by the person with whom they reside stating that the parent and student are residing with them. In addition, campus and/or District personnel may request a utility bill from the relative or friend as well as a copy of the

- parent's driver's license with address listed.
- If warranted, the campus principal can ask the parent(s) or guardian for additional information regarding custody and/or residency issues.
- If warranted, the principal may ask the parent(s) or guardian for a copy of the student's social security card if the student has a social security number.

Students should also have a report card and/or withdrawal card from the previous school, where applicable, as well as a birth certificate and immunization record when registering.

Any questions regarding residency can be addressed to the building principal or to **Dr. Patricia Bing, Director of Student Services at 281-420-4861.**

## **SCHOOL NURSE**

The school nurse gives first aid. She does not diagnose illnesses but takes note of symptoms and notifies parents of her observations if necessary. **Children must be kept at home when ill.** This is important for the health of your child and all the children at school. A child may visit the nurse with permission from the classroom teacher. The teacher will complete a nurse's referral form which the student will take to the nurse.

If a child becomes ill or is injured, first aid will be administered and parents notified. In no case will a child be sent home until the parent, guardian, or designated emergency contact person has been contacted. If you cannot pick up your child, arrangements must be made by you for care. In extreme emergencies, emergency medical service will be sought as indicated.

When your child has been absent from school--due to illness or for any other reason--**please send a note within three (3) days**, signed by the parent, stating type of illness or reason for absence.

**Emergency numbers and change in home or work telephone numbers are extremely important** when your child is ill or injured. Please keep these accurate and current. Unlisted numbers will be kept confidential at your request.

If your child complains of not feeling well in the morning, it will help us and save you a trip to the school if you will take his/her temperature before the child leaves home. If a child has an elevated temperature, he should be kept home. A child should be free of fever for 24 hours before returning to school. This will also assist in decreasing communicable diseases.

The school should be made aware of specific chronic illnesses (i.e., epilepsy, asthma, allergies, diabetes, etc.). Please supply us with this information so that the proper teachers may be alerted. You may do this upon registration. This information should be kept up-to-date by calling the school each school year.

If your child needs modifications in academics, physical education, and/or activities of daily living (i.e. eating, catheterizations, suctioning, etc.), a letter from the doctor is required.

## **SERVICES FOR SPECIAL POPULATIONS**

The following District staff members have been designated to coordinate compliance with certain federal and state requirements:

- Title IX coordinator, for concerns regarding discrimination on the basis of gender, **Dr. Byron Terrier, Assistant Superintendent for Administrative Services, at 281-420-4800.**
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: **Karen Coffey, Director of Intervention Programs, at 281-420-4800.**

- Liaison for Homeless Children and Youths, who coordinates services for homeless students: **Lisa Vaughan, Attendance Specialist, at 281-420-4423.**
- The Executive Director of Curriculum and Instruction is the contact person for parents of students participating in Title I programs: **Diana Cox, Executive Director of Curriculum and Instruction, at 281-420-4800.**
- Director of Special Education programs who works with parents of students with learning difficulties or who may need special education services: **Dr. Tom Kelchner, Director of Special Education, at 281-420-4520.**

## **SMOKING / TOBACCO VIOLATIONS**

Smoking, using, or possessing tobacco in any form by students is prohibited anywhere on the property of Goose Creek CISD, in school vehicles, or on school-related activities/trips. Tobacco products, lighters, and/or matches will be considered items covered under this policy. These items will be confiscated and not returned. A citation may be issued for any smoking/tobacco violation and consequences will be administered in accordance with Level III of *The Code*.

### **All Secondary Schools:**

1. For the first offense of use or possession, the student shall be assigned a maximum of three (3) days in In-School Suspension for secondary students (ISS).
2. For the second offense of use or possession, the student shall be assigned a maximum of six (6) days in ISS.
3. For the third and all subsequent offenses of use or possession, the student shall be assigned a minimum of nine (9) days in ISS or suspended (at home) for three (3) days. The student will be readmitted with a parent conference.

### **All Elementary Schools:**

1. For the first offense, the student shall be suspended (at home) for one (1) day.
2. For repeated offenses, the student shall be suspended (at home) for two (2) days and a parent conference is required for re-admittance.

## **SPECIAL PROGRAMS**

The District provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, and students with disabilities. Students or parents with questions about these programs should contact the school office. The campus principal or school counselor can provide assistance and/or answer questions about eligibility requirements and programs and services offered in the District or by other organizations.

### **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 parents may contact the school counselor to learn about the District's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the District must decide if the evaluation is needed. If an evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The District must

complete the evaluation and give a copy of the report to the parent within 60 calendar days of the date the District receives the written request.

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

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. Transportation for the sibling of the student receiving special education services will not be provided by the District.

## **STEROIDS**

Parents and students should be aware that state law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

The UIL Anabolic Steroid Testing Program, mandated by Senate Bill 8, passed by the 80<sup>th</sup> Texas Legislature, is a statewide random testing program that will affect student-athletes in grades 9-12, regardless of sport, gender, or participation level. Information regarding details of the UIL Anabolic Steroid Testing Program can be obtained through the principal's office.

## **STUDENT CODE OF CONDUCT**

This handbook contains the Goose Creek CISD Student Code of Conduct. *The Code* contains five levels of misconduct and five levels of appropriate disciplinary responses.

## **STUDENT RANDOM DRUG TESTING PROGRAM**

Goose Creek CISD has determined that the use of illegal drugs and alcohol is a concern with high school age students within the Goose Creek community. As an integral part of the community, the District has taken a leadership role and has implemented a Board-approved Goose Creek CISD Random Drug-Testing Program. This program is for students in grades 9-12 as a condition for their participation in school-sponsored extracurricular activities and as a condition of obtaining and maintaining a permit to drive/park on a Goose Creek CISD campus.

Both the parent and student must sign the consent form authorizing the student's participation in the District's drug-testing program. Information regarding details of the Goose Creek CISD's Student Random Drug Testing Program can be obtained through the principal's office.

## **STUDENT RECORDS**

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

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

The principal is custodian of all records for currently enrolled students at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours.

Parents of a minor and school officials with legitimate educational interests are the only persons who have general access to a student's records. "School officials with legitimate educational interests" include employees, agents, or trustees of the District, cooperatives of which the District is a member, or facilities, with which the District contracts for the placement of handicapped students, as well as their attorneys and consultants, who are:

1. working with the student,
2. considering disciplinary or academic actions, the student's case, an Individual Education Plan (IEP) for a student with disabilities under IDEA, or an individually designed program for a student with disabilities under Section 504.
3. compiling statistical data.
4. investigating or evaluating programs.

Certain information about district students is considered directory information and will be released to anyone, who follows procedures for requesting it, unless the parent objects to the release of any or all directory information about the child. This objection must be made in writing to the principal within ten school days after the issuance of this handbook. Please complete the Objection to Release of Directory Information section of the Acknowledgement Form furnished on the last page of the Student Code of Conduct.

## **STUDENT SEARCHES / USE OF MONITORING EQUIPMENT**

The use of video/audio equipment shall be used for safety purposes to monitor student behavior on buses and in common areas on District property. Video will be reviewed by District personnel on a routine basis and during investigations of possible Student Code of Conduct infractions.

Desks, lockers, and similar items are the property of the District and are provided for student use as a matter of convenience. Lockers and desks are subject to blanket searches or inspections by District administrators at any time and without notice. Students shall be held responsible for any prohibited items found in their desks or lockers.

Students shall be fully responsible for the security and contents of vehicles driven or parked on school property. Students shall not place or keep in a vehicle on school property any article or material prohibited by law, District policy, or the Student Code of Conduct. If there is reasonable suspicion to believe that a vehicle on school property contains contraband, it may be searched by school officials or by personnel whose services have been engaged by the District to conduct such searches.

All students are subject to metal detector searches on a random basis at all District facilities.

## **TEXTBOOKS**

State-approved textbooks are provided at no cost to students for each subject or class. Books must be covered by the student as directed by the teacher and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return a book issued by the school loses the right to free textbooks until the book is returned or paid for by the parent. However, the student will be provided textbooks for use at school during the school day.

## **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 principal, 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. Further information may be obtained by calling the Transportation Office at 281-420-4665 or at [www.gccisd.net](http://www.gccisd.net).

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 the handbook and the ***Student Code of Conduct***.

Students must:

- Follow the driver's directions at all times and stay in assigned seat.
- Enter and leave the bus or van in an orderly manner at the designated stop nearest home.
- 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.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

### Penalties

The bus driver is hereby authorized to issue "Bus Safety Reports" for rider violations. The following are penalties that may be invoked for serious and/or continuing misconduct in violation of established rules.

- **First Notice** Warning with parent notification via mail which must be signed and returned to driver/campus.
- **Second Notice:** Warning with parent notification via mail which must be signed and returned to driver/campus.
- **Third Notice:** Parent notification, Administrator may invoke detention, In School Suspension, or up to five days of suspension from bus.
- **Fourth Notice:** The student will be removed for a maximum of ten (10) days and/or other disciplinary action as outlined in *The Code* may be taken. Parent(s) or guardian will be notified of the offense, the consequence, and/or other disciplinary action.
- **Fifth and Subsequent Notices:** The student will be removed from the bus for a maximum of twenty (20) days and/or other disciplinary action as outlined in *The Code* may be taken. Parent(s) or guardian will be notified of the offense, the consequence, and/or other disciplinary action.
- Further offenses will result in student being removed from the bus for the remainder of the semester with parent notification.
- **Second Semester:** Students previously denied riding privileges for the previous semester would begin at the third discipline level when being assessed consequences for any additional rule(s) infractions.
- **Severe Clause:** Those offenses that can be classified as severe in nature may result in immediate and/or long-term suspension from the school bus and could also result in the student receiving a citation for disruption of transportation.

- **For destruction of property as it relates to the bus any student found to be vandalizing the bus will not be allowed to ride the bus until full restitution is made to the district.**

### **Video Cameras**

For safety purposes, video/audio equipment may be used to monitor student behavior 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***.

Students who seek permission to ride a bus other than the one to which assigned must gain approval through a written parent request to the campus administrator before 12:00 noon on the day of the requested bus change.

### **VALUABLES AT SCHOOL**

Students should not bring valuables to school. Students should not bring inappropriate items or unnecessary money to school. At no time are students to borrow money, buy anything, or sell anything to another student. Neither the school nor school personnel will assume responsibility for confiscated items or items that may be lost or stolen.

### **VENDING MACHINES**

The District complies with federal and state guidelines restricting student access to vending machines. A copy of these guidelines may be obtained by contacting School Nutrition Services at 281-420-4640.

### **VISITORS**

Parents and other adult relatives of students are welcome to visit District schools. All visitors are required to report to the main office and obtain a Visitor's ID Pass. Goose Creek CISD utilizes the Raptor system for the identification of persons who have been convicted of sexual crimes. All adult visitors will be required to have a Texas driver's license or other government-issued photo identification; i.e., passports, visas, scanned by the Raptor system prior to visiting any areas where students are located. GCCISD employees are only required to provide their GCCISD identification badge.

Parents are invited to visit schools for conferences with teachers, the counselor, or administrators at any time the need arises. Each teacher has one period set aside each day for conferences and will be available after school for conferences. It is required that parents call the school and schedule a conference with teachers prior to their visit. Parents are encouraged to make an appointment to visit administrators and counselors.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Classroom visitations by non-school students are strictly prohibited.

**Students not enrolled on a campus are discouraged from visiting a school at any time during the day. Parents, relatives, siblings and students from other schools are encouraged to attend school functions, extracurricular activities, and special events that occur outside of the normal school day.** Non-school students, other children, siblings, or family houseguests may not attend classes, school parties, field trips, or visit in the classroom.

**Parents/guardians may only provide meals for their own child.**

## **WEAPONS ON CAMPUS**

**Students must not bring weapons on campus.** Students who are found in possession of a weapon such as a gun or an illegal knife as defined in the Texas Penal Code will be expelled from school. For a complete listing of expectations and consequences refer to the Goose Creek CISD Student Code of Conduct.

## EARLY COLLEGE HIGH SCHOOL INFORMATION

The information contained in this section applies to students enrolled in Goose Creek Early College High School (ECHS). All students and parents of high school students should review the entire contents of this section of the Student / Parent Handbook.

### ROUTINE PROCEDURES – EARLY COLLEGE HIGH SCHOOL

#### WHAT TO DO IN CASE . . .

**You are hurt or ill . . .** Please contact the ECHS office. All students must have passes from their teachers to visit the school office. Emergency names and numbers other than parents should be placed on the principal's card when enrolling.

#### Accident Reports

- Injuries on campus must be reported to the school office within 24 hours. An accident report is required of all accidents that require the attention of a medical doctor. All injuries will be documented regardless how minor they appear to be.
- An injury that occurs in class, physical education or otherwise, should be reported to the student's instructor, and an accident report initiated by the instructor and turned in to the school office.
- An injury in the hall, on the stairs, etc., should be reported by the nearest teacher on duty, the principal, or the counselor and an accident report initiated and turned in.

**You have been absent . . .** Bring an excuse signed by your parent/guardian to the ECHS office. The note should include date and the reason for absence(s). Notes signed by the student, even with the parents' permission, will be considered forgeries, and appropriate disciplinary action may be taken. If a student fails to bring a parent excuse, an unexcused absence will be recorded. This can be changed if a note from home is brought within three (3) days. **STUDENTS ARE RESPONSIBLE FOR KEEPING UP WITH THE ABSENCE EXCUSE. IT IS THE STUDENT'S RESPONSIBILITY TO PRESENT THE EXCUSE TO THE TEACHER AT THE BEGINNING OF EACH PERIOD, AND IT IS THE STUDENT'S RESPONSIBILITY TO RETRIEVE THE EXCUSE AT THE END OF THE PERIOD. APPROPRIATE DISCIPLINARY ACTION MAY BE TAKEN IF AN ABSENCE EXCUSE IS LOST.**

College courses may have a more stringent absence policy. Please review the syllabus provided by the instructor in each course.

**You arrive at school at any time after the tardy bell . . .** Go to the ECHS office for a permit. **If you arrive after the tardy bell, and do not report to the ECHS office, you will be considered truant. Please refer to the bell schedule.**

**You need to leave school . . .** Go to your office for an early dismissal. Anyone picking up a student from school must be an approved adult by the parent or guardian. If the adult is unknown to the school staff, a picture ID will be required. FAILURE TO OBTAIN AN EARLY DISMISSAL WILL RESULT IN A TRUANCY ASSIGNMENT.

NO student is permitted to leave school during school hours without an excuse, in writing or by telephone, from the parent or guardian and approved by a school administrator or designee.

**You have a lost book . . .** Notify the school secretary immediately. If the book is lost, the student will be responsible for the replacement cost.

**You have found an article or lost one . . .** All found items will be taken to the ECHS office.

**You want to leave the classroom . . .** Get a permit/hall pass completely filled out by the teacher. You must have your teacher's approval. Leaving a classroom without a written permit signed by the teacher may be considered truancy.

**You want advice about college, schedules, personal problems, etc. . . .** Go to the Counselor's Office.

**You want a transcript of your credits . . .** Students who request a high school transcript will make the request to the school counselor. A fee of \$1.00 will be charged for each transcript; \$2.00 if mailed. **Students may request a copy of the official college transcript from the Admissions and Records Office at no charge. A signed request is required. Students may download the transcript request form from the College's website.**

**You want to withdraw from school . . .** A parent/guardian must go to the school office stating the reason for withdrawal. If a parent/guardian does not accompany you, a letter signed by the parent/guardian is required. If the student is withdrawing to attend their zoned high school, a parent conference must take place before the student will be withdrawn. Students will not be removed from ECHS until the end of the semester unless there are extenuating circumstances, i.e. discipline removals.

**You have an accident or a theft in the parking lot . . .** Report the incident to campus security and the principal.

**You change your address or home phone number . . .** Report change to the ECHS office. Failure to report this change may result in disciplinary action.

**You need minimum attendance verification of enrollment for driver's license (VOE) . . .** Report to the ECHS office and complete a request form. The form will not be available until the end of school on the following school day. Students who will need forms during holidays are encouraged to request the form well in advance of the holiday.

## **ACADEMIC CLASS RANK**

Beginning with the class of 2005, the class rank reported to colleges will be known as the Academic Class Rank (ACR). The ACR shall be determined by dividing the total number of state-approved foundation courses (English, mathematics, science, social studies), languages other than English III (Pre-AP), and AP courses attempted into the total number of grade points earned on the District's weighted scale that is printed in the District's Course Selection Guide for each graduating class. (For detailed information regarding Academic Class Rank refer to Board Policy EIC (LOCAL) and the GCCISD High School Course Description Guide.)

## **ANNUAL**

An annual will be made available to students during the year. The school's annual can be ordered during the designated sales period. Late orders are available at an additional cost.

## **CAFETERIA PROCEDURES**

- Students should display good table manners and conduct.
- Serving of breakfast will end at 7:55 am
- Cutting in line is strictly prohibited; keep your place in line, but do not save places.
- Deposit all trash in proper receptacles. ID badges will be used to purchase meals in the cafeteria.
- ID badges must be presented in order to be served a free or reduced lunch.
- Failure to comply with cafeteria rules and regulations may result in disciplinary action.

Presentation of ID badges will be the responsibility of the student in order to be served. No credit will be given and no charges will be allowed.

## CLASS TARDIES

To be counted present to class, a child must check in no later than the designated class roll check time, which is usually fifteen (15) minutes after the posted class start time. It is important to note that a tardy is defined locally as a partial absence. Students with excessive tardies shall be referred to the principal and/or the District attendance officer.

## 2009-2010 CLASSIFICATION POLICY

Grade classification must be met in terms of credits earned in high school.

- **Beginning with Freshmen Entering in 2007-2008 (Graduating Class of 2011 and Beyond)**

Grade 9	0 – 5 Credits
Grade 10	5.5 – 12 Credits
Grade 11	12.5 – 19 Credits
Grade 12	19.5 or More Credits

### Transfer Students

A transfer student shall be assigned a grade classification, upon receipt of an official transcript from the sending school, in accordance with the policies of the Goose Creek Consolidated Independent School District.

## CLOSED CAMPUS

**Permission will not be given for students to leave campus during the lunch period unless it is for a doctor or dental appointment. Medical documentation will be required when the student returns to campus.** At lunch, students should remain in the classrooms, atrium, or patio. Students are not allowed in the hall, parking lots, and areas outside the supervised patio area during lunch.

## CLUBS AND ORGANIZATIONS

Students are afforded the opportunity of expressing their particular interests through membership and active participation in various clubs and organizations.

## COMMUNITY SERVICE PROJECTS / FUND RAISING

Service clubs and other organizations on the high school campuses participate in numerous service activities throughout the school year. These activities include volunteerism, fund raising for charitable organizations, and participation in voluntary school wide blood drives. The District feels these service activities allow students to build pride in self and community and create a life-long commitment to volunteerism.

## CORRESPONDENCE COURSES

All high school students shall be eligible to take correspondence courses and earn credit toward graduation. *Prior to enrollment in correspondence courses, students shall make written request to the principal or designee for approval to enroll in the course. Students shall NOT be awarded credit toward graduation if approval was not granted prior to enrollment.* Students may be enrolled in only one correspondence course at a time.

Seniors who are enrolled in correspondence courses to earn units required for graduation shall complete the course and submit the grade for recording at least thirty days prior to the graduation date in order to be eligible for graduation at the end of the term.

Resident students may earn a maximum of two of the total units required by the state through correspondence courses.

Credit toward state graduation requirements may be granted for correspondence courses only under the following conditions:

- The institution offering the course is the University of Texas at Austin, Texas Technological University, or other public institution of higher education approved by the Commissioner of Education.
- The correspondence course includes the state-required Texas Essential Knowledge and Skills for such a course.

### **CREDIT BY EXAMINATION WITH PRIOR INSTRUCTION**

Students may earn credit by examination with prior instruction in any academic course required for secondary grades. Tests shall be administered according to procedures approved by the Superintendent or designee.

To be eligible to earn credit by examination, a student shall have had prior instruction in the subject or course, as determined by the District on the basis of a review of the student's educational records. A student must have received a failing grade in the course in order to gain credit by such an examination.

On the recommendation of the attendance committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. (See Board Policy EEJA for further information.)

To receive credit, students shall score a grade of 70% or above on the examination. Unless specifically authorized by the attendance committee, students in the junior school shall earn no more than two credits and the student in the high school shall earn no more than four credits through credit by examination.

When a student requests to take an examination, the District shall charge a fee to cover the cost of the test. When the District requests a student to take an examination, no fee shall be charged.

One Unit (1) = 2 semesters  
One-half Unit (1-1/2) = 1 semester

Junior Schools: Two (2) units = two (2) years or four (4) semester units  
High Schools: Four (4) units = four (4) years or eight (8) semester units

### **CREDIT BY EXAMINATION WITHOUT PRIOR INSTRUCTION**

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. For more detailed information, registration deadlines, application forms, and questions, please contact your school's administrator or counselor. Parents may contact the office of **David Yannotta, Director of Student Information and Assessment, at 281-420-4422**.

These tests allow Goose Creek students who ALREADY HAVE the academic proficiency and understanding of the subject areas or course content to accelerate when the District's required score is attained or exceeded on the District-provided tests. The tests are not designed for the student who requires tutoring or study in order to take the test. If all conditions are met and the student's test score meets or exceeds the District passing standard, the score will be accelerated.

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

Secondary students must meet or exceed a passing standard of 90%.

## **DROPPING A HIGH SCHOOL COURSE**

After the fourth week of a semester, no students will be allowed to drop a high school course without

- 1) losing credit for the semester and
- 2) receiving a failing grade for each six weeks as well as the semester

This policy does not prohibit students from moving from one level of a course to another level without penalty. [Example #1: a student can move at the end of the first six-weeks from an AP (Advanced Placement) course to a regular class without penalty as long as it is the same course, but different level.] [Example #2: a student would not be allowed to move from a physics class to any other courses (office aide, electives, etc.) other than a physics class after the fourth week of the semester.]

## **DROPPING A DUAL CREDIT COURSE**

The last day each semester and summer term on which students may drop courses without penalty is listed in the College Calendar, which appears in the front of the Lee College catalog issued to each student at the beginning of the school year. Students may not drop dual credit courses without the written consent of the counselor.

## **DUAL CREDIT**

Each semester certain classes are offered for dual credit between Early College High School and Lee College. Students must be eligible to take the course through the college entrance exam scores and must have completed the Apply Texas online college application. Students and parents must sign a copy of the student's degree plan before enrolling in dual credit courses. Degree plans will be provided by the school counselor. Please refer to the student's degree plan regarding Dual Credit courses at ECHS.

## **EMERGENCY MEAL POLICY**

### **Lunch**

Students are allowed up to three outstanding emergency meals. Students with more than three outstanding charged meals will not be issued a regular meal.

The cafeteria will provide the principal with a list of students with outstanding balances and notices addressed to the students' household. Continued issues will be addressed through letter(s) sent to the parent notifying them of the outstanding charges.

### **Breakfast**

Students are not eligible for emergency breakfast.

## **FINAL EXAMINATION EXEMPTIONS FOR HIGH SCHOOL COURSES**

### **General Exemption Criteria**

Students will be eligible for exemptions from one or more of their final exams in which they have met the required criteria. The criteria include:

- Student must have an overall average of 85 or above in the class.
- Student must have three (3) or fewer absences in the class (regardless of reasons for absences). Official school business does not count as an absence.
- Teacher approval (includes conduct and fine clearance).
- Parental approval
- The student is responsible for picking up an "Exam Exemption" form from his/her assistant principal's office and presenting the form to the appropriate teachers of the classes from which he/she chooses to be exempt.
- The completed form must be returned to the appropriate assistant principal's office by the designated deadline.

Classes for exemption may not be changed after the form has been returned to the principal's office. No substitutions will be made.

- Students who are eligible for exemption may not be exempt from the same classes both semesters, except for graduating seniors and juniors who qualify for an extra exemption for perfect attendance.
- Students who are on campus during an exam for which they are exempt must remain in the cafeteria.
- Students who desire perfect attendance for the year must be present at the final from which they are exempt.

#### Exam Exemption Options

- Freshman, sophomore, and junior students are not exempt from final exams in the courses with state mandated tests during the fall semester. Exception: A junior who has passed an Exit Level State Mandated Test could exempt the final exam for that related course.
- Seniors cannot exempt a final exam in a core course until they have passed the state mandated exit test for that course.
- Students may be exempted from finals in core courses in the spring semester, if they have passed the mandated test for that course.

Note: The state mandated tested/core courses include: English, math, social studies, and science. (See Course Guide for a listed of specific courses)

#### Maximum Exam Exemption Options

CLASS	FALL SEMESTER	SPRING SEMESTER
FRESHMAN	Three Exemptions	Three Exemptions
SOPHOMORES	Three Exemptions	Four Exemptions
JUNIORS	Three Exemptions	Four Exemptions
SENIORS	Three Exemptions	Four Exemptions
GRADUATING SENIORS	All tests in <u>graduating semester</u>	All tests in <u>graduating semester</u>

#### Perfect Attendance Bonus

One extra exemption may be granted each semester for perfect attendance in all classes during the semester provided the above general requirements are met.

#### Spring Exam Exemption Incentives

Freshmen may be eligible for exemption in their math and English classes if they meet the following criteria. Sophomore, junior, and non-graduating senior students may be eligible for exemption in their electives, math, science, social studies, and English classes if they meet the following criteria. Graduating senior students may be eligible for exemption in their electives, math, science, social studies, and English classes if they meet the following criteria.

##### Elective Classes

- Student must have an overall average of 85 or above.
- Student must have three (3) or fewer absences in the class (regardless of reasons for absences). Official school business does not count as an absence.
- Student must be clear of all debts/fines.

##### Core Courses

- Students must have an overall average of 70 or above.
- Students must have three (3) or fewer absences in the class (regardless of reasons for absences). Official school business does not count as an absence.

- Passed the state mandated test (TAKS) for that course.
- Student must be clear of all debts/fines.

Students taking Advance Placement (AP) classes may not exempt for AP course final exams unless they take the corresponding AP test in addition to the afore stated criteria.

There are no exemptions from finals in college course work.

### **GRADE AVERAGING**

A student receives credit in any class for any semester with a 70 or above average.

In a year long course, a student receives credit for both semesters if he/she passes the second semester and the average of the two semesters equals or exceeds 70.

### **GRADING SYSTEM**

Numeric grades will be used in recording student's grades. Grades will be reported based on a scale of 0-100. A passing grade will be 70 or above.

### **GUIDANCE AND COUNSELING**

The Guidance and Counseling Department is interested in helping you during your years at high school. Your counselor will talk and plan with you several times while you are in high school.

The ECHS counselor is available to discuss any matter which concerns you. Feel free to come in as often as necessary.

You may wish to visit the counselor for many reasons. Some reasons you may see your counselor are to:

- Discuss your present or future schedule.
- Review your grades.
- Review test results.
- Seek advice or help on a personal problem.
- Look through available information on colleges and occupations.
- Request and take special aptitude tests, interest inventories, etc.
- Obtain information and applications for the College Entrance Tests.
- Discuss entrance requirements and offerings of various colleges.
- Inquire about scholarships and pick up applications.

### **LOSS OF CREDIT - EXCESSIVE ABSENCES**

State law and Board policy provide that students' grades will be adversely affected by excessive absences, especially unexcused absences.

To obtain credit for a high school class, a student must be in attendance a minimum of 90 percent of the days the class is offered each semester. For example, if the fall semester contains ninety (90) days, a student must be present at least eighty-one (81) of those days (90%) in order to receive credit for a respective course. If a student is absent more than 10%, or nine days, then the student will not receive credit for the course. **College course attendance requirements may be more stringent as determined by the instructor or department. Students will be responsible for contacting their instructor directly in person prior to a scheduled absence or through email the day of an unexpected absence if at all possible. Attendance in college courses is critical to passing the course.**

**DOCTORS' EXCUSES MUST BE SUBMITTED TO THE ECHS OFFICE WITHIN THREE DAYS OF THE VISIT TO THE DOCTOR. IF THESE EXCUSES ARE NOT SUBMITTED WITHIN THREE DAYS AFTER AN OFFICE VISIT, THEY WILL NOT BE CONSIDERED DURING THE ATTENDANCE REQUEST FOR CREDIT HEARINGS.**

Any student who does not meet the minimum attendance requirement in a semester (high school) or school year (junior school and elementary) may apply for credit due to extenuating circumstances by completing a credit application form at the end of the semester / school year.

This application will be reviewed by a committee of professionals who will be responsible for deciding whether or not the absences were related to extenuating circumstances that would warrant an opportunity for a student to receive credit. The committee will review student attendance records to determine absence patterns (scattered vs. days grouped together which could indicate a serious illness); specific school days absent (Mondays and Fridays vs. other days of the week); and appropriate written documentation from doctors, attorneys, or dentists. The committee will have the following options after reviewing a student application and attendance record:

- Recommend that a student receive whatever grade he or she actually earned in a class because the absences were related to extenuating circumstances.
- Recommend that no credit be given because the committee feels that there were no mitigating extenuating circumstances that contributed to the student absences or there is not documentation that supports a student's claim of extenuating circumstances.
- Recommend that a student receive credit upon completing additional assignments, as specified by the committee or teacher.
- Recommend that a student receive credit upon satisfying time-on-task requirements before and/or after school.
- Recommend that a student receive credit upon attending tutorial sessions as scheduled.
- Recommend that a student receive credit upon attending Saturday special assignment class (SAC).
- Recommend that a student receive credit upon maintaining the attendance standards for the rest of the semester.
- Recommend that a student receive credit upon passing an examination to earn credit.
- Recommend that a student receive credit upon attending summer school.

## **HONORS**

### National Honor Society

The GPA of National Honor Society members must be 4.4 (on a 6.0 scale) or above at the end of the tenth grade year and must be maintained until graduation.

### Valedictorian and Salutatorian

Students must be enrolled in the same high school for a minimum of three full, consecutive semesters immediately preceding graduation.

Beginning with the class of 2005, the valedictorian and the salutatorian shall be the eligible students with the highest and second highest ranking as determined by the Academic Class Rank (as defined by Board Policy, EIC(LOCAL), not GPA. Only students who have been enrolled in the same high school for a minimum of three full, consecutive semesters immediately preceding graduation, who have completed one of the two highest graduation plans (recommended or distinguished achievement program), and who have completed all course work and exit-level testing will be eligible to be valedictorian or salutatorian.

### Cum Laude Degrees

- a. Top 2% of the class—Summa Cum Laude
- b. Next 3% of the class—Magna Cum Laude
- c. Next 5% of the class—Cum Laude

Class rank and grade point average shall be computed at the end of the fifth six-week grading period of the senior year. Grade point average is determined by dividing the number of courses taken into the total grade points earned on the District's grade point scale.

Serious Misconduct (Levels III, IV, or V offenses according to the Goose Creek CISD's Student Code of Conduct) during the senior year will result in restricting a student's participation in local honors recognition activities. These activities can include, but are not limited to, verbal recognition, visible recognition, or student participation in any recognition programs. Traditional sources of local recognition of top honors for graduates are events such as the Kiwanis Luncheon, Rotary luncheon, GCCISD Board of Trustees Top Ten Recognition for the high schools, Honors Banquet, and the Baytown Sun. Top ten recognition at graduation ceremonies also includes valedictorian and salutatorian addresses.

A student must also maintain an 80 average in each class for the sixth six week grading period in order to participate in local honors recognition activities. These averages will be determined fifteen (15) days prior to graduation.

For additional information, please see Board Policy (EIC Local).

### **IDENTIFICATION BADGES**

To improve the safety and security of all students, faculty, and staff, a security badge system has been implemented at each high school. **All** students, faculty, and staff are required to wear the badge. Lee College Identification Badges must be made in the school bookstore, located in Mohler Hall. The identification badge will be used for the cafeteria, library, and other security identification purposes.

1. All students are required to wear an ID badge at all times during the school day on campus, on buses, and on all GCCISD property. The ID badge must be worn on the students' person at all times while on campus.
2. A student must present the badge for identification upon request by any school district employee.
3. The badge will be required for all library transactions.
4. The badge may be needed to attend extracurricular activities (football games, etc.). Failure to present this identification when requested by school officials at any extracurricular activity may result in removal from the activity.
5. Lost or defaced badges must be replaced at the cost of \$5 (cash or money order) per badge. To replace a Lee College ID badge, the student must have permission from the ECHS office to go to the bookstore.
6. Students are expected to maintain the student ID badge from year to year. An initial ID badge will be issued free to students new to the campus.
8. Lost or broken neck straps will be replaced at a cost of \$3 (for the school logo).
9. ID badges must be worn appropriately with name and picture visible.
10. The loss of multiple badges or defacing a badge may result in disciplinary action (ex: scratching picture, chewing, stickers, marking, etc.). *Badge must remain clean.*
11. Failure to comply with regulations may result in disciplinary action.

## **PARENT CONFERENCES**

Parents are invited to make an appointment with the counselor to discuss any matters of concern. Counselors are eager to assist in deciding upon the best possible course of study for each student.

## **PASSING TO CLASS**

Students should go directly to the class to which they are assigned. They are not to go by any other classroom or any office.

Because of congestion in our halls, students are asked not to congregate in the halls or outside of classrooms. Teachers will ask students to move on in the halls and to have a seat in the classroom.

## **PERMITS FOR EARLY DISMISSAL FROM SCHOOL**

No student is permitted to leave school during school hours without an excuse, in writing or by telephone, from the parent or guardian. Excuses must be approved by the campus administrator or designee.

## **PERMITS TO LEAVE CLASS**

- It is the student's responsibility to acquire a permit from the teacher to leave class. The student should be prepared to present it upon request by school personnel.
- Students are discouraged from leaving class unless it is an absolute necessity.
- When a student leaves class on a permit, he/she must return to that class before the end of that period.
- A permit must have the student's name, time of departure, designated place, and the teacher's signature.
- The teacher will allow only one student at a time to leave on a permit. That student must return before another may leave. This does not include permits from an office. Teachers may permit more than one student to go to the library.
- Students should not request permits to the cafeteria or student commons as teachers are asked not to allow students to these areas during any class or activity period.  
Hall passes should not be issued during the first and last 15 minutes of a class period, unless it is an emergency.
- Remember that a permit is issued for a request, not a demand. It is a privilege that the teacher may grant or deny.

## **PHYSICAL EDUCATION**

Students are required to fulfill the state required course unless a physician's release is filed with the principal. Freshmen students who have a college entrance assessment score that allows them to take a college course will take Kinesiology as a dual enrollment credit.

## **REPORT CARDS**

Report cards will be issued the week following each six weeks period for high school courses and will be mailed to the permanent address of the student. A report card will be issued at mid semester and at the end of each semester for college courses. The District encourages parents to schedule conferences with high school teachers to discuss student academic and behavioral progress. **Parents with concerns in college courses will need to contact the school counselor.**

## **REQUIRED CREDITS**

All Early College High School students will be placed on the Distinguished Academic Plan. Please refer to the graduation requirements further in the handbook regarding the specific requirements.

## **SEMESTER EXAM WEIGHT**

High school semester examinations count one seventh (1/7) of the final course grade. Students are allowed two (2) weeks to take semester examinations if they are absent on exam day. An excused absence will be the only legitimate excuse for missing the semester examination. Semester exams may be weighted differently in Lee College courses.

## **STATE TESTING REQUIREMENTS**

The state requires non-exempt students to take certain tests. High school students will take TAKS in Grades 9, 10, & 11. At the secondary level, the specific tests are as follows:

Texas Assessment of Knowledge and Skills (TAKS) in:

Grades 9: Reading and Mathematics

Grades 10 & 11: English Language Arts, Mathematics, Science and Social Studies

The TAKS test is a criterion-referenced test over the essential skills and knowledge of the state's curriculum.

## **STATE TESTING REQUIREMENTS FOR GRADUATION**

All students are required to take the Exit Level state exam (TAKS) and pass all sections in order to participate in commencement exercises. The Exit Level TAKS test is a criterion-referenced test over the essential skills and knowledge of the state's curriculum.

To graduate, in addition to attaining the required number of credits, a student must pass each section of the exit level examination. The test is first administered in the spring of the student's junior year. The law requires students to pass this test in order to attain a diploma. The law also provides that any student not meeting the minimum expectations on the exit level examination test "may retake those sections of the assessment instrument on which the pupil has not performed satisfactorily."

**TESTING INFORMATION/DATES**

<b>TEST DATE</b>	<b>TAKS</b>
October 19, 2010	Exit Level English Language Arts (Retest)
October 20, 2010	Exit Level Mathematics (Retest)
October 21, 2010	Exit Level Science (Retest)
October 22, 2010	Exit Level Social Studies (Retest)
March 1, 2011	Grade 9 Reading Grade 10 English Language Arts Exit Level English Language Arts Exit Level English Language Arts (Retest)
March 2, 2011	Exit Level Mathematics (Retest)
March 3, 2011	Exit Level Science (retest) Grade 10 English Language Arts (Make-up)
March 4, 2011	Exit Level Social Studies (Retest)
April 26, 2011	Grade 10 Mathematics Exit Level English Language Arts (Retest)
April 27, 2011	Exit Level Mathematics Exit Level Mathematics (Retest)
April 28, 2011	Grade 9 Mathematics Grade 10 Science Exit Level Science Exit Level Science (Retest)
April 29, 2011	Grade 10 Social Studies Exit Level Social Studies Exit Level Social Studies (Retest)
July 12, 2011	Exit Level English Language Arts (Retest)
July 13, 2011	Exit Level Mathematics (Retest)
July 14, 2011	Exit Level Science (Retest)
July 15, 2011	Exit Level Social Studies (Retest)

**College Entrance Exams**

<b>NATIONAL TEST DATES</b>	<b>TEST</b>	<b>REGISTRATION DEADLINE</b>
October 9, 2010	SAT I & Subject Tests	September 10, 2010
November 6, 2010	SAT I & Subject Tests	October 8, 2010
December 4, 2010	SAT I & Subject Tests	November 5, 2010
January 22, 2011	SAT I & Subject Tests	December 23, 2010
March 12, 2011	SAT I only	February 11, 2011
May 7, 2011	SAT I & Subject Tests	April 8, 2011
June 4, 2011	SAT I & Subject Tests	May 6, 2011
September 11, 2010	ACT	August 6, 2010
October 23, 2010	ACT	September 17, 2010
December 11, 2010	ACT	November 5, 2010
February 12, 2011	ACT	January 7, 2011
April 9, 2011	ACT	March 4, 2011
June 11, 2011	ACT	May 6, 2011

### 2010- 2011 Advanced Placement Exam Schedule

Week 1	Morning 8 a.m.	Afternoon 12 noon
Monday, May 2	Chemistry Environmental Science	Psychology
Tuesday, May 3	Computer Science A Spanish Language	Art History
Wednesday, May 4	Calculus AB Calculus BC	Chinese Language and Culture
Thursday, May 5	English Literature and Composition	Japanese Language and Culture Latin: Vergil
Friday, May 6	German Language United States History	European History Studio Art—Last day for Coordinators to submit digital portfolios (by 8 p.m. EDT) and to gather 2-D Design and Drawing Students for physical portfolio assembly.

Week 2	Morning 8 a.m.	Afternoon 12 noon	Afternoon 2 p.m.
Monday, May 9	Biology Music Theory	Physics B Physics C: Mechanics	Physics C: Electricity and Magnetism
Tuesday, May 10	United States Government and Politics	Comparative Government and Politics French Language	
Wednesday, May 11	English Language and Composition	Statistics	
Thursday, May 12	Macroeconomics World History	Microeconomics	
Friday, May 13	Human Geography Spanish Literature		

### Guidance Calendar/Testing

Senior Parents' Night	TBA	High School Campuses
College Night	Wednesday, November 3, 2010 6-8 p.m.	Goose Creek Memorial HS
Financial Aid Workshop	TBA	
PSAT	Wednesday, October 13, 2010	
PLAN College Readiness Assessment	Tuesday, October 19, 2010	

### STUDENT ORGANIZATIONS

Student leadership is essential if our school is to function well. Leadership can be expressed both on an individual level and through opportunities within student government. Each student is challenged to exhibit a pattern of behavior and involvement that will ensure a healthy social and academic climate in our school.

Standards for election and holding office in school organizations are set forth for a number of offices and leadership functions. Contact the ECHS office for additional information regarding these standards. Standards for other positions of responsibility may be established within each respective organization with the approval of the principal and sponsors. Newly-formed organizations may establish standards on the same basis.

### SUMMER SCHOOL

ECHS students will have the opportunity to take Lee College courses during the summer provided they have met the required college entrance exam score. Some students will need to take specific courses each summer in order to graduate with an Associate's Degree.

### TUTORIAL SERVICES

Students may be assigned to tutorials. Tutorial services in academic courses are offered to students who are having difficulties in these courses. Tutorials will be offered from 3:00- 4:20 Monday through Thursday. Transportation will be provided.

Lee College provides the following tutorial services for college courses:

#### MATHLAB

Services Include: Tutoring, video tapes, computer tutorials and Calculators. Bonner Hall Room #113 Monday- Thursday 7:30a.m. - 8:30p.m. Friday 8:00a.m. - 12:00p.m. Sat 9:00a.m. - 2:00p.m.

#### THE WRITING CENTER

The Writing Center in BH 225 offers help with reading and writing. . Call (281) 425-6534 to make an appointment. Computers are available in the Writing Center for typing and printing papers, and searching the Internet for information.

### UNIVERSITY INTERSCHOLASTIC LEAGUE (UIL) LITERARY

All students interested in representing the high school in UIL Literary Events should contact the sponsor of the following events (your current teacher can help determine whom to contact):

Speech	Literary Criticism	Debate	Mathematics
Computer Applications	Journalism	Calculator	One-Act Play
Number Sense	Spelling	Ready Writing	Accounting
Extemporaneous Speaking	Current Events	Computer Science	Science

UIL Literary participants can letter and qualify for letter jackets. To receive a letter jacket for UIL Literary, a student must actively participate in UIL competition and remain in good standing for the entire year. In addition, a student must fulfill one of the following requirements:

- Participate in competition within the UIL district and earn a minimum of five points that count toward the sweepstakes, or
- Participate in competition in at least four UIL training contests and earn a minimum of one point at each meet that counts toward the sweepstakes award.

### **WAIVERS FOR UIL PARTICIPATION**

Students in advanced courses shall be ineligible from participation in extracurricular activities [FM (LOCAL)] when:

- Their average in an advanced course is lower than 60 in a six-week grading period, or
- They fail two or more advanced courses in a grading period.
- They fail two or more advanced courses in a semester.

Students who fail a Pre-AP or AP course with a grade of 60 or above may appeal to the principal to have the no-pass, no-play suspension waived. A student enrolled in an appropriate course must complete a waiver request form. This waiver form must be complete and include a recommendation from the teacher of the course that the student failed. The principal may then grant a waiver from any suspension from extracurricular activities. No waiver may be granted if the student fails more than one class during a six-week grading period, and only one waiver may be granted for an individual student during a semester. [See Board Policy FM(LOCAL) for further information.]

### **WEIGHTED GRADES**

In order to give a more accurate reflection of a student's achievement, a student's rank in class is determined by the grade point value of a numerical grade earned in regular or advanced classes.

# **SUPERINTENDENT'S REPORT(S)**

## **Security Department Update**

# *Goose Creek CISD Security Department*



***2009-2010 School Year***

# Goose Creek CISD

- Approximately 21,000 students encompassing:
  - the City of Baytown
  - the unincorporated town of Highlands.

# 24 campuses:

- 13 elementaries
- 5 junior schools
- 3 high schools
- 3 special schools

# Operation Bright Star

- Places one uniformed police officer at each high school.
- RSS and REL are provided an additional peace officer.

# Goose Creek CISD Security

- Four officers per high school campus

Security Officer responsibilities are:

- Monitoring grounds, parking lots, and buildings, especially high traffic areas
- Helping administrators enforce Student Code of Conduct

# Responsibilities continued:

- Participating in sweeps of buildings at period changes
- Monitoring our security camera system
- Assisting uniformed peace officers, when requested

# Electronic Surveillance

Each high school is equipped with over 150 digital security cameras.

- Assist campus administrators and police in identifying violators

# School Community Guidance Center (SCGC) houses the student discipline center:

- District Alternative Education Program (DAEP)
- SCGC is monitored by the Department of Public Safety and Goose Creek Security.
- DAEP students pass through metal detectors as they enter the campus.

# Uniformed Peace Officer at each Junior School

Officers are:

- Baytown Police Officers
- Harris County Deputy Constables
- Harris County Deputy Sheriffs

# Peace Officers are responsible for:

- Enforcing the laws and ordinances of the State of Texas, Harris County, and the City of Baytown
- Assisting campus administrators as needed.



Chief of Security

Assistant  
Chief of Security

Feeder Pattern  
Day Patrol

Evening Patrol

Night Patrol

Courier/Cross  
Guard  
Supervisor

Campus  
Operations

# Security Innovations in the Last Year

- School Feeder Pattern
  - One officer from each high school patrols the Jr. School(s) and Elementary Schools in their zones.
- Training
  - Traffic direction in school zones
  - Crossing guard training
  - Gang identification
- New Uniforms
  - More visible, safe uniform for crossing guards
  - New officer uniforms consistent with modern policing attire
- New security car graphics

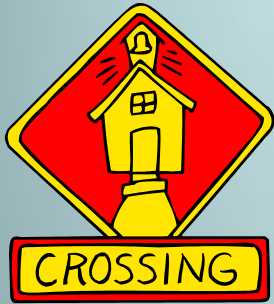
**SECURITY DEPARTMENT**  
**FEEDER PATTERN PATROL DISTRICTS – SY 2009/2010**

**NORTH**

**CENTRAL**

**SOUTH**

GOOSE CREEK MEMORIAL	ROSS S. STERLING	ROBERT E. LEE
<b>Junior High Schools</b>	<b>Junior High Schools</b>	<b>Junior High Schools</b>
Highlands	Cedar Bayou	Horace Mann
Gentry	Baytown Jr.	Peter Hyland Center
S.C.G.C.	Stuart Career Center	
<b>Elementary Schools</b>	<b>Elementary Schools</b>	<b>Elementary Schools</b>
Walker	Crockett	Smith
Hopper	Austin	Lamar
Highlands	Alamo	Carver
Harlem	Bowie	DeZavala
	Travis	San Jacinto
<b>District Facilities:</b>		
Stallworth Stadium	Sterling Stadium	Memorial Stadium
Administration Bldg.	Green Center	M.O.T.S.
San Jacinto Mall	T.M.S.	Market St. Bldg.
Ag. Farm		Transportation









# Raptor Security System

- Web based software
- Protects students and staff from threat of registered sex offenders.
- Checks all persons requesting entry into the facility against a public database of registered sex offenders.
- Provides alerts to school officials about potentially dangerous situations.

# Additional Security Measures

- Security audits of each facility are performed every three years.
- We have organized and trained (HCDE) a team of inspectors.
- Audit process will begin this summer.
- Intruder survey of each campus.

# Questions and Comments

## **SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT: CONSIDERATION OF SUPPLEMENTAL REQUEST FOR PROPOSAL (RFP) #051410-8 FOR MEAT, FOOD PRODUCTS AND FOOD PROCESSING SUPPLIES**

**RECOMMENDED ACTION:** Approve to add SYSCO Houston, Inc., as an additional vendor as the result of the above referenced supplemental RFP for Meat, Food Products and Food Processing Supplies.

**RATIONALE:** To establish pricing and provide an additional source for district instructional departments to purchase supplies needed for student instruction.

**BUDGET PROVISIONS/ACTION REQUIRED:** 2009 – 2010 Budget

**RESOURCE PERSONNEL:** Dr. Toby York  
Dr. Byron Terrier  
Mr. Pete Pape  
Ms. Renea Dillon  
Ms. Trudy Masters

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
DIRECTOR OF PURCHASING  
BAYTOWN, TEXAS 77521

Supplemental Requests for Proposals for Meat, Food Products and Food Processing Supplies for Student Instruction were received and opened by the Director of Purchasing on May 10, 2010 at the Administration Building from the following vendors:

SYSCO Houston, Inc.

Proposals were mailed to two (2) vendors with one (1) vendor responding for consideration and were available on the district website. This was advertised as required by law. The request for proposal process satisfies the legal requirements of Texas Education Code Section 44.031 and provides the best value to the district. Therefore, we recommend that those vendor meeting district specifications for Meat, Food Products and Food Processing Supplies be awarded this proposal.

Trudy Masters  
Director of Purchasing

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
4544 I-10 EAST  
BAYTOWN, TEXAS 77521

MEAT, FOOD PRODUCTS AND FOOD PROCESSING SUPPLIES  
FOR STUDENT INSTRUCTION  
RFP #051410-8

**3.0 PRICE/DISCOUNT QUOTE FORM**

3.1 In order to be included on the District's list of awarded vendors, the Goose Creek CISD Purchasing Department urges all vendors to respond to the Request for Proposal (RFP) whether or not you offer a discount.

3.2 Price charged to GCCISD will be based on established market/shelf/catalogue pricing with the following discounts applied.

3.3 Discount from unit cost: % 0

3.4 Discount for quantity purchases: % 0

3.5 Will there be additional discounts off sale items? Yes \_\_\_\_\_ No

3.6 Attach additional sheets for any comments.

**4.0 COMPANY INFORMATION**

4.1 Company Name: Sysco Houston, Inc

4.2 Address/City/State/Zip: 10710 Green Crossing Blvd

4.3 Signed by: Jennifer Hubbard Title: District Sales Manager

4.4 Typed/Printed Name: Jennifer Hubbard

4.5 Phone/Ext. \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: hubbard.jennifer@hou.sysco.com

4.6 Type/Print Name/Title of Contact Person to whom questions should be addressed: \_\_\_\_\_  
Jennifer Hubbard

4.7 Phone/Ext: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: hubbard.jennifer@hou.sysco.com

4.8 Authorized Signature: Jennifer Hubbard Printed: Jennifer Hubbard

A list of vendors and discounts will be furnished to all our schools and departments for ordering purposes.

Also Food Services of Houston, L.P.  
P.O. Box 18318  
Houston, Texas 77250-5918

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT: CONSIDERATION OF BUDGET AMENDMENTS**

**RECOMMENDED ACTION:** Approve Amendments No. 27 and 28 as stated in Section 23.47 of the Texas Education Code and reflect the amendments in the official minutes of the Board of Trustees.

**RATIONALE:** Detailed information and account numbers are reflected in the following pages.

**BUDGET PROVISIONS / ACTION REQUIRED:** Amend the 2009-2010 Budget

**RESOURCE PERSONNEL:** Dr. Toby York  
Mr. Pete Pape

**Goose Creek Consolidated Independent School District  
Estimated Total General Fund Balance  
As of June 28, 2010**

<b>Audited General Fund Balance as of August 31, 2009 (net of inventory and prepaid items)</b>	<b>\$64,607,044</b>
General Fund Balance Designations at August 31, 2009:	
Disaster Recovery	( <u>\$5,500,000</u> )
	<u>(\$5,500,000)</u>
<b>Adjusted Unaudited Unreserved General Fund Balance as of September 1, 2009</b>	<b><u>59,107,044</u></b>
<b><u>Fund Balance Budget Amendments</u></b>	
09/14/09 #1 Building Improvements - MOTS Parking	(490,573)
09/14/09 #2 Security Deposit and Rent for New Warehouse Facility	(105,000)
09/14/09 #4 West Town/Pumphrey Relocation	(1,780,578)
09/28/09 #5 Demolition of Lindberg Warehouse	(200,000)
10/26/09 #6 School-Based Clinic Installation	(121,200)
10/26/09 #7 Construction Activities Due To West Town Closing	(6,742,694)
10/26/09 #10 Roll-forward Purchase Orders from 2008-2009	(1,998,885)
11/09/09 #11 Land Acquisition - Former Hasty Storage Facility	(1,540,000)
12/14/09 #15 Land Acquisition - 4.82 Acres on Bayway Drive	(500,000)
01/11/10 #16 Rental of Property for School Community Guidance Center	(74,600)
03/29/10 #21 Operating Transfer In from Self-Funded Health Insurance	770,438
05/24/10 #26 Facilities Condition Assessment and Pre-Bond Planning	(655,046)
<b>Total Change in Fund Balance</b>	<b><u>(\$13,438,138)</u></b>
<b>Current Estimated General Fund Balance</b>	<b><u>\$45,668,906</u></b>

BUDGET AMENDMENT

Amendment No. 27  
Capital Projects Fund and Debt Service Fund  
Fund Nos. 630 and 516

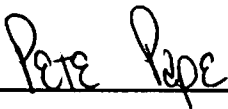
Operating Transfer Out:

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
630-00-8911-00-000-0-99-000	Operating Transfer Out - Capital Projects Fund	<u>\$ -</u>	<u>\$ 3,000,000</u>	<u>\$ 3,000,000</u>

Operating Transfer In:

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
516-00-7911-00-000-0-99-000	Operating Transfer In - Debt Service Fund	<u>\$ -</u>	<u>\$ 3,000,000</u>	<u>\$ 3,000,000</u>

This amendment to increase estimated operating transfers in for the Debt Service Fund and operating transfers out for the Capital Projects Fund is requested by Pete Pape, Chief Financial Officer, to transfer \$3,000,000 to the Interest and Sinking fund for the 2010-11 school year. The district transferred \$2,600,000 to the I&S fund during the 2009-10 school year. It was forecasted that the district would transfer \$2,600,000 in August, 2009, and another \$2,400,000 in the 2010-11 school year. However, moving \$3,000,000 will allow the district to meet the August 2010 Bond Payment Schedule and show a fund balance of approximately \$300,000 which will help with the bond underwriter if the district seeks a May 2011 bond election.



Signature

6/28/10

**BUDGET AMENDMENT**

Amendment No. 28  
General Fund  
Fund No. 199  
Local Maintenance Fund

**APPROPRIATIONS (DECREASE)**

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-11-6142-00-loc-0-11-000	Health and Life Insurance	\$ 158,880	\$ (75,000)	\$ 83,880
199-11-6142-00-loc-0-11-227	Additional Benefit - Life Insurance	70,796	(13,000)	57,796
199-11-6119-00-999-0-11-000	Professional Salaries	3,104,422	(110,000)	2,994,422
	<b>TOTAL</b>	<u>\$ 3,334,098</u>	<u>\$ (198,000)</u>	<u>\$ 3,136,098</u>

**APPROPRIATIONS INCREASE**

BUDGET	TITLE	Adjusted Amount	Requested Change	Amended Amount
199-34-6142-00-915-0-99-000	Health and Life Insurance	\$ 166,171	\$ 75,000	\$ 241,171
199-34-6142-00-915-0-99-227	Additional Benefit - Life Insurance	8,011	13,000	21,011
199-34-6148-00-915-00-99-000	LT Disability ER Paid	5,340	9,000	14,340
	Contracted Maintenance and			
199-34-6249-00-915-0-99-000	Repairs	143,000	20,000	163,000
199-34-6121-00-915-0-99-000	Support Staff Overtime	50,000	20,000	70,000
199-34-6129-00-915-0-99-000	Support Staff Salaries - Bus Drivers	324,800	61,000	385,800
	<b>TOTAL</b>	<u>\$ 697,322</u>	<u>\$ 198,000</u>	<u>\$ 895,322</u>

This amendment to redistribute appropriations between functions is requested by Pete Pape, Chief Financial Officer, to cover overages in transportation. The district added 4 bus routes during the year, under budgeted health insurance, life insurance, and longterm disability in the function 34 budget and overbudgeted the same in function 11. Due to the vacancy of the Director of Transportation position we had some overtime that is above and beyond the norm.

  
\_\_\_\_\_  
Signature

**FUTURE BOARD AGENDA ITEMS,  
BOARD TRAINING,  
BOARD MEETINGS**

**C L O S E D   M E E T I N G**

**INSTRUCTIONS FOR BOARD PRESIDENT  
GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Baytown, Texas**

**Recess into Closed Meeting**

**Board President:**     This Board will now recess into a Closed Session pursuant to the following sections of the Texas Open Meetings Act:

Texas Government Code Section:

- 551.071     Private consultation with the Board's attorney.**
- 551.072     Discussing purchase, exchange, lease, or value of real property.**
- 551.073     Discussing negotiated contracts for prospective gifts or donations.**
- 551.074     Discussing personnel or to hear complaints against personnel.**
- 551.075     To confer with employees of the school district to receive information or to ask questions.
- 551.076     Considering the deployment, specific occasions for, or implementation of, security personnel or devices.
- 551.082     Considering the discipline of a public school child, or complaints or charges against personnel.
- 551.083     Considering the standards, guidelines, terms, or conditions the Board will follow, or will instruct its representatives to follow, in consultation with representatives of employee groups.
- 551.084     Excluding witnesses from a hearing.

**NO ACTION WILL BE TAKEN WHILE THE BOARD IS IN CLOSED MEETING.**

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT: CONSIDERATION OF PERSONNEL ACTION**

**RECOMMENDED ACTION:** Approve five (5) elections subject to assignment and place on teacher hiring placement scale; approve eight (8) resignations.

**RATIONALE:** Fill vacancies for the 2010-2011 school year and accommodate employees' request to resign.

**BUDGET PROVISIONS/ACTION REQUIRED:** Not applicable

**RESOURCE PERSONNEL:** Dr. Toby York  
Dr. Byron Terrier

/jr

**GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT**

Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTIONS**

1. **Alicia Anthony**, teacher-coach, assigned to Robert E. Lee High School.

A. High School Attended	Converse Judson High School
B. Degrees Conferred	BA – Albany State College, BS – Texas State University
C. Hours in Teaching Areas	Special Ed – 56
D. Grades	Good
E. Experience	2 years
F. Certification	Standard Special Ed EC-12
G. Interviewers	Dr. B. Cannariato, B. Davis

2. **Shannon Carter**, teacher-coach, assigned to Ross S. Sterling High School.

A. High School Attended	El Reno High School, OK
B. Degree Conferred	BS – University of Tulsa
C. Hours in Teaching Areas	History – 56
D. Grades	Good
E. Experience	None
F. Certification	Standard History 8-12
G. Interviewers	Dr. B. Cannariato, D. Beck

3. **Katina Morris**, teacher, assigned to De Zavala Elementary School.

A. High School Attended	Eunice High School, LA
B. Degree Conferred	BS – UHCL
C. Hours in Teaching Areas	Elementary – 56
D. Grades	Good
E. Experience	None
F. Certification	Standard Generalist EC-4
G. Interviewers	S. Moore-Fontenot, Reimonenq

4. **Perla Sifuentes**, teacher, assigned to Victoria Walker Elementary School.

A. High School Attended	West Brook Senior High School
B. Degree Conferred	BS – Lamar University
C. Hours in Teaching Areas	Elementary – 56
D. Grades	Excellent
E. Experience	None
F. Certification	Standard Generalist EC-4
G. Interviewers	S. Moore-Fontenot, S. Keith

5. **Ryan Smith**, teacher-coach, assigned to Goose Creek Memorial High School.

- |                            |  |
|----------------------------|--|
| A. High School Attended    | Vidor High School                          |
| B. Degrees Conferred       | BS – SFASU, ME – University of Phoenix     |
| C. Hours in Teaching Areas | Special Ed – 36; Health – 9; PE – 12       |
| D. Grades                  | Good                                       |
| E. Experience              | 11 years                                   |
| F. Certification           | Standard Special Ed EC-12, Health, PE 6-12 |
| G. Interviewers            | Dr. B. Cannariato, A. Richard              |

## GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

Office of the Superintendent  
Baytown, Texas

June 28, 2010

### RESIGNATIONS

1. **Adriane Carpenter**, licensed specialist in school psychology at West Town Special Education, resigned effective June 11, 2010. Mrs. Carpenter and her family are moving to San Antonio, Texas.
2. **Maria Garza**, bilingual kindergarten teacher at Hopper Primary School, resigned effective June 21, 2010. Ms. Garza is pursuing other teaching opportunities.
3. **Leticia Gracia**, first-grade teacher at Victoria Walker Elementary School, resigned effective June 15, 2010. Ms. Gracia is pursuing teaching opportunities closer to her home.
4. **Imee Ocampo**, science teacher at Goose Creek Memorial High School, resigned effective June 18, 2010. Ms. Ocampo is returning to the Philippines.
5. **Nichole Revia**, kindergarten teacher at Harlem Elementary School, resigned effective June 21, 2010. Ms. Revia has accepted a position with East Chambers ISD.
6. **Darlene Rivas**, third-grade bilingual teacher at Ashbel Smith Elementary School, resigned effective June 21, 2010. Ms. Rivas is moving to Brownsville, Texas.
7. **Kellie Simon**, fifth-grade teacher at Alamo Elementary School, resigned effective June 14, 2010. Ms. Simon plans to attend graduate school.
8. **Brooke Wilson**, deaf education social studies teacher at Robert E. Lee High School, resigned effective June 22, 2010. Ms. Wilson is moving to Dallas, Texas.

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**           **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**    Approve Licensed Specialist in School Psychology.

**RATIONALE:**           Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**       Not applicable

**RESOURCE PERSONNEL:**       Dr. Toby York  
  Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTION**

**Nicole Dyer**, as Licensed Specialist in School Psychology.

- |                      |   |
|----------------------|---|
| A. Degrees Conferred | Bachelor of Science, Denison University<br>PhD – Texas A&M University                                   |
| B. Certification     | LSSP Licensure  |
| C. Experience        | 1 year – Psychology Intern, Cy-Fair ISD   |
| D. Interviewers      | Dr. Byron Terrier, Carmen Figueroa, Jennifer Hartis,<br>Michelle Root-McDaniel, Nan Nouis, Tricia Times |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**               **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**     Approve Licensed Specialist in School Psychology Intern.

**RATIONALE:**            Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**        Not applicable

**RESOURCE PERSONNEL:**     Dr. Toby York  
                                      Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTION**

**Sarah Hall**, as Licensed Specialist in School Psychology Intern.

- |                     |   |
|---------------------|---|
| A. Degree Conferred | Bachelor of Art, Texas A&M University   |
| B. Certification    | Licensure   |
| C. Experience       | 1 year – Psychology Intern, Lewisville ISD  |
| D. Interviewers     | Dr. Byron Terrier, Carmen Figueroa, Jennifer Hartis,<br>Michelle Root-McDaniel, Nan Nouis, Tricia Times |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**           **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**    Approve Speech Language Pathologists.

**RATIONALE:**        Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**        Not applicable

**RESOURCE PERSONNEL:**        Dr. Toby York  
  Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTIONS**

**Loraine Sasser**, as Speech Language Pathologist.

- |                      |   |
|----------------------|---|
| A. Degrees Conferred | Bachelor of Art, University of Houston<br>Master of Science, Texas Woman's University |
| B. Certification     | Speech Pathologist Licensure  |
| C. Experience        | 2 years – Speech Therapist, Channelview ISD<br>1 year – Speech Therapist, Houston ISD |
| D. Interviewers      | Dr. Byron Terrier, Jennifer Hartis, Dr. Tom Kelchner,<br>Nan Nous                     |

**Amy Ott**, as Speech Language Pathologist.

- |                      |   |
|----------------------|---|
| A. Degrees Conferred | Bachelor of Art and Master of Art<br>University of Houston                                |
| B. Certification     | Speech Pathologist Licensure  |
| C. Experience        | 6 years – Speech Therapist, Goose Creek CISD<br>3 years – Speech Therapist, Deer Park ISD |
| D. Interviewers      | Dr. Byron Terrier, Jennifer Hartis, Dr. Tom Kelchner,<br>Nan Nous                         |

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTIONS**

**Andrea Cowart**, as Speech Language Pathologist.

- |                      |  |
|----------------------|--|
| A. Degrees Conferred | Bachelor of Science and Master of Science<br>Lamar University      |
| B. Certification     | Speech Pathologist Licensure                                       |
| C. Experience        | 2 years – Speech Therapist, Silsbee ISD                            |
| D. Interviewers      | Dr. Byron Terrier, Jennifer Hartis, Dr. Tom Kelchner,<br>Nan Nouis |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**           **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**    Approve Diagnosticians.

**RATIONALE:**        Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**        Not applicable

**RESOURCE PERSONNEL:**        Dr. Toby York  
  Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTION**

**Bennie Berry**, as Diagnostician.

- |                      |  |
|----------------------|--|
| A. Degrees Conferred | Bachelor of Art and Master of Education<br>Lamar University                |
| B. Certification     | Standard Secondary English<br>Standard Principal<br>Standard Diagnostician |
| C. Experience        | 7 years – Beaumont ISD<br>5 years – Diagnostician, Beaumont ISD            |
| D. Interviewers      | Dr. Byron Terrier, Carmen Figueroa, Nan Nouis, Tricia Times                |

**Lesley Kincaid**, as Diagnostician.

- |                      |  |
|----------------------|--|
| A. Degrees Conferred | Bachelor of Art, University of Houston<br>Master of Education, Sam Houston State University                  |
| B. Certification     | Provisional Special Education<br>Standard Diagnostician  |
| C. Experience        | 2 years – Pasadena ISD<br>6 years – Aldine ISD<br>3 years – Humble ISD<br>2 year – Diagnostician, Humble ISD |
| D. Interviewers      | Dr. Byron Terrier, Carmen Figueroa, Nan Nouis, Tricia Times  |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**           **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**    Approve Secondary English Language Arts  
Instructional Specialist 6-8.

**RATIONALE:**           Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**       Not applicable

**RESOURCE PERSONNEL:**       Dr. Toby York  
Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTIONS**

**Sherry Otahal**, as Secondary English Language Arts Instructional Specialist.

- |                     |  |
|---------------------|--|
| A. Degree Conferred | Bachelor of Science, Ball State University   |
| B. Certification    | Provisional Secondary English 6-12<br>Standard English as a Second Language<br>Supplemental 6-12         |
| C. Experience       | 4 years – Teacher, Houston ISD<br>6 years – Teacher, Sheldon ISD<br>10 years – Teacher, Goose Creek CISD |
| D. Interviewers     | Dr. Byron Terrier, Jessica Tracy, Kim Futrell,<br>Norma Picacio-Jones, Verlene Masters, Codi Freeman     |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**           **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**    Approve Counselor at Alamo Elementary School.

**RATIONALE:**           Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**       Not applicable

**RESOURCE PERSONNEL:**       Dr. Toby York  
  Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTION**

**Natalie Fikac**, as Counselor at Alamo Elementary School.

- |                      |   |
|----------------------|---|
| A. Degrees Conferred | Bachelor of Art and Master of Education<br>Sam Houston State University   |
| B. Certification     | Standard Elementary<br>Standard Elementary Reading<br>Standard Elementary English<br>Standard Counselor   |
| C. Experience        | 2 years, Teacher, Temple ISD<br>1 year, Teacher, Victoria ISD<br>1 year, Teacher, Edna ISD<br>3 years, Teacher, Brazosport ISD<br>1 year, Teacher, Bastrop ISD<br>4 years, Counselor, Smithville ISD<br>2 years, Counselor, Bryan ISD |
| D. Interviewers      | Dr. Byron Terrier, Janci Alexander, Dr. Patty Bing,<br>Brandy Onken, Ron Wyatt  |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**           **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**    Approve Assistant Principal at Crockett Elementary School.

**RATIONALE:**           Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**       Not applicable

**RESOURCE PERSONNEL:**       Dr. Toby York  
  Dr. Byron Terrier

/jr

GOOSE CREEK CONSOLIDATED INDEPENDENT SCHOOL DISTRICT  
Office of the Superintendent  
Baytown, Texas

June 28, 2010

**ELECTION**

**Maritza Pruitt**, as Assistant Principal at Crockett Elementary School.

- |                      |   |
|----------------------|---|
| A. Degrees Conferred | Bachelor of Science, University of TX–Pan American<br>Master of Science, University of Houston Clear Lake |
| B. Certification     | Standard Bilingual Generalist –Spanish EC-4<br>Standard Principal   |
| C. Experience        | 1 year – Teacher, Liberty ISD<br>5 years – Teacher, Goose Creek CISD                                      |
| D. Interviewers      | Dr. Byron Terrier, Diana Cox, Suzanne Heinrich,<br>Jaime Lannou, David Yannotta                           |

**SCHOOL BOARD AGENDA ITEM SUMMARY**

June 28, 2010

**SUBJECT:**               **CONSIDERATION OF ADMINISTRATIVE PERSONNEL**

**RECOMMENDED ACTION:**     Approve Assistant Principal at Goose Creek Memorial High School.

**RATIONALE:**            Board approval is required to fill administrative vacancies.

**BUDGET PROVISIONS/ACTION REQUIRED:**       Not applicable

**RESOURCE PERSONNEL:**       Dr. Toby York  
  Dr. Byron Terrier

/jr