



2022-2023

Corsicana Independent School District

Student Handbook

Introduction

The student handbook contains information needed by both students and parents/guardians during the school year. The policies adopted by the Board of Education and the Texas Education Code “the code” supersede the policy handbook and will be the foundation for all decisions made regarding district, state and federal policies. A copy of the District’s policy manual is available in the school office or on-line at: <http://www.tasb.org/policy/pol/private/175903/> .

If you have difficulty accessing the information in this document because of disability, please contact the district at 903-874-7441.

CISD does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing education or providing access to benefits of 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; and Title 11 of the Americans with Disabilities Act.

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Attendance Policy

The Law states a student and the “parent standing in parental relations” to the student are in violation of the Texas State Mandatory Attendance Law, Texas Education Code, Chapter 25;

1. **Section 25.093** if the student is absent without an excuse for 10 days or parts of days within a 6 month period, the “adult standing in parental relations” to the student is in violation of the Texas Mandatory Attendance Law (**Note: a one period unexcused absence equals a full day violation**).
2. The Texas State Mandatory Attendance Law, **Texas Education Code, Chapter 25, Section 25.095(d)**, further states that the adult with which the child is living is the ‘parent standing in parental relations” to the child.
3. The Texas State Mandatory Attendance Law, **Texas Education Code, Chapter 25, Section 25.095(b)(1)(a)**, states it is the parent’s responsibility to monitor the child’s school attendance and to require the child to attend school. **The Texas Education Code, Chapter 25, Section 25.092**, states a student must be in attendance at least ninety (90%) offered.

Compulsory Attendance

The state compulsory attendance law requires that a student between the ages of 6 and 19 must attend school and district-required tutorial sessions unless the student is otherwise legally exempted or excused.

A student who voluntarily attends or enrolls after his nineteenth birthday is required to attend each school day. However, if a student 19 or older has more than five unexcused absences in a semester, the district may revoke the student’s enrollment. After this revocation, the student’s presence on school property is then unauthorized and may be considered trespassing.

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered in violation of the law and subject to disciplinary action. Nonattendance may also result in assessment of penalties by a court of law against both the student and his or her parent/guardian.

A complaint against the parent/guardian may be filed in the appropriate court if the student is absent from school for ten or more days or parts of days within a six-month period in the same school year, or is absent on three or more days or parts of days within a four-week period. If the student is over age 18, the student's parents shall not be subject to penalties as a result of their child's violation of state compulsory attendance law. [See FEA(LEGAL)]

BUS RIDER REGULATIONS

GENERAL SAFETY RULES

1. Passengers will follow the driver's instructions at all times.
2. Each passenger will board and leave the bus in an orderly manner at the designated bus stop nearest to his/her home.
3. Passengers will not stand inside the bus when it is in motion.
4. Passengers will keep books, band instrument cases, feet, and other objects out of the aisle of the bus.
5. Passengers will not deface the bus and/or its equipment.
6. A passenger will not extend his/her head, hands, or legs out of the window nor hold any object out of the window or throw objects within or out of the bus.
7. Passengers will not smoke or use any form of tobacco on school buses.
8. Usual classroom conduct rules will be observed. Unruly conduct, including the use of obscene language, will subject the passenger(s) to disciplinary action in accordance with the Student Code of Conduct.

CONDUCT ON THE BUS

1. The driver is in charge of the bus and the students. Students will comply fully and promptly with the driver's instructions. Arguing with the driver will be a discipline referral.
2. Students will not mark or deface the bus or any part of the bus. The person(s) who is responsible for vandalism will pay vandalism costs.
3. Students are not to tamper with mechanical equipment, accessories or controls of the bus.
4. Students will never attempt to operate the passenger doors or other driver controls except in cases of extreme emergencies.
5. Normal conversation is permitted. Students are to refrain from loud talking, excessive noise and unnecessary movement that can distract the driver.
6. Eating and drinking on the bus are prohibited.
7. Students are not to throw objects inside or out of the window or doors of the bus.

8. Students will keep all body parts and clothing inside the bus.
9. Students will face forward in a upright position for the duration of the route or trip and keep their feet on the floor in front of them and out of the aisle.
10. Students will assist in keeping the bus safe and clean.
11. Students should use the emergency door(s), exits and controls only during supervised drills or actual emergencies.

CROSSING THE STREET OR HIGHWAY

1. All students who cross the street to the left side of the roadway will exit the bus and move to a point ten to twelve feet in front of the right bumper and wait for the driver to signal that it is safe to cross.
2. Check in both directions and walk directly across the roadway. If you should drop anything, continue walking across the roadway, do not stop to retrieve the item.
3. Never cross behind the bus.
4. CAUTION! Be alert for all vehicles when the bus is loading or unloading.

EXTRACURRICULAR TRIPS

1. Bus rider rules apply to all school sponsored events.
2. Students will comply with requests of the trip sponsors, chaperones or bus driver.
3. Discipline will be the responsibility of the campus Principal, transportation supervisor and/or Director of Operations.
4. Radios with headphones, electronic games and other hand held devices may be permitted on buses for extracurricular trips with the permission of the trip sponsors and bus driver.

LOADING THE BUS

1. Do not push or shove at the bus stop.
2. Use the handrail and steps.
3. Upon boarding the bus, students will immediately be seated in their assigned seat and remain in the seat for the remainder of the route.
4. The driver will assign seats on the bus. Students who refuse to sit in their assigned seat or deny another student a place to sit will be referred for disciplinary action.

5. Upon boarding the bus, students will give the driver their name and/or present their Student ID.

NON-DISCIPLINARY BUS ACTION

Student(s) may be removed from the bus for non-disciplinary actions by Transportation or Security Staff and taken back to school or home.

Non-disciplinary situations may include:

- students becoming sick during the route
- students not riding their assigned bus

PROHIBITED ITEMS

The following items will not be allowed on the bus:

- Alcohol, tobacco products or drugs (or the use of these items)
- Electronic cigarettes, electronic vaping devices, personal vaporizers, electronic nicotine delivery systems, including Jull and Jull pods, or vials of liquid or other types of material for use in such devices.
- Hemp and low-THC tetrahydrocannabinols CBD products (oil, lotion, gel or pills)
- Live animals or insects
- Weapons, explosive devices, chemicals, matches, cigarette lighters, knives, water guns or any unsheathed pointed articles
- Food, drinks, glass or metal containers in any form, except those intended for lunch box use

WAITING FOR THE BUS

1. Be at your bus stop five (5) minutes before the scheduled pick up time.
2. Stand on the sidewalk or back from the roadway while waiting for the bus.
3. When the bus approaches, form a single line and be prepared to load immediately.
4. Stand still and stay clear of the bus until it comes to a complete stop before moving toward the bus and attempting to board the bus.
5. If you miss the bus, go home immediately.
6. Parents should instruct their children on what procedures to follow in the event they miss their bus.

GRADING POLICY

The purpose of grading and reporting student progress is to engage educators, students, and parents in the process of communicating student achievement. An effective system allows educators to clearly identify student progress toward state and local standards

GENERAL GUIDELINES

1. Teachers will follow the district grading regulations.
2. Grading regulations will be distributed to students and parents annually in the Corsicana ISD Student Handbook.
3. As the instructional leader of the school, the principal shall enforce district grading regulations.
4. Students shall be given the grade that reflects their level of standard mastery on any assignment, test, retest, and repeated assignment. Each teacher must be able to justify student grades using valid, district curriculum-related criteria.

GRADING

Accurate and complete documentation of each student's progress will be recorded by teachers in a timely manner. At least one grade will be posted each week in the district electronic grading program. A teacher shall give a minimum of three major grades each nine weeks. Major grades may not account for more than 60% of the nine weeks grade.

REPEAT OF MAJOR GRADE OR TEST

A student who earns a failing grade on a major grade or test, such as a unit test, essay, or any grade deemed major by the teacher except long term projects, labs, and semester final exams shall be allowed to repeat the major grade and/or test. Students shall be given the grade that reflects their level or content mastery. If a grade above 70 is to be recorded for the repeat major grade or test, all students shall be given the opportunity for the repeat. No repeat grade lower than the original grade shall be recorded. A student's refusal to complete original major grade or test shall not constitute the ability to repeat a major grade or retest.

TESTS

A student shall have at least four (4) school days from the day that a test was returned or the day they are notified of a failing grade to come in for re-teaching and retesting. A student must come in at least once for re-teaching before he/she can take a retest.

PROJECTS, LABS

Teachers will determine if and how long term projects and labs will be repeated.

MAJOR GRADES

Teachers will use their professional discretion in determining the amount of time students are allowed to repeat a major grade. Students shall have a least until the next day the class meets, from the time they are notified of a failing major grade, to repeat the major grade.

SEMESTER/FINAL EXAMS

A student shall not be allowed to repeat a semester/final exam grade.

GRADE REPORTING GUIDELINES

The district will exercise the following options for reporting student progress in each subject area on nine-week reports to parents. Students in Pre-K and Kindergarten will receive a checklist of curriculum skills mastered. Students in grades 1-12 will receive numeric grades in all subject areas of instruction.

When students receive failing grades on the report card, the teacher may be required to develop targeted intervention plans to assist the failing student during the next grading period.

If a numeric grade below (50) will be recorded on the report card the teacher must submit documentation to the principal supporting a grade below (50) and develop a targeted intervention plan. The teacher's documentation and targeted intervention plan will be available to the parent for review to support that action.

A passing score on the comprehensive final examination may be used to grant course credit at the discretion of administration.

DRESS CODE

The district's standardized dress code is established to teach unity, grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

PRE-KINDERGARTEN-12TH GRADE GENERAL GUIDELINES

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. Only approved Corsicana ISD logos are permitted.

PK-12 Socks, Hose, Tights

- Hose must be of a solid, single CISD approved color.
- Yoga pants, tights, etc. are not allowed. Prohibited materials include lycra, spandex, poly/spandex and any other material that typically stretches as worn in athleisure wear.

The student and parent may determine the student's personal dress and grooming standards, provided that they comply with the general guidelines set out above and with the student dress code outlined in the student handbook.

PK-12 FOOTWEAR

1. Hose/tights must be of a solid, single CISD approved color.
2. Socks must match each other and be an approved CISD color.
3. Sock may have logos.
4. No show socks of any color may be worn.

PK-12 OUTERWEAR

1. Jackets/coats/rain coats are allowed in accordance with appropriate weather conditions.
2. Outerwear must have a closing mechanism (full length zipper, buttons or snaps.)
3. Pullover sweatshirts are allowed in approved CISD solid colors. The CISD logo or the logo of a CISD school sponsored organization is optional.
4. Shirts worn under sweatshirts and sweaters must meet dress code guidelines, or the sweatshirt must remain on all day. Undershirts not in the solid colors of blue (light, royal or navy), yellow (light and gold), white, black or gray must be covered.

5. Outerwear worn inside the building must be a CISD approved color.
6. No denim, dungaree or blue jean material jackets are allowed.
7. Outerwear with hoods (hoodies) are NOT acceptable. That includes any apparel with hoods. Sweatshirts and sweaters with crew necks, V-necks and/or collars are allowed.

ADDITIONAL PK-12 GUIDELINES

1. Clothing can be no more than one size larger than the student's measurements. Garment may not be too tight.
2. All clothes must fit appropriately and be worn with appropriate undergarments as deemed fit by the campus administration.
3. All clothing worn inside the school buildings must be solid colored and dress code colors.
4. Clothing items cannot be worn in any way that reflects gang affiliation, conceals contraband or creates a distraction.
5. All clothing must be properly hemmed and free of holes or tears.
6. Patches are acceptable as long as they are the same color and applied on the inside of the clothing.
7. Each campus principal will be given a specific number days that are flexible days to be used at their discretion. These may be denim days, spirit shirt days, hat days, etc.
8. No grills or other objects covering teeth.
9. Wearing same color pants and top is not permitted.
10. Special needs and medical conditions will be reviewed on a case by case basis as they arise.
11. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that in the principal's judgment, may reasonably be expected to cause disruption or interference with normal school operations.
12. Hair will be kept neat, clean, well groomed and of a natural shade.
13. Hair must not be disruptive and must not present a safety hazard to any student.
14. Caps, hats or head coverings inside the buildings are not allowed.
15. Jewelry referring to alcohol and other drugs, tobacco, profanity, sex violence, gang membership or displaying obscene pictures shall not be permitted.
16. Except for ears, jewelry on other parts of the face, including the interior of the mouth is not permitted.
17. Sunglasses may be worn outdoors but worn indoors only with a permit from the nurse's office and/or a doctor's written recommendation.
18. Students in DAEP will consult with the building supervisor for appropriate dress code.

PK-6 BOYS

TOPS

1. Tiger spirit shirts can be worn daily in approved standardized dress code colors, as can collared shirts in approved standardized dress code colors. Those colors include solid colors of blue (light, royal or navy), yellow (light and gold), white, black or gray.
2. Shirts do not have to be tucked in.
3. Sweatshirts, turtlenecks and sweaters may be worn if free of any design or logo except approved CISD logos.
4. Shirts must be long enough to cover the stomach and back when arms are raised and when seated.

BELTS

1. Not required.

BOTTOMS-PANTS OR SHORTS

2. Approved pants/shorts colors: Solid khaki, navy or black.
3. No denim, dungaree or blue jean type materials are allowed.
4. Shorts for CISD must be fingertip length.
5. Cargo, carpenter, overalls, painter, hip hugger, form fitting, low rise, sagging and/or oversized style clothing are not permitted.
6. Baggy legged slacks or bell bottom pants wider than shoes are not permitted.

PK-6 GIRLS

TOPS

1. Tiger spirit shirts can be worn daily in approved standardized dress code colors, as can collared shirts in approved standardized dress code colors. Those colors include solid colors of blue (light, royal or navy), yellow (light and gold), white, black or gray.
2. Shirts do not have to be tucked in.
3. Sweatshirts, turtlenecks and sweaters may be worn if free of any design or logo except approved CISD logos.
4. Shirts must be long enough to cover the stomach and back when arms are raised and when seated.

BELTS

1. Optional for PK-6th grade.

BOTTOMS-PANTS OR SHORTS

1. Pants, shorts, capris or skorts.
2. Approved CISD colors: khaki, navy or black.
3. Shorts for CISD must be fingertip length.
4. No denim, dungaree or blue jean type materials.
5. Cargo, carpenter, overalls, painter, hip hugger, form fitting, low rise, sagging and/or oversized style clothing are not permitted.
6. Baggy legged slacks or bell bottom pants wider than shoes are not permitted.
7. Yoga pants, tights, etc. are not allowed. Prohibited materials include lycra, spandex, poly/spandex and any other material that typically stretches as worn in athleisure wear.

DRESSES

1. Jumpers and skirts may be worn with an appropriate top from above.
2. Jumpers, dresses and skirts for CISD must be fingertip length.
3. Approved CISD colors; solid khaki, navy or black.
4. No denim, dungaree or blue jean type materials.

7-12th GRADE SPECIFIC GUIDELINES

7-12 SHIRTS, BLOUSES, TURTLENECKS, SWEATSHIRTS, SWEATERS AND VESTS

1. Tiger spirit shirts can be worn daily in approved standardized dress code colors, as can collared shirts in approved standardized dress code colors. Those colors include solid colors of blue (light, royal or navy), yellow (light and gold), white, black or gray.
2. Shirts do not have to be tucked in..
3. Shirt must be appropriately sized in the shoulders, sleeves and length.
4. Layering is acceptable but undershirts must be in approved CISD colors.
5. All button except the top two must be buttoned.
6. Sweaters, sweatshirts and turtlenecks must be in CISD approved shirt colors.
7. Sweaters and sweater vests do not have to be tucked in as long as they have a fitted waist band and are worn over a CISD approved top.

COLORS

Approved CISD colors are :solid blue (light, royal or navy), gold (yellow), white, gray or black.

7-12 SLACK, PANTS AND SHORTS

STYLES

1. Pleated or flat front Docker-style slacks or pants.
2. Knee length walking shorts are approved.
3. Capri pants for female students are approved.
4. Pants will be worn at the waistline at all times. (no sagging)
5. Pants shall be worn at the proper length at all times (no dragging).
6. Pants must be hemmed at the bottom. (no ragging)

BELTS

1. Belts may be a color or colors as listed under CISD approved colors.
2. No belt buckles larger than a credit card.
3. Belts must be fastened and worn in the appropriate manner at all times.

NOT PERMITTED

1. Cargo, carpenter, overalls, painter, hip-hugger, form fitting, low rise, sagging and/or oversized style clothing.
2. Baggy legged slacks or bell bottom pants wider than shoes.
3. Wind shorts/pants, athletic sports/pants, sweat shorts/pants are not allowed except as directed by the instructor during PE/athletics, cheer, band or drill team classes.
4. Brads, studs or other adornments.
5. Denim of any color, tops and or bottoms are not permitted.
6. Wearing the same color pants and top at the same time is not permitted.
7. Yoga pants, tights, etc. are not allowed. Prohibited materials include lycra, spandex, poly/spandex and any other material that typically stretches as worn in athleisure wear.

SKIRTS, JUMPERS, DRESSES FOR 7TH-12TH GRADE FEMALES

STYLES

1. Traditional style to the knee or longer.
2. Kick pleats or slits must be hemmed at or below the bend of the knee.

COLORS

1. CISD approved colors include solid khaki, navy or black.

NOT PERMITTED

1. Form fitting clothing.
2. Denim of any color.

DRESS CODE IN ALTERNATIVE SETTINGS

Students in DAEP may be subject to a more rigid dress code than is required at regular campuses.

Such a standard may require students to wear similar attire, such as white shirt and dark pants for males, and white blouse dark skirts or pants for females. Students are expected to furnish their own appropriate clothing. All of the above-referenced general criteria apply to these students.

DRESS CODE IN EXTRACURRICULAR ACTIVITIES

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity if the principal reasonably believes that the student's dress or grooming:

- a. Creates a hazard to the student's safety or to the safety of others; or
- b. Will prevent, interfere with, or adversely affect the purpose, direction, or effort required for the activity to achieve its goals.

DRESS CODE VIOLATIONS

If the student's dress or grooming is objectionable under the general guideline provisions, the principal shall request the student make appropriate corrections. If the student refuses, the principal shall notify the student's parent or legal guardian and request that person to make the necessary correction. If both the student and parent or legal guardian refuses, the principal shall take disciplinary action in accordance with the Student Code of Conduct. Students shall be accorded due process appropriate to the disciplinary action as described in the Student Code of Conduct.

Students who violate provisions of the dress code relating to extracurricular activities may be removed or excluded from the extracurricular activity for such period as the principal or sponsor may determine in accordance with the Student Code of Conduct. The first dress code infraction a student receives shall not be considered a violation of any extracurricular bylaws or constitutions.

FUNDING FOR STANDARDIZED MODE OF DRESS

The district's governmental funds shall not be used to purchase clothing for use by students to comply with the standard mode of dress without specific approval by the Board. The funding source may include one or more of the following:

- a. Donations, gifts or grants;
- b. Funds generated at the campus level by students, staff, PTO or business and community partners; or
- c. Any other source approved by the Board.

EXEMPTIONS TO DRESS CODE

A parent or guardian of a student may apply in writing to the principal for an exemption from the standardized mode of dress. An exemption application form may be obtained from the District's central office at 2200 W. 4th Ave. in Corsicana. In order to be considered, the application shall be submitted to the campus principal.

NEW AND TRANSFER STUDENTS

Students who are new to the District shall have three days from the first day of school or the first day of enrollment to comply with the standardized dress code. The principal may grant a limited extension when necessary due to extenuating circumstances. When feasible, a campus may lend standardized dress code shirts to new and transfer students in order for the student to be in compliance.

FINAL AUTHORITY

Administrators will have complete and final judgment on all matters concerning interpretation of the student standardized dress code. Matters concerning appearance and dress not specifically covered in the standardized dress policy shall be within the discretion of administrators.

HEALTH

BACTERIAL MENINGITIS NOTIFICATION (REQUIRED BY SENATE BILL 31)

Bacterial Meningitis is an inflammation of the covering of the brain and spinal cord. It 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. Symptoms include severe headache, high temperature, vomiting sensitivity to light and neck stiffness.

The diagnosis is based on symptoms and lab tests. The majority of people make a complete recovery if treated promptly. It is spread through exchanging saliva such as kissing, sharing drinking containers or utensils or cigarettes. Vaccines are used only when there is an outbreak in a community or for those who travel and by some colleges. If you think you or someone you know has Bacterial Meningitis seek prompt medical attention. Additional information may be obtained at the web sites for the Centers of Disease Control and Prevention (www.cdc.gov) or the Texas Department of Health (www.tdh.state.tx.us).

DRUG TESTING

Students participating in extracurricular activities in grades 7-12 shall be subject to random drug testing throughout the school year.

IMMUNIZATIONS

A student must be fully immunized against certain diseases before being admitted to any school in the district. The immunizations required are: Diphtheria, Tetanus, Pertussis (DTaP/DTP/DT/Td/Tdap), Polio, Measles, Mumps, Rubella (MMR), Hepatitis B, Varicella, Meningococcal, and Hepatitis A for grades PPCD-12th grade. Hib and Pneumococcal are also required for PPCD-PK. A student may be enrolled with a current Conscience or medical exemption form.

A person may be provisionally admitted to the district schools if the person has begun the required immunizations and is on schedule to receive subsequent doses as rapidly as medically feasible. Please contact the Health Services Coordinator if you need further information, at (903) 874-1011.

MEDICATION

Employees of the district may administer medication to a student provided:

1. The district has received a written request to administer the medication from parent/legal guardian.
2. When administering prescription and non-prescription medication, the medication appears to be in the original container and is properly labeled.
3. Any medication that is to be taken for more than ten consecutive school days will require a licensed practicing Texas physician's statement and a written request from parent or legal guardian.

MAINTENANCE

ASBESTOS

The district stays in compliance with federal and state regulations concerning asbestos. Should you desire to review the asbestos management plan for a child's school, a copy of the plan is available in the principal's office as well as the district's central administration office.

PEST CONTROL INFORMATION

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from Director of Facilities and Transportation at (903) 874-7441. Postings of dates for application are provided at each facility.

PUBLIC INFORMATION

DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act of 1974 (FERPA), a Federal law, requires that Corsicana ISD, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records.

However, Corsicana ISD may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures.

Certain information about district students is considered "directory information" and will be released to anyone who follows the procedures for requesting the information unless the parent or guardian objects to the release of the "directory information" concerning a

student. The appropriate “objection” forms are included in the first day enrollment packet.

The primary purpose of directory information is to allow Corsicana ISD to include this type of information from your child's education records in certain school publications.

Examples include:

1. A Playbill, showing your student’s role in a drama production.
2. The annual yearbook.
3. Honor roll or other recognition lists.
4. Graduation programs, sports activity sheets, such as for showing weight and height of team member.
5. Student directories or yearbooks.

Corsicana ISD has designated the following pieces of information as “directory information”:

- Student’s name
- Dates of attendance
- Address
- Grade level
- Telephone listing
- Most recent education institution attended
- Email address
- Participation in officially recognized events/organizations
- Photograph
- Degrees
- Weight and height of members of athletic teams
- Honors and awards received
- Date and place of birth
- Major field of study

If you do not want Corsicana ISD to disclose “directory information” from your child's education records without your prior written consent, you must notify the District in writing within 10 business days of the start of school or within 10 business days from enrollment of your child in the district.

This also applies to releasing information to military and postsecondary recruiters. Federal law requires districts receiving assistance under the Elementary and Secondary Education Act of 1965 to provide a military recruiter or an institution of higher education, on request, with the name, address, or telephone number of a

secondary student unless the parent has advised the District that the parent does not want the student's information disclosed without the parent's prior written consent.

For more information on the Family Educational Rights and Privacy Act of 1974 (FERPA) visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the district is not in compliance with federal law regarding student records. The district's policy regarding student records is available from the principal's or superintendent's office or on the district's website at www.cisd.org.

The right of parents or eligible students to access and copy student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to the parents or student.

PHOTO RELEASE POLICY

All photographers taking photographs on school property or of school events must verify with the Public Information Officer that any student, faculty member, staff person, or member of the public who is visibly recognizable in the photograph has the appropriate paperwork on file to release the personally identifiable information. Crowd scenes where no single person is the dominant feature are exempt. These rules govern photographs intended for use in any District publication of a marketing or a public relations nature.. These rules are not in effect when photographs are taken of news events.

TELECOMMUNICATIONS NETWORK ACCEPTABLE USE POLICY

INTRODUCTION

Internet Access and Videoconferencing Services are provided solely for educational purposes and for use in connection with official duties, subject to these Acceptable Use Guidelines.

PRIVILEGES

Access to the Corsicana ISD Telecommunications Network is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of all administrative regulations governing use of the system services and shall agree in

writing to allow monitoring of their use and to comply with such regulations and guidelines.

Noncompliance with applicable regulations may result in suspension of access or termination of privileges and other disciplinary action consistent with Corsicana ISD policies and procedures.

As a user, **right to privacy** is limited in your electronic communication and work cannot be expected. Anything sent through electronic means is susceptible to access by others.

In addition, Corsicana ISD reserves the right to periodically monitor system activities to ensure proper use of the Corsicana ISD services.

All Corsicana ISD users have the **right to equal access** to services. Some uses, however, may be given priority over other uses. (e.g. videoconferencing traffic will be given higher priority than Internet browsing traffic).

You have the **right to freedom from harassment**. If you ever feel harassed or threatened by someone on the network, please bring it to the attention of your manager or principal, the Corsicana ISD Telecommunications Network managers, your Supervisor, or the Technology Director.

As in any educational community, there will be **intellectual freedom** on the Corsicana ISD Telecommunications Network. No viewpoint will be unfairly restricted. However, unorthodox viewpoints must take responsibility for the consequences of their words and opinions. In addition, members will be expected to abide by their district or school's policies regarding opinions, vulgarity, pornography, and other issues of professionalism. The network's objective is to provide an encouraging learning environment for students and educators, similar to a classroom setting.

RESPONSIBILITIES

Limited personal use of the Corsicana ISD Telecommunications Network will be permitted if the use imposes no tangible or unrecoverable cost to Corsicana ISD, does not unduly burden the Corsicana ISD Telecommunications Network resources, and adheres to the following member responsibilities.

When Corsicana ISD Telecommunications Network members agree to abide by these responsibilities, the members also agree that they will ensure that the students under their supervision will adhere to these responsibilities. In addition, members understand they will be held responsible for the actions of students, parents or community members while using Corsicana ISD services.

These Acceptable Use Policies are subject to change, and appropriate notice(s) will be provided.

GENERAL

1. The purpose of the Corsicana ISD Telecommunications Network is for education and research. The main use of the network must be in support of education and research and consistent with the Corsicana ISD vision, policies and procedures. Other uses of the network must comply with the rules and guidelines as defined herein.
2. Members shall not use the Corsicana ISD Telecommunications Network for any unlawful purposes, such as the illegal copying or installation of software. All members must respect the legal protection provided by copyright license to software programs, web sites, books, magazine articles, music, video, film and data. The copying of Corsicana ISD software or files is prohibited.
3. Use of Corsicana ISD Telecommunications Network systems to attempt to gain access to remote systems is prohibited. Intentional attempts to “crash” Corsicana ISD Telecommunications Network systems or any other network system will be reported to the proper authorities and the district superintendent and/or campus administrator.
4. Members shall not write, produce, generate, copy, propagate, or attempt to introduce any computer code designed to self-replicate, damage, or otherwise hinder the performance of any computer’s memory, file system or software. Such code is often called a bug, virus, worm, Trojan Horse, or similar name. Attempts to introduce viruses into the Corsicana ISD Telecommunications Network will be reported to the proper authorities and the district superintendent and/or campus administrator.
5. Members shall not use network services to annoy or harass others with language, images or threats. Members must respect the rights of others by not using language that is abusive, profane, or sexually offensive.
6. Members shall not deliberately access or create any obscene or objectionable information, language or images.
7. Members shall not intentionally damage Corsicana ISD Telecommunications Network equipment, damage information belonging to others, misuse network resources, or allow others to misuse network resources.
8. Members shall not physically tamper with computers, networks or other Corsicana ISD equipment, except as directed by Corsicana ISD Telecommunications Network managers or district/school Site Managers.

9. Members shall not remove Corsicana ISD equipment from its location at the district or school without permission of a Corsicana ISD Telecommunications Network manager or a district/school Site Manager.
10. Members shall not distribute or post advertising for profit, for campaigns for political office, or for lobbying purposes on the Corsicana ISD Telecommunications Network.
11. Members shall not distribute chain letters of any kind over the network.
12. Members will not attempt to hold Corsicana ISD responsible for any legal claim arising from use of Corsicana ISD services, including but not limited to claims of defamation, slander, libel, and invasion of privacy. Moreover, members agree to indemnify Corsicana ISD from any costs or losses incurred arising from such claims and/or copyright infringement claims made by third parties, including participants in videoconferencing sessions.
13. Members understand that Corsicana ISD is not held responsible for the content or accuracy of any information transmitted over the Internet, through e-mail, or on the videoconferencing system.
14. Any Corsicana ISD traffic that traverses another network may be subject to that network's acceptable use policy.

INTERNET

1. Members shall be responsible for any information submitted on or downloaded from the Internet. Corsicana ISD will not guarantee the security of any Social Security number, credit card number, bank account number, or other financial or personal information submitted on the Internet.
2. Members understand Corsicana ISD will not guarantee the privacy of Internet browsing or other Internet communications.
3. Members will ensure compliance with the following for staff use of the Internet: Staff shall not use/access material that is obscene or is child pornography.
4. Members will ensure compliance with the following for student use of the Internet:
Students shall not access material that is obscene, pornographic, child pornography, "harmful to minors", or otherwise inappropriate for educational uses. Students shall not use school resources to engage in "hacking" or attempts to otherwise compromise system security. Students shall not engage in any illegal activities on the Internet. Students shall only use electronic mail, chat rooms, and other forms of direct electronic

communications for school-related purposes. Students shall not disclose personal information, such as name, school, address, and telephone number outside of the school network.

5. Any violation of school policy may result in loss of school-provided access to the Internet. Additional disciplinary action may be determined in keeping with existing procedures and practices. When and where applicable, law enforcement agencies may be involved.

EMAIL

1. Members shall not impersonate other educators. Applying for or using an e-mail user ID under false pretenses will be reported to the district superintendent or school administrator, and current Corsicana ISD privileges will be revoked.
2. E-mail accounts are intended for educators only. E-mail accounts may not be initiated for parents or students without the express permission of the campus administrator and the Technology Director.
3. Decryption of the Corsicana ISD e-mail system or member e-mail passwords is prohibited.
4. Members understand Corsicana ISD will not guarantee the privacy of e-mail messages.
5. Members understand that e-mail accounts not used within three months of their expiration date will be deleted.
6. Members understand that Corsicana ISD reserves the right to review any material on member accounts and to monitor fileserver space.
7. In monitoring, Corsicana ISD Telecommunications Network managers will respect the privacy of members' e-mail accounts. Note that network managers may access your files **as part of normal maintenance**. This maintenance may include spot checks to ensure that inappropriate or copyrighted materials are not being kept in private folders.

VIDEOCONFERENCING

1. Members shall not connect additional equipment to the Corsicana ISD equipment which requires installation of software without prior approval of the Corsicana ISD technical team.
2. Members shall not use the videoconferencing systems for critical medical situations or any other time-critical business transactions.

3. Members are responsible for securing appropriate releases for all videoconference participants, including adult parent/guardian consent for releases for participants under 18 years of age.
4. Members understand that audio or video copies of the videoconferences may be available to the public and the media under the Texas Public Information Act.
5. Members shall not hold Corsicana ISD or any of their agents or employees responsible for costs incurred on inconveniences in the event of a videoconference that is delayed or canceled due to technical difficulties.
6. Corsicana ISD will not guarantee the privacy of videoconferences.

PARENT LETTER FROM CORSICANA ISD FOR INTERNET AND VIDEOCONFERENCING

Dear Parents/Guardians:

Your child has an opportunity to participate in the Corsicana ISD Telecommunications Network. This network provides our district and school with Internet access and two-way interactive videoconferencing. Through Corsicana ISD, your child will be able to communicate with other schools, colleges, organizations and individuals around the world through the World Wide Web and video distance learning.

The Internet is a network of networks which will give your child access to hundreds of databases, libraries, web sites, resources, and services all over the world through video distance learning, your child will be able to participate in live videoconferences and/or video courses. These videoconferences will include student courses, curriculum extension activities such as “virtual” field trips to faraway places, and collaborative projects with other schools and/or colleges and universities. Therefore, we need your permission as a parent or guardian for your child to participate in Corsicana ISD activities and opportunities.

With this educational opportunity also comes responsibility. Your child’s teachers will train your child to use the Corsicana ISD services properly, in accordance with the network’s Acceptable Use Policies and our district’s policies and procedures. Inappropriate use will result in the loss of privileges and appropriate disciplinary action. If you wish to have a copy of the Corsicana ISD Acceptable Use Policies, please make a note on the enclosed reply form.

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

In addition, please note that when your child's class participates in video distance learning, your child will be seen on a television screen in one or more separate other locations. Often video distance learning sessions are recorded for future educational use by the participating organizations. While our school will take reasonable steps to ensure the security of our students, it is not possible for us to absolutely know how, where and when such videotapes will be used by other organizations.

SPECIAL EDUCATION

AIDING STUDENTS WHO HAVE LEARNING DIFFICULTIES OR WHO NEED SPECIAL EDUCATION OR SECTION 504 SERVICES

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

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

Special Education Referrals:

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

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

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

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

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

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

CONTACT PERSON FOR SPECIAL EDUCATION REFERRALS

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

Contact Person: Shana Owen, Special Education Compliance Coordinator

Phone Number: (903) 602-8158

Section 504 Referrals:

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

CONTACT PERSON FOR SECTION 504 REFERRALS

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Shana Owen, Director of Special Programs

Phone Number: (903) 602-8158

Additional Information:

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

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

STUDENT RIGHTS

BULLYING

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

- Has the effect or will have the effect of physically harming a student, damaging a student's property or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational process or the orderly operation of a classroom or school; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or
- Infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in state law as bullying that is done through the use of any electronic communication device, including through the use of:

- A cellular or other type of telephone

- A computer
- A camera
- Electronic Mail
- Instant messaging
- Text messaging
- A social media application
- An internet website
- Any other internet-based communication tool

Bullying is prohibited by the district and could include:

- Hazing
- Threats
- Taunting
- Teasing
- Confinement
- Assault
- Demands for money
- Destruction of property
- Theft of valued possessions
- Name calling
- Rumor spreading
- Ostracism

If a student believes that he or she has experienced bullying or witnesses the bullying of another student, the student or parent should notify a teacher, school counselor, principal or another district employee as soon as possible. Procedures for reporting allegations of bullying may be found on the district's website.

A student may anonymously report an alleged incident of bullying and related misconduct. The district will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying.

If an investigation determines that bullying occurred, the administration will take appropriate disciplinary action and may, in certain circumstances, notify law enforcement. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

Available counseling options will be provided to the affected individuals, including any student who witnessed the bullying.

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

Upon recommendation of the administration, the board may transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another campus in the district.

The parent of a student who has been determined to be a victim of bullying may request that the student be transferred to another classroom or campus within the district.

A copy of the district's bullying policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook as an appendix.

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

COMPLAINTS BY STUDENTS/PARENTS

Usually, student, parent complaints or concerns can be addressed simply - by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the district has adopted a standard complaint policy at FNG. In general, a parent or student should first discuss the complaint with the campus principal. If unresolved, a written complaint and a request for a conference should be sent to the Superintendent. If still unresolved, the district provides for the complaint to be presented to the Board of Trustees, members of the community elected to set policy and priorities for the district.

Some complaints require different procedures. Any campus office or the Superintendent's office can provide information regarding specific processes for the following complaints.

Additional information can also be found in the designated Board policy:

- Discrimination on the basis of gender
- Sexual abuse or sexual harassment of a student
- Loss of credit on the basis of attendance
- Removal of a student by a teacher for disciplinary reasons
- Expulsion of a student
- Identification, evaluation, or educational placement of a student with a disability
- Instructional materials
- On-campus distribution of non-school materials to students
- Complaints against district peace officers

SEARCHES

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets or property by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if it meets both of the following criteria:

- The action is justified at the inception, i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation.
- The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction

Areas such as lockers, which are owned by the district and jointly controlled by the district, and student, may be searched if reasonable cause exists to believe that contraband is inside the locker.

Students have full responsibility for the security of their lockers and vehicles parked on school property and shall make certain they are locked and the keys and combination are not given to others. Students shall not place, keep, or maintain any article or material in lockers or vehicles parked on school property that is forbidden by district policy.

School officials may search lockers and vehicles parked on school property if there is reasonable cause to believe they contain articles or materials prohibited by district policy. Students shall be responsible for any prohibited items found in their lockers or vehicles parked on school property.

If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the principal or designee shall contact the student's parents. If the parents also refuse to permit the vehicle to be searched, the principal or designee may contact local law enforcement officials and turn the matter over to them.

USE OF TRAINED DOG

The district shall use specially trained non-aggressive dogs to sniff out and alert to the current presence of concealed prohibited items, illicit substances and alcohol. This program is implemented in order to reduce drug and alcohol use problems in our schools and to maintain a safe school environment conducive to education.

Visits to schools shall be unannounced. The dogs shall be used to sniff the air in vacant classrooms, in vacant common areas, around student lockers, and around vehicles parked on school property. The dogs shall not be used with students. If a dog alerts to a locker, a vehicle, or an item in a classroom, school officials may search it. Searches of vehicles shall be conducted as described above. Trained dogs may sniff lockers at any time. Trained dogs

may sniff vehicles parked on school property at any time. Trained dogs may sniff classrooms and other common areas at any time students are not present.

If contraband of any kind is found, the student shall be subject to appropriate disciplinary action. The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker or vehicle parked on school property, or on the student's person as a result of a search conducted in accordance with this policy.

USE OF MAGNETOMETERS

In order to maintain a safe school environment conducive to the educational process, the district may use magnetometers ("metal detectors") to discover and deter violations of the district's weapons policy. The person operating the magnetometer shall be specifically trained in the use of the unit(s) in order to maximize the effectiveness of the search.

At the discretion of the school principal, a magnetometer screening of all persons before entering a facility where a school sponsored activity is held may be required. If the magnetometer alerts to the presence of metal, the person shall be asked to remove all metal objects from the individual's person and possessions, after which the person shall be scanned a second time.

If the person refuses to comply and cannot give satisfactory explanation, or if the magnetometer again alerts to the presence of metal, the person shall not be permitted to enter the facility.

USE OF VIDEO SURVEILLANCE

In order to maintain a safe school environment conducive to the educational process, the district may use video surveillance equipment to discover and deter violators of the Student Code of Conduct on school buses and in school facilities or school-sponsored activities.

SEXUAL HARRASSMENT

The district believes that every student has the right to attend district schools and school related activities free from all forms of discrimination on the basis of sex, including sexual harassment. The district considers sexual harassment of students to be serious and will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

All students are expected to treat one another courteously, with respect for the other person's feelings, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop. All students are prohibited from engaging in offensive verbal or physical conduct of a sexual nature directed toward another student. This prohibition applies whether the conduct is by word, gesture, or any other intimidating sexual conduct, including requests for sexual favors that the other student regards as offensive or provocative.

Student and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with the teacher, the principal or designee, or **Ms. Margarita Tovar**, who serves as the district's **Title IX Coordinator** for students and employees. Her address is 2200 W. 4th Avenue, Corsicana, Texas 75110. Her telephone number is **903-602-8144**. Her email address is mtovar@cisd.org.

A student and/or parent in a conference may present a complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member with the principal or designee or with the Title IX coordinator. A person who is the same gender as the student ordinarily will hold the first conference with the student. The conference will be scheduled and held as soon as possible within five days of the request. The principal or Title IX coordinator will coordinate an appropriate investigation, which ordinarily will be completed within 10 days. The student or parent will be informed if extenuating circumstances delay completion of the investigation.

The student will not be required to present a complaint to a person who is the subject of the complaint. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent within 10 days may request a conference with the superintendent or designee by following the procedure set out in board policy FNCJ (LOCAL). If the resolution by the superintendent or designee is not satisfactory, the student or parent may present the complaint to the board as provided by policy.

QUESTIONING STUDENTS

Administrators, teachers, CISD police officers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students.

The following guidelines shall apply when CISD law enforcement officers or other lawful authorities desire to question or interview a student at school:

1. The principal shall verify and record the identity of the officer or other authority and request an explanation of the need to question or interview the student at school.
2. The principal ordinarily shall make reasonable efforts to notify the student's parents or other person having lawful control of the student. If the interviewer raises what the principal considers to be a valid objection to the notification, parents will not be notified.
3. The principal or a designee ordinarily shall be present during the questioning or interview. If the interviewer raises what the principal considers being a valid objection to a third party's presence, the interview shall be conducted without the person's presence.
4. Principal or designee may direct CISD law enforcement officers to interview students of victim or witness without prior notification of parent if appropriate and if there is a safety concern.

Before a student at school is arrested or taken into custody by a law enforcement officer or other legally authorized person, the principal shall verify the official's identity. To the best of his or her ability, the principal shall verify the official's authority to take custody of the student and then shall deliver the student.

The principal shall immediately notify the superintendent or superintendent designee and ordinarily shall notify the parent or other person having lawful control of the student. If the officer or other authorized person raises what the principal considers to be a valid objection to notifying the parents at that time, the principal shall not notify the parents.

UNSAFE SCHOOLS

FDD LEGAL

Each district receiving assistance under Title I, Part A of the Elementary and Secondary Education Act (20 U.S.C. 6301 et seq.) must allow a student to attend a safe public elementary or secondary school within the District, including a public charter school, if the student:

1. Attends a persistently dangerous public elementary or secondary school, as defined by the state's education agency; or
2. Becomes a victim of a violent criminal offense while in or on the grounds of the school the student attends.

No Child Left Behind Act of 2001, 20 U.S.C. 7912