

# Contemporary

*"Riding the waves to Success."*

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# Center

## **Table of Contents**

<b>Admission, Attendance, and Withdrawal.....</b>	<b>2</b>
<b>Dress and Grooming.....</b>	<b>7</b>
<b>Curriculum-Related Information .....</b>	<b>9</b>
<b>Counseling.....</b>	<b>25</b>
<b>Academic Awards and Honors.....</b>	<b>29</b>
<b>Grading Guidelines and Procedures.....</b>	<b>30</b>
<b>Scheduling .....</b>	<b>33</b>
<b>General Information .....</b>	<b>34</b>
<b>Safety and Health .....</b>	<b>36</b>
<b>School Facilities .....</b>	<b>40</b>
<b>Searches.....</b>	<b>41</b>
<b>Responsible Student Behavior .....</b>	<b>42</b>
<b>Disciplinary Consequences .....</b>	<b>46</b>
<b>Transportation.....</b>	<b>48</b>
<b>Student Activities, Organizations and Clubs .....</b>	<b>49</b>
<b>Parental Involvement .....</b>	<b>53</b>

## **ADMISSION, ATTENDANCE, AND WITHDRAWAL**

### **ADMISSION TO CONTEMPORARY LEARNING CENTER**

Any legal resident of the Houston ISD under 21 years of age as of September 1 and in good standing may enroll in CLC providing the student has the academic prerequisites. Students who are transferring from other accredited schools will be accepted pending receipt of their official transcripts and confirmation of acceptable disciplinary standing.

### **RESIDENCY**

Students must live in Houston ISD with their parent(s) or legal guardian. Supporting evidence required includes:

1. Recent utility bills (electrical utility preferred) with name and address of parent or guardian,
2. Proof of custody if parents are divorced or if living with someone other than a parent,
3. Presence of the parent or guardian.

### **ATTENDANCE**

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

### **COMPULSORY ATTENDANCE**

The state compulsory attendance law requires that a student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student's enrollment. The student's presence on school property is then unauthorized and may be considered trespass.

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, such as basic skills for ninth graders, or from required tutorials will be considered truant and subject to disciplinary action. Disciplinary action may include the loss of parking privileges. Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

### **ATTENDANCE FOR CREDIT**

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

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

- All absences shall be considered in determining whether a student has attended the required percentage of days. If make-up work is completed, absences for religious holy days and health care appointments shall be considered days of attendance for this purpose. [See policy FEB]
- A transfer or migrant student incurs absences only after his or her enrollment in the District. For a student transferring into the District after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the District's Board of Trustees by filing a written request with the Superintendent in accordance with policy FNG. The actual number of days a student must attend in order to receive credit will depend on whether the class is for a full semester or for a full year.

When a student must be absent from school, the student—upon returning to school or within three days—must bring a note, signed by the parent with a working daytime phone number, which describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older.

## **ATTENDANCE QUESTION AND ANSWERS FOR STUDENTS**

1. What if I am more than 15 minutes late to school?  
*Take your excuse to the attendance office and sign in.*
2. What if I am less than 15 minutes late to school?  
*Report directly to first period class. Follow proper tardy procedures.*
3. What if a teacher or staff member has caused me to be late to class?  
*It is your responsibility to secure a pass to be admitted to your next class. Try to develop good attendance and punctuality habits.*
4. What if I am absent from school?  
*Have a parent or guardian call the attendance office to report your absence.*
5. What do I do when I return to school from an absence?  
*If your parent or guardian did not call to excuse your absence, report to the attendance office with a note from a parent or guardian accounting for your absence. If your parent or guardian called, you may report directly to class.*
6. What if I need to leave school early?  
*Turn in a signed note from your parent or guardian to the attendance office when you arrive in the morning. Be sure that your note contains a parent or guardian telephone number, and/or the name and telephone number of the attending physician or dentist. After verification, the attendance office will issue you a pass to be released from your class at the appropriate time. Prior to leaving school, you must check out through the attendance office.*
7. What if I need to leave my classroom during class?  
*Always get a signed pass from your teacher. No student should be in the halls without a signed pass.*

## **DRIVER LICENSE ATTENDANCE VERIFICATION**

To obtain a driver license, a student between the ages of 16 and 18 must annually provide to the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form at the campus attendance office. Students who have credit denial in any course will not receive a VOE form from the school district.

## **EXCUSES**

Excuses for absence must be written on full sheets of paper and returned to school the day following the absence(s). The note must contain the following:

- Date excuse is written
- Full name of student
- Student I.D. number
- Dates absent
- Reason for absence on each date
- Signature of parent or guardian
- Telephone number of parent

The student is required to bring a written excuse signed by a parent or guardian. In the case of forgery of an excuse note and/or call, disciplinary action will be taken. Students should deposit excuse notes at the Attendance office before class begins on the day they return to school from an absence. Time out of class used to clarify absences will not be permitted. If parents do not call or if students do not bring a note on the day they return, they will have one additional day to complete this required documentation. The student's assistant principal may grant an extension of this deadline if there are extenuating circumstances. All notes are filed in the student's folder and become evidence in any Attendance Review and/or Court hearing.

## **TARDINESS**

A student who is tardy to school or to class may be assigned disciplinary action according to the Tardy Policy. The student who is frequently tardy will be subject to further disciplinary action. Car trouble or missing the school bus is not an acceptable excuse for arriving on campus late. A student arriving on campus late must first report to the attendance office. A student who is more than fifteen minutes tardy shall be considered absent for that period.

## **ABSENCES APPROVED IN ADVANCE**

The assistant principal may approve certain types of absences in advance. Parental request forms are available in the attendance office. This form must be completed and presented at least 48 hours in advance of the proposed absence. Approval will be based on the student's attendance record, academic standing, and compliance with the procedure. College visitation days by seniors (see "College Visitation") are included in this process. Make-up assignments are provided for absences approved in advance.

## **COLLEGE VISITATION**

Whenever possible, college visits during the school year should be scheduled during school holidays and teacher workdays when students are not in classes. A college visit on a regular school day will require advanced approval. Each senior is allowed one college day. If they need more, they must receive special permission from the principal. Please adhere to the following procedures for college visitations:

1. Pick up an approved absence form from the counselor's office. Have your parents and each of your teachers sign it, and then return it to the attendance office.
2. Bring the signed verification from the college you visited to the Attendance Office the day you return to school.

3. College visitations are considered school activity days and do not count against your attendance.

### **FIELD TRIP ABSENCES**

Students participating in a field trip during school hours will not be counted as absent. Work missed for such activities is eligible for make-up, as are days missed for U.I.L. competitions. Prior approval must be given for all students participating in a field trip. Students who are failing any class or who have poor or unsatisfactory conduct/attendance may not participate in a field trip or UIL activity. It will be the responsibility of the teacher or coach sponsoring the field trip or UIL activity to check all forms and student eligibility prior to the trip. Students who are failing a class do not have permission to miss that class for a field trip or UIL activity during school hours.

### **EXCUSED ABSENCES**

1. Personal illness: The assistant principal or principal may require certification of a physician if he/she deems it necessary.
2. Death of a family member.
3. Student's health services and family or individual counseling therapy appointments: The assistant principal or principal will require a note signed by the parent/guardian requesting that a student be released for an appointment.
4. Religious holy days and activities: Any student of an established religious faith will be excused if his absence is for the purpose of observing a religious holy day that is consistent with his/her creed or belief. The student is counted as present in school according to state statute and is not considered absent. Written requests for such absences must be made to the attendance office prior to the absence.
5. Authorized school-sponsored activities: A student may receive excused absences for participating in off-campus school related activities. Without the permission of the student's assistant principal, a student will not be permitted to participate in activities that would result in the student's absence from any class more than ten (10) times a calendar year (Aug.-May).
6. Court appearance: The principal shall require the presentation of an appropriate court document, subpoena, etc., which indicates that a student should appear in court.
7. Absences approved in advance: As defined earlier in this policy. These absences include college visits during a school day.

### **UNEXCUSED ABSENCES**

An absence for any reason other than those listed above under "EXCUSED ABSENCES" shall be classified as unexcused. Absences that are initially classified as unexcused may be changed to excused if the parents send a note (stating the reason) within two school days after the absence. The assistant principal may review reasons other than those above and determine that they, also, may be excused. A student may be denied credit for a class if the student accumulates excessive absences as defined earlier in this section.

### **RELEASE OF STUDENTS FROM SCHOOL**

Every attempt should be made to schedule appointments outside of the school day. There may be times, however, when an appointment must be scheduled during the school day. Before school on those days, the student must bring a note from a parent/guardian, containing:

1. A phone number where the parent or guardian can be reached for verification,
2. Name and phone number of the doctor or dentist.

Students will be given a release permit by the attendance office allowing them to leave class at the designated time. The student may not leave during a class period to get the note. The student should present the official permit to the teacher at the beginning of the period that is designated for his/her appointment. The student keeps this official permit and should return it to the Attendance office signed by a representative of the physician's office. If a student leaves and returns to school during the same school day, the student is not considered absent for the day, only for those classes missed.

### **OFF CAMPUS PERMITS/EARLY RELEASE PERMITS**

All early release permits must be carried by the student at all times and should be available for review upon request. Permits will be issued to students by their assistant principal.

### **WORK RELEASE PERMITS**

Off-campus permits for vocational students participating in a Cooperative Education program will be issued by the Cooperative Education teacher. Vocational Education teachers will provide a list of approved students to the assistant principal. A permission slip must be on file with attendance granting permission for the student to leave campus during the school day.

### **OFF CAMPUS ATHLETICS**

Students participating in athletics at an off-campus venue will also be given a permit to authorize their being off campus during the school day. A permission slip must be on file with attendance granting permission for the student to leave campus during the school day.

### **LEAVING SCHOOL EARLY DUE TO ILLNESS**

If a student becomes ill while at school, the student should get a permit from his/her classroom teacher to go to the clinic. Under no circumstances are students to leave school without proper authorization. A student leaving school for any reason must sign out in the attendance office. Failure to follow the procedure will warrant disciplinary action for truancy.

### **MAKE UP WORK FOR ABSENCES**

A student will be given the opportunity to make up work missed during absences and suspensions. It is the responsibility of the student to request and complete any assignments or tests missed because of absence. Students will be permitted one day for make-up work for each day of absence. Teachers may extend this time limit at their discretion. Make-up work is the responsibility of the student. If a student knows he/she is going to be absent for three or more days, a parent or guardian may contact the counselor prior to their absence for assignments. Students who miss class for an approved school activity are to notify the teacher in advance concerning the possibility of completing the tests/assignments before the class is missed. Students must realize the importance of establishing credibility with their teachers. It is not fair to other students when a student asks for an excused absence because of the student's failure to complete his/her assignment on time.

*One Day Absence:* On any one day of absence including school sponsored activities, the student may be required to make-up any work due on that day of absence or the day the student returns to class provided the assignment was made prior to the absence. (If the teacher wants to require the work the day the student returns, the teacher may do so.)

*Two or More Consecutive Days of Absence:* On any two or more consecutive days of absences, it is the student's responsibility to arrange for make-up work. The student should request the assignments upon his/her return to class. The teacher will determine the amount of time necessary to complete the make-up work, as well as provide the opportunity for the make-up work.

In the case of long-term assignment: Teachers may require long-term assignments i.e. research papers, projects, etc. (that were assigned prior to a student's absence) to be turned in on the day the student returns to school. Requests for Assignments: On any three or more consecutive days of excused absences due to unforeseen reasons, a student may request assignments by contacting the attendance office. Please allow 24 hours to pick up requests for assignment sheets, textbooks and materials. Teachers may require long-term assignments (that were assigned prior to a student's absence) to be turned in on the day the student returns to school.

### **CREDIT APPEALS FOR EXCESSIVE ABSENCES**

At the end of each credit semester, parents and students will be notified regarding loss of credit due to excessive absences. Students may appeal the loss of credit by submitting a CREDIT APPEAL FORM within ten (10) days following the last day of the grading period. Forms are available in the assistant principals' offices. In order to assist in making up class hours missed due to absences, the attendance committee may provide alternative ways for students to make up work or regain credit due to absences. Make-up classes are held on Monday through Thursday for 1 hour, and on Saturdays for 4 hours.

### **RETURNING TO SCHOOL AFTER LEAVING EARLY THE PREVIOUS DAY**

If a student leaves school early for an appointment, the Attendance office will issue him a permit. Return this permit, along with verification from the health professional, to the Attendance office when you return to school. This procedure must be completed prior to the beginning of the first period.

### **WITHDRAWAL FROM SCHOOL**

A student under 18 may be withdrawn from school only by a parent or legal guardian. The school requests notice from the parent at least three days in advance so that records and documents may be prepared. A withdrawal form may be obtained by the parent from the principal's office.

On the student's last day, the withdrawal form must be presented to each teacher for current grade averages and book clearance; to the librarian to ensure a clear library record; to the clinic for health records; to the counselor for the last report card and course clearance; and finally, to the principal. A copy of the withdrawal form will be given to the student and a copy placed in the student's permanent record. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

### **CLOSED CAMPUS POLICY**

Once a student arrives on campus for the school day, he/she will not be permitted to leave the campus without administrative approval. Students leaving school for any reason (doctor's appointment, orthodontia, illness, etc.) other than a school-sponsored activity without checking out through the Attendance office will be subject to disciplinary action. Checkout procedures must be followed even if the parents are aware that the student is leaving.

NCISD Board Policy prohibits students from leaving the campus during the school day (including lunch) without the permission of a parent or guardian.

## **DRESS AND GROOMING**

### **DRESS CODE**

The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Dress regulations should discourage the extremes and the fads that may lead to disruptions. Students will wear attire that covers them from two inches below the collarbone to fingertip length on the leg.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health hazard or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may cause disruption of or interfere with normal school operations. The principal or designee, in conjunction 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 believes that the student's dress or grooming: (1) Creates a hazard to the student's safety or to the safety of others; or, (2) Will prevent, interfere with, or adversely affect purpose, direction, or effort required for the activity to achieve its goals.

If the student's dress or grooming is objectionable under these provisions, the principal or designee shall request that the student make appropriate corrections. If the student refuses, the principal shall notify the student's parent or legal guardian and request that a person make the necessary correction. If both the student and parent or legal guardian refuses, the principal or designee shall take appropriate disciplinary action. All students shall be accorded due process safeguards before any disciplinary action may be taken. Absence from class due to inappropriate dress or grooming will be counted as unexcused. Repeated violations may cause additional appropriate disciplinary action to be taken.

To clarify for the high school student dress code policy, the following examples of dress are considered inappropriate:

1. Clothing, jewelry, badges, patches, tattoos, or designs on clothing must not reflect or suggest in any manner drugs, alcohol, tobacco, sex, vulgar language, gang affiliations, violence, death, satanic ideology, or other items that could be viewed as offensive to others.
2. Hairstyles must be neat, clean, and well groomed. Hair coloring that is not a natural color, and extreme hairstyles (i.e. Mohawks, etc.) are prohibited.
3. No hats, bandanas, scarves, head coverings, curlers, sweatbands, or caps shall be worn in the building or be in a student's possession during the school day. If brought into the building, they must be stored in the student's locker. Hats worn in the building will be taken up and can be claimed by parents or returned to the student at the end of the year. A minimum of one detention will be assigned for the violation of the hat/bandana policy. Repeated offenses will incur additional disciplinary action.
4. Sideburns that extend lower than the ear lobe or have exaggerated flares are prohibited.
5. Mustaches or beards are prohibited. Students are expected to shave as often as the situation dictates in order to maintain good grooming habits.
6. Skirts and shorts must extend beyond the length of fingertips of the individual when arms hang loosely at the sides. Pants, skirts, and shorts must be properly hemmed and must fit at the waist. Undergarments should not be seen.
7. Excessively oversized or excessively tight garments shall not be worn.
8. Tank tops shall only be worn in conjunction with a sleeved garment. The midriff must not be exposed when a student goes through normal activities of a school day (bending, stretching, reaching, etc.).
9. Revealing garments are not permitted without the wearing of an appropriate vest or shirt/blouse.
10. Inappropriate clothing includes any casual beach-like attire, including backless blouses, off-the-shoulder blouses/dresses, halter-type tank tops, tank tops, tops with spaghetti straps, or pants, shirts, and sleeves that have been cut off. Blouses/shirts must be tucked in or be below the waistband when arms are extended overhead.
11. Proper undergarments must be worn.
12. Full-length trench coats may not be worn.
13. Chains of any length or size (including wallet chains) are not allowed.
14. Shorts can be worn all year. The school administration will review the appropriateness of shorts each six weeks. If it is deemed that there has been disregard of the dress code guidelines outlined earlier in this policy, the privilege of wearing shorts may be revoked. Inappropriate shorts include shorts that are higher than the extended fingertip of the individual, running shorts, spandex, and cutoffs with frayed

hems, shorts worn over shorts, neon or fluorescent material. Shorts, jeans, and slacks with large holes and/or tears are prohibited.

15. Appropriate footwear shall be worn. Shower shoes, thongs, or house shoes are not appropriate. Shoes with wheels, roller blades, skateboards, or scooters are prohibited.

16. Any form of dress, jewelry, hair, or hair color, that attracts undue attention, disrupts school, or distracts from the learning process is not acceptable.

17. Gang-related apparel is prohibited in school or at any school-related function.

18. Random dress code sweeps may be conducted throughout the school day. Students out of dress code will be subject to disciplinary measures.

19. Facial piercing will be limited to the student's ears only.

Students may be asked to remove jewelry, earrings, etc. if the principal, assistant principal, teachers or other school personnel feel they are a distraction in the classroom. Students in violation of the dress code will be given an opportunity to correct the violation by changing clothes, shoes, etc. If a change cannot be made, the student may use the telephone to have someone bring him/her proper attire. If the violation is not corrected, the student will not be allowed to go to class. Any student sent home for dress code violations will receive unexcused absences for the classes missed. The dress code rules shall apply through the last day of school.

## **CURRICULUM-RELATED INFORMATION**

### **ACADEMIC PROGRAMS**

The school counselor, principal, and teaching staff provide students and their parents information regarding academic programs to prepare for higher education and career choices. Most ninth graders are required to enroll in the Recommended High School Program or Distinguished Achievement Program.

To meet the diverse interests and needs of the Contemporary Learning students, the school offers a challenging and comprehensive curriculum. Several academic levels and content areas are available so that a student can mix and match course content and level to individual goals, interests and abilities.

Contemporary Learning Center provides quality instruction for each student. Attention is given to the student's performance in previous courses; the difficulty level of the courses; and any special learning needs. The **HISD/CLC CLEAR Curriculum** is designed for students who plan to attend colleges or universities, technical schools or the work place upon graduation.

The regular curriculum is college/university preparatory and includes challenging content material, study skills, critical-thinking skills and problem solving utilizing state adopted textbooks, media, and computer technology. Teachers have high expectations for student performance in all courses.

For the student who must have a modified curriculum, courses are developed around the state mandated curriculum stressing mastery of specific essential knowledge and skills. Specific criteria exist for placing a student in a modified curriculum. These courses are designed for the student who has not satisfactorily achieved learning and requires special assistance. Students whose academic needs are addressed through special education classes earn credits toward graduation based on the specifications in the student's Individual Education Plan (IEP).

Tutorial sessions are available for the student who is having difficulty in a particular class, or is making a grade of 70 or below, or simply wishes help in certain areas. These sessions may be offered before or after school. The student will be notified of the location and times. Students are encouraged to seek assistance from their regular teachers. For the student who has not yet mastered the Texas Assessment of Knowledge and Skills (TAKS) examinations, special courses are available. Parents of those students will be contacted and options given for remediation.

## **STUDENTS WITH DISABILITIES**

Parents of students with learning difficulties or who may need special education services may request an evaluation for special education at any time. Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP). For more information, see your child's school counselor.

## **ADVANCED PROGRAM (Pre-AP and AP)**

The advanced program offers courses that are accelerated and enriched in content. These courses are designed to prepare students to enter college with a sound background in subject content, learning strategies, thinking skills and work ethics. Advanced level courses are offered in English, Foreign Language, Fine Arts, Mathematics, Social Studies, and Science. These are the most rigorous academic courses offered by Houston ISD.

Classes are provided to offer more flexibility, greater acceleration of subject matter, and better provision for independent study. Quality of work and the opportunity for creativity and imagination are primary objectives of courses of this type. By their depth and breadth, the courses challenge the students' minds and satisfy their curiosity and desire for learning. For the purpose of class rank, each semester grade in core pre-AP and AP courses in grades 9-12 shall be weighted according to the formula in effect when the student entered ninth grade. (See the Course Catalog.)

The Advanced Placement (AP) program, which is sponsored by the College Board, enables students to complete college-level studies while they are in high school and to obtain college placement and/or credit on the basis of their superior performance on the Advanced Placement examinations. Classes that are designated "AP" follow specific curricula developed by the College Board and differ from the "regular" classes in those same subjects. The examinations for all Advanced Placement courses are given at Contemporary Learning Center on designated national test dates in May of each school year. Each college or university establishes its own policy regarding the awarding of credit, placement, and grades on the basis of Advanced Placement exam scores. Failure to take the AP Exam will result in the loss of advanced measures toward the Distinguished Achievement Plan Diploma.

CLC will possibly offers several AP courses designated in the course listing with AP in the title. Students who do not take AP courses but want to test for college credit should consult with the college about taking CLEP (College-Level Examination Program) tests or departmental tests at the college in which they are enrolling.

**HOUSTON ISD AND TEXAS STATE GRADUATION REQUIREMENTS  
STUDENTS ENTERING GRADE 9 FALL 2007 AND THEREAFTER**  
Minimum, Recommended, Distinguished transcript seals are applied following graduation  
depending upon courses taken.

<i>Courses</i>	<i>Minimum**</i>	<i>Recommended (Texas Scholars)</i>	<i>Distinguished (Texas Scholars)</i>
ENGLISH	4 CREDITS English I-IV	4 CREDITS English I-IV	4 CREDITS English I-IV
MATH	3 CREDITS Algebra I, Geometry, and additional math class	4 CREDITS Must consist of Algebra I, Geometry, Algebra II	4 CREDITS To include Algebra I, Geometry, Algebra II
SCIENCE	2 CREDITS To include: Integrated Physics and Chemistry, Biology, and Chemistry or Principles of Technology	4 CREDITS One credit must be Biology (Biology, AP Biology); Must choose two credits from the following areas: * IPC * Chemistry, Chemistry AP * Physics, Physics AP, Principles of Technology *Not more than one credit may be chosen from each of these areas to satisfy this requirement.	4 CREDITS One credit must be Biology (Biology, AP Biology); Must choose two credits from the following areas: * IPC * Chemistry, Chemistry AP * Physics, Physics AP, Principles of Technology *Not more than one credit may be chosen from each of these areas to satisfy this requirement.
SOCIAL STUDIES	2.5 CREDITS World Geography, World History, US History, 0.5 Government, 0.5 Economics	3.5 CREDITS World Geography, World History, US History, 0.5 Government, 0.5 Economics	3.5 CREDITS World Geography, World History, US History, 0.5 Government, 0.5 Economics
ECONOMICS	0.5 CREDIT	0.5 CREDIT	0.5 CREDIT
HEALTH	0.5 CREDIT Health or Health Science Technology	0.5 CREDIT Health or Health Science Technology	0.5 CREDIT Health or Health Science Technology
PE/ATHLETICS	1.5 CREDITS Athletics, and Technology course †	1.5 CREDITS Athletics, or a 2 or 3 credit Career and Technology course †	1.5 CREDITS Athletics, or a 2 or 3 credit Career and Technology course †
TECHNOLOGY APPLICATIONS	1 CREDIT Refer to Course Descriptions	1 CREDIT Refer to Course Descriptions	1 CREDIT Refer to Course Descriptions
FINE ARTS	NONE	1 CREDIT Art, or Theatre Arts	1 CREDIT Art, or Theatre Arts

LANGUAGES OTHER THAN ENGLISH	NONE	2 CREDITS In the same language	3 CREDITS In the same language
SPEECH	0.5 CREDIT Communication Applications	0.5 CREDIT Communication Applications	0.5 CREDIT Communication Applications
ELECTIVES	5.5 CREDITS	3.5 CREDITS	2.5 CREDITS
ADDITIONAL REQUIREMENTS	NONE	NONE	4 Advanced Measures
<b>TOTAL</b>	<b>22 CREDITS</b>	<b>26 CREDITS</b>	<b>26 CREDITS</b>

The type of transcript seal a student chooses to pursue has no bearing on neither CLC honors graduate status, nor National Honor Society membership or (in most cases) on college admission. Each student should design a four-year plan that best meets his/her own particular needs and goals.

† See course descriptions for PE waiver information

\*\*Graduation under this plan requires the approval of the student's parent and high school administrator.

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† See course descriptions for PE waiver information

**PRE-AP AND AP COURSES PLACEMENT REQUIREMENTS**

**Academic Placement**

**Advanced Placement Criteria for Grade 9**

9th Grade	8th Grade			
Subject/Level	Course/Level	Yearly Average	Other Considerations	Maintenance Requirements
Pre-AP English I	On-Level English	90 +	Teacher Recommendation or 80 + on Reading TAKS	Passing each 6 weeks and passing at semester
	Pre-AP English	80 +		
Pre-AP Geometry	Algebra I	80 +		Passing each 6 weeks and passing at semester
Geometry	Algebra I	70 - 80		Passing each 6 weeks and passing at semester
Advanced IPC	On-Level Science	85 +	Teacher Recommendation or 80 + on Science TAKS	Passing each 6 weeks and passing at semester
	Pre-AP Science	75-79		
Pre-AP Biology	On-Level Science	90 +	Teacher Recommendation or 80 + on Science TAKS	Passing each 6 weeks and passing at semester
	Pre-AP Science	80 +		

<b>Pre-AP World Geography</b>	<b>On-Level Social Studies</b>	<b>90 +</b>	<b>Teacher Recommendation or 80 + on Social Studies TAKS</b>	<b>Passing each 6 weeks and passing at semester</b>
	<b>Pre-AP Social Studies</b>	<b>80 +</b>		
<b>Pre-AP Art I</b>	<b>Two art classes 6-8 grades</b>	<b>80 +</b>		<b>Passing each 6 weeks and passing at semester</b>
<b>Pre-AP Spanish II</b>	<b>Spanish I</b>	<b>90 +</b>	<b>Teacher Recommendation</b>	<b>Passing each 6 weeks and passing at semester</b>

**Academic Placement**

**Advanced Placement Criteria for Grades 10-12**

<b>Subject/Level</b>	<b>Course/Level</b>	<b>Yearly Average</b>	<b>Other Considerations</b>	<b>Maintenance Requirements</b>
<b>Pre-AP English II</b>	<b>On-Level English</b>	<b>90 +</b>	<b>Teacher Recommendation or 80 + on Reading TAKS</b>	<b>Passing at six weeks and passing at semester.</b>

	<b>Pre-AP English</b>	<b>80 +</b>	
<b>AP English III</b>	<b>Pre-AP English</b>	<b>80 +</b>	
<b>AP English IV</b>	<b>Pre-AP English</b>	<b>80 +</b>	
<b>Dual Credit English IV</b>	<b>Qualify for early admission into Kingwood College</b>		
<b>Pre-AP Math - Pre-AP Geometry - Pre-AP Algebra II - Pre-AP Pre-calculus</b>	<b>On-Level Math</b>		<b>90 +</b> <b>Teacher Recommendation or 80 + on Math TAKS</b>
	<b>Pre-AP Math</b>		<b>80 +</b>
<b>AP Calculus AB</b>	<b>Pre Calculus</b>		<b>90 +</b> <b>Teacher Recommendation or 80 + on Math TAKS</b>
	<b>Pre-AP Pre Calculus</b>		<b>80 +</b>
<b>AP Calculus BC</b>	<b>AP Calculus</b>		<b>80 +</b> <b>Taken the AP Calculus AB Exam</b>
<b>AP Statistics</b>	<b>Pre Calculus</b>		<b>85 +</b> <b>Teacher Recommendation or 80 on Math TAKS</b>
	<b>AP Calculus</b>		<b>80 +</b> <b>Taken AP Calculus AB Exam</b>
<b>Advanced Aquatic Science</b>	<b>On-Level Science</b>		<b>90 +</b>
<b>Pre-AP Biology</b>	<b>IPC</b>		<b>90 +</b> <b>Teacher Recommendation Concurrent enrollment in Pre-AP Geometry or Algebra II</b>
	<b>Advanced IPC</b>		<b>80 +</b>
<b>Pre-AP Chemistry</b>	<b>On-Level Biology</b>		<b>90 +</b> <b>Teacher Recommendation or</b>

				<b>80 + on Science TAKS</b>
	<b>Pre-AP Biology</b>		<b>80 +</b>	<b>Concurrent enrollment in Algebra II or completed Algebra II</b>
<b>Pre-AP Physics</b>	<b>On-Level Chemistry</b>		<b>90 +</b>	<b>Teacher Recommendation or 80 + on Science TAKS Enrolled in Pre-calculus or Calculus</b>
	<b>Pre-AP Science</b>		<b>80 +</b>	
<b>AP Chemistry</b>	<b>On-Level Chemistry</b>		<b>90 +</b>	<b>Teacher Recommendation or 80 + on Science TAKS</b>
	<b>Pre-AP Chemistry</b>		<b>80 +</b>	
<b>AP Physics B</b>	<b>On-Level Physics</b>		<b>90 +</b>	<b>Teacher Recommendation or 80 + on Science TAKS</b>
	<b>Pre-AP Physics</b>		<b>80 +</b>	
<b>Dual Credit Biology</b>		<b>Qualify for early admission into Kingwood College</b>		
<b>Dual Credit Anatomy and Physiology</b>		<b>Qualify for early admission into Kingwood College</b>		
<b>Pre-AP World History</b>	<b>On-Level World Geography</b>		<b>90 +</b>	<b>Teacher Recommendation</b>
	<b>Pre-AP World Geography</b>		<b>80 +</b>	
<b>AP U.S. History</b>	<b>Pre-AP World History</b>		<b>80 +</b>	

<b>Dual Credit Government/Economics</b>		<b>Qualify for early admission into Kingwood College</b>			
<b>Pre-AP Spanish II</b>	<b>On-Level Spanish I</b>			<b>90 +</b>	<b>Teacher Recommendation</b>
<b>Pre-AP Spanish III</b>	<b>On-Level Spanish II</b>			<b>90 +</b>	<b>Teacher Recommendation</b>
<b>AP Spanish IV</b>	<b>Pre-AP Spanish III</b>			<b>80 +</b>	<b>Teacher Recommendation</b>
<b>Pre-AP French II</b>	<b>On-Level French I</b>			<b>90 +</b>	<b>Teacher Recommendation</b>
<b>Pre-AP French III</b>	<b>On-Level French II</b>			<b>90 +</b>	<b>Teacher Recommendation</b>
<b>AP French IV</b>	<b>Pre-AP French III</b>			<b>80 +</b>	<b>Teacher Recommendation</b>
<b>Dual Credit Health Science Technology III</b>		<b>None</b>		<b>Qualify for early admission into Kingwood College</b>	
<b>AP Drawing</b>	<b>Drawing II</b>			<b>90 +</b>	<b>Teacher Recommendation</b>
<b>AP Computer Science A</b>		<b>Algebra II or Concurrent Enrollment in Pre-AP Algebra II or Pre-Calculus</b>			

## **CAREER TECHNOLOGY EDUCATION**

The Texas Education Agency defines Career Technology Education (CTE) curriculum through eight major divisions. These categories of instruction are Agricultural Science and Technology; Business Education; Career Guidance; Family and Consumer Science; Health Science Technology; Marketing; Technology Education and Trades and Industry. Houston ISD offers courses in all of these categories through programs at certain Middle Schools and High School.

These courses are designed to prepare students for further education and training and successful entrance into the labor market through the development of skills and the application of academic concepts to “real world” employment experiences. Through classroom instruction, hands-on learning, national industry related student organizations (such as FFA, HOSA, VICA, FBLA, etc.), the integration of CATE and academic education and the articulated career pathways with the North Harris Montgomery Community College District; students are prepared for entrance into a global economy. Special attention in all courses

is given to current and relevant labor market needs and therefore, statewide articulation is currently implemented through many post-secondary institutions and colleges.

The Career Technology Department complies with all Title IX requirements and welcomes all students, regardless of race, handicapping conditions, gender or religion. It is highly suggested that all students follow the sequence of courses established in the student course catalog. CTE Advisory Committees, consisting of teachers, industry representatives, parents, students and post-secondary educators established this sequence as the most appropriate curriculum for career preparation.

## COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that electronic communications—e-mail—using District computers are not private and may be monitored by District staff.

## CLASSIFICATION OF STUDENTS

A student's class standing is determined by the number of credits required by the state for graduation and the particular courses needed for preparation for the Texas Assessment of Knowledge and Skills (TAKS). The number of credits required for graduation is as follows, beginning with the incoming freshman of 2004-05:

- Promoted or placed in 9<sup>th</sup> grade
- 6 state credits for 10<sup>th</sup> grade classification
- 12 state credits for 11<sup>th</sup> grade classification
- 18 state credits for 12<sup>th</sup> grade classification
- **26 state credits for graduation**

Students are classified at the beginning of the school year by credits they have earned. Classifications will remain the same throughout the school year unless corrections are necessary due to errors. Students achieving senior status at the end of the fall semester will be reclassified. The principal must approve all other changes in grade classification.

## CLASS RANK

Class ranking shall be accomplished on the basis of designated core course averages. Designated core classes are:

1. English courses—Levels I, II, III, IV
2. Mathematics courses—Algebra I and II, Geometry, Pre-calculus, Mathematical Models with Applications
3. Science courses—Integrated Physics and Chemistry, Biology, Chemistry, Anatomy and Physiology, Physics and environmental science
4. Social Studies courses—World Geography, U.S. History, World History, Government, Economics
5. Languages other than English—Levels I, II, III, IV
6. **Computer Science**

**Graduating seniors shall be ranked within the graduating class upon the basis of weighted grade averages for the four-year program, excluding the last six weeks of the senior year.** Courses of study taken from non-accredited institutions shall be subject to District evaluation prior to the approval of credit and grade. Evaluation of effort shall be by numerical grades. Numerical grades earned shall appear on the official

transcript and reporting forms. The final numerical ranking average shall be the sum of all high school core course numeric grades divided by the number of core courses attempted.

In order to encourage students to greater effort and to reward outstanding performance, the Board authorizes the Superintendent to establish a program of recognition in curricular activities. The administration and staff of the high school shall recognize honor students in each of the graduating classes. The following guidelines shall be observed in determining valedictorian, salutatorian, and honor graduates:

1. Students shall have been enrolled in the District's high school for all of their senior year to be eligible for graduation honors.
2. Grade point averages to determine rank in the graduating class shall be computed from ninth grade through the end of the fifth six-week period of twelfth grade.
3. Students whose grade point averages fall in the top five percent shall be designated magna cum laude graduates. The next ten percent shall be designated cum laude graduates. The student with the highest grade point average shall be named valedictorian and the student with the second highest grade point average shall be named salutatorian.

In the event of a tie for valedictorian and/or salutatorian honors, the student who has completed the greatest number of District approved pre-AP or AP level courses shall be named the honor's recipient. If a tie still exists, elective courses as defined in the high school curriculum handbook shall be used. The elective may be any semester course not previously used. Class rank shall be based solely on academic courses taken in high school in order that all students could be compared on the same basis. The honors of valedictorian, salutatorian, magna cum laude, and cum laude graduates shall be based on academic excellence and based strictly on the grade point average for all courses.

## GRADING SCALE

Letter Grade	Numerical Grade
A	90–100 Excellent progress
B	80–89 Good progress
C	75–79 Satisfactory/normal progress
D	70–74 Minimal progress
F	Below 69 Unsatisfactory
I	Incomplete

## GRADE POINTS

Graduating seniors shall be ranked within the graduating class upon the basis of weighted grade averages for the four-year program (grades 9-12), excluding the last six weeks of the senior year. Classes taken in middle school shall not count in the weighted grade average for high school class rank. Credit shall be awarded and grade points shall be calculated as follows for freshman beginning in the 2005-06 school year:

14

Grade Points Earned					
Letter Grade	Number Grade	Basic Grade Points	Regular Grade Points	Pre-Advanced Placement Grade Points	Advanced Placement Grade Points
A	100	3.0	4.0	5.0	6.0
	99	2.9	3.9	4.9	5.9
	98	2.8	3.8	4.8	5.8

	97	2.7	3.7	4.7	5.7
	96	2.6	3.6	4.6	5.6
	95	2.5	3.5	4.5	5.5
	94	2.5	3.4	4.4	5.4
	93	2.3	3.3	4.3	5.3
	92	2.2	3.2	4.2	5.2
	91	2.1	3.1	4.1	5.1
	90	2.0	3.0	4.0	5.0
B	89	1.9	2.9	3.9	4.9
	88	1.8	2.8	3.8	4.8
	87	1.7	2.7	3.7	4.7
	86	1.6	2.6	3.6	4.6
	85	1.5	2.5	3.5	4.5
	84	1.4	2.4	3.4	4.4
	83	1.3	2.3	3.3	4.3
	82	1.2	2.2	3.2	4.2
	81	1.1	2.1	3.1	4.1
	80	1.0	2.0	3.0	4.0
C	79	.9	1.9	2.9	3.9
	78	.8	1.8	2.8	3.8
	77	.7	1.7	2.7	3.7
	76	.6	1.6	2.6	3.6
	75	.5	1.5	2.5	3.5
D	74	.4	1.4	2.4	3.4
	73	.3	1.3	2.3	3.3
	72	.2	1.2	2.2	3.2
	71	.1	1.1	2.1	3.1
	70	0	1.0	2.0	3.0
F	69	0	.9	1.9	2.9
	68	0	.8	1.8	2.8
	67	0	.7	1.7	2.7
	66	0	.6	1.6	2.6
	65	0	.5	1.5	2.5
	64	0	.4	1.4	2.4
	63	0	.3	1.3	2.3
	62	0	.2	1.2	2.2
	61	0	.1	1.1	2.1
	60	0	0	1.0	2.0

Students entering the District high school prior to 2005-06 school year shall follow the scale and calculations listed below:

Grade Points		
Letter Grade	Regular Grade Points	Honor Grade Points

A	4.00 – 5.00	5.00 – 6.00
B	3.00 – 3.90	4.00 – 4.90
C	2.50 – 2.90	3.50 – 3.90
D	2.00 – 2.40	3.00 – 3.40

## **GRADE POINT AVERAGE (GPA) CALCULATION**

GPA is calculated based on all courses taken in high school in English, Science, Math, Social Studies, and foreign (other) languages. This applies to both the regular academic year and summer school.

## **EARLY GRADUATION**

A student's class ranking shall be determined within the graduation class of the school year in which the student completes all requirements for a diploma, regardless of the number of years the student is enrolled in high school. For ranking purposes, a school year begins on the first day of school and ends on the last day of summer school.

## **MID-YEAR GRADUATES**

Students who graduate at the end of the fall semester shall be ranked among the students who will graduate during the spring. Rankings shall be based on grade point average at the end of the fall semester.

## **SUMMER GRADUATES**

Students who graduate during the summer shall be ranked with the next year's graduating class.

## **SENIOR ACTIVITIES**

Graduates may attend one prom as a senior and one project graduation activity as a senior.

## **TRANSFER STUDENTS**

Students who transfer from an accredited high school shall ordinarily be awarded grade points for courses taken in other accredited schools based on the District's grade point system. Honors courses taken in another accredited high school shall receive honors grade points based on the District's grade point system when the District also has honors courses in those academic areas. If necessary, District counselors shall review the transcript and contact the previously attended school to determine whether honors grade points should be awarded. Pass/fail courses shall not be counted in the class ranking calculation.

## **DUAL CREDIT HIGH SCHOOL COURSES**

College courses taken for concurrent high school and college credit shall be given honors grade points if the course is within one of the five areas in which honors credit is offered in the District. Concurrent high school and college credit courses taken in the spring semester of a student's senior year shall not be included in grade point computations.

## **DUAL CREDIT REQUIREMENTS AND GUIDELINES**

Students who meet the early admissions requirements for Houston Community College may take a dual credit course and receive college and high school credit.

1. All students desiring to take courses for concurrent credit must successfully pass the THEA test for a fee or be exempted by meeting the mandates required by the college.
2. A junior student seeking dual enrollment shall be enrolled in 7 periods of instruction with a minimum of 6 periods of instruction in non-dual credit courses at Contemporary Learning Center. A senior student may be enrolled in more than one dual credit courses at Contemporary Learning Center. However, a senior may be required to attend more than 6 periods of instruction on the high

- school campus in order to complete graduation requirements.
3. The student shall be responsible for meeting all college requirements.
  4. Each dual enrollment student shall be present at CLC each school day during the daily attendance accounting period.
  5. If a dual credit course is offered at CLC, the student shall be required to enroll in that course rather than attending a college or university. The principal or designee shall approve exceptions.
  6. The HISD Board of Trustees shall determine approval of courses for which high school credit shall be granted.
  7. Students shall notify the principal or designee if there is a change in their status at the college/university. Credit shall not be awarded without the official presentation of the college transcript or grade report to the principal or designee within five school days of the grades being posted.
  8. Dual credit classes are exempt from UIL regulations for grades. However, a student must remain in the class for the entire semester or year, depending on the course, and will not receive credit for the class, either at high school level or at college level, without a grade of 70 or above.
  9. Transportation is the responsibility of the parent and student. The District is not liable for injury occurring once the student leaves campus.
  10. In order for dual course to count as an Advanced Measure on the Distinguished Achievement Plan, the student must make a B or better in the course.
  11. The college will only allow a student to take two dual classes per semester. Fees for courses are available in the counseling office. .
  12. Students must complete the application process and have fees paid by May for the fall semester and December for the spring semester.
  13. If, due to special circumstances, a dual credit class needs to be dropped, the student must drop it through the high school counselor.

## **SUMMER SCHOOL**

Summer school is another option for the District to offer students who were unsuccessful or assigned to DAEP during the year to complete required coursework before the beginning of the next school year. A limited number of courses are offered for initial credit. The counseling office will have information on summer school available in April annually.

## **NON-TRADITIONAL ACADEMIC PROGRAMS**

### **CREDIT RECOVERY–PLATO LAB**

The PLATO lab allows students to recover credit for academic courses. PLATO lab is available to students after school for credit recovery. The lab is set into modules. Each module has tutorials, assessment tests, assignments, and mastery tests per subject area where students are allowed to work at their own pace. Students should speak with a counselor for more details. The following courses are offered by PLATO; English 1-4, IPC, Biology, Algebra I & II, Geometry, World Geography, U.S. History, World History, Economics, and Government.

### **T-9 STUDENTS PROMOTION TO MAIN CAMPUS-CRITERIA**

To enable students to reach their full potential and achieve success in high school, Houston ISD has developed criteria for promotion of ninth grade students to the main campus. Promotion is to be determined on the core academic classes the student passes. Retained students may have the opportunity to move to the Main Campus at the end of the fall semester if they pass the ninth grade core courses they failed originally.

## **COUNSELING**

## **ACADEMIC COUNSELING**

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

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

## **PERSONAL COUNSELING**

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

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

## **PARENT/TEACHER CONFERENCES**

If the student has difficulty overcoming a problem, then parents may wish to schedule appointments with individual teachers. Parent conferences may be scheduled before or after school or during a teacher's conference/planning time. Please call ahead to schedule a conference at least 24 hours prior to the desired conference date. This will allow the teacher to appropriately prepare for the conference. Joint staffing with a student's teachers may be scheduled through the counselor or assistant principal.

## **COURSE CREDIT**

Students must maintain a grade average of 70 or above on a scale of 100 in order to receive credit for the course. In courses where a student fails the first semester and passes the second semester and the average of the two is a passing grade, the student will earn credit for the course. A student may not be given credit for a class if the student has attended fewer than the required days.

Students enrolling in school after the first nine days of either semester will receive no credit status for that semester if they have not previously been enrolled in an accredited school for that academic year. In such cases where a student subsequently received a passing average grade for the semester, an appeal may be submitted for awarding credit.

Students must comply with all attendance requirements for each course taken. Appeals for credit may be submitted at the end of the semester. A student, who has not received credit due to excessive absences and has passed the course with a final semester average of 70 percent or better, may not receive credit if absences are excessive. Appeals must be turned in to the assistant principal's office no later than ten (10) school days following the last day of the semester.

## **COURSE LOAD/COURSE ENROLLMENT**

A normal class load for a CLC student is six courses each semester. Seniors are encouraged to enroll in a full academic program. Many colleges and universities expect students to take full advantage of advanced

courses in core academic subjects and/or elective offerings. Seniors are, with parent consent, allowed to attend fewer classes and receive an off-campus permit for early dismissal provided the student has sufficient credits to meet graduation requirements. Seniors must be enrolled in a minimum of six courses each semester.

Students, who have reduced or shortened schedules because of academic or vocational need, are to exit the campus immediately following their final class each day. Students remaining on campus after their classes have ended are subject to disciplinary action. Students who have written permission to remain on campus for a specified reason must be in a supervised classroom, the library, or the office.

Students are not allowed to sit in the cafeteria, parking lot, front walkway, or any other unsupervised area. Parents should pick up students in front of the school.

- Grade 9: Must be enrolled in a full load of courses
- Grade 10: Must be enrolled in a full load of courses
- Grade 11: Must be enrolled in a full load of courses
- Grade 12: Must be enrolled in a minimum of six courses per semester

Students participating in UIL activities must be enrolled as a full-time student according to UIL guidelines. The classes in which the student is enrolled may be for either state or local credit.

### **CREDIT BY EXAM—If a Student Has Taken the Course**

A student who has received prior instruction in a course or subject—but did not receive credit for it—may, in circumstances determined by the teacher and counselor or principal, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70 on the exam. In other instances, the District administration will determine whether any opportunity for credit by exam will be offered.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. [For further information, see the counselor and policy EEJA.]

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

A student may take an exam to earn credit for an academic course for which the student has not taken. The passing score to earn credit is 90. If a student plans to take an exam, the student (or parent) must register with the counselor no later than 30 days prior to the scheduled testing date. No fee shall be charged for an examination for acceleration provided by the District. If a parent or student requests an alternate examination, the District may administer a test purchased by the parent or student from a State Board-approved university.

### **FINAL EXAMS**

Final exams may not be taken early regardless of circumstances. With the principal's approval a final exam may be taken at a later date due to an excused absence or extenuating circumstances.

### **FOUR-YEAR PLAN**

Students should be familiar with graduation requirements and make careful plans for taking desired courses. The four-year plan outlining a sequence for taking required courses leading to graduation and post-secondary opportunities is critical. This plan should be initiated in the spring of the 8th grade, signed by parents in the fall of the freshman year, and reviewed and updated each year during the spring semester as student's progress through their high school course work. A counselor will be available to assist students in this process.

Students are encouraged to talk with school counselors, teachers, and principals in order to learn about curriculum, course offerings, and graduation requirements for the Minimum High School Program, the Recommended High School Program and the Distinguished Achievement Program.

## **GRADUATION PROGRAMS**

The District offers the following graduation programs: Minimum, Recommended (Texas Scholar), and the Distinguished Achievement Program (Texas Scholar). For further information, please see the explanation of graduation requirements included in the current CLC Course Catalog. One graduation requirement includes passing the TAKS. This grade 11 exit-level test covers English Language Arts, Mathematics, Science, and Social Studies and requires knowledge of Algebra I, Geometry, Biology, Integrated Chemistry and Physics, English III, and Early American and United States History. Upon recommendation of the admission, review, and dismissal (ARD) committee, a student with disabilities may be permitted to graduate under the provisions of his/her individual education plan (IEP).

There are counselors available to offer any assistance needed in planning a program of study leading to the completion of requirements for graduation. The student and his/her parents must accept responsibility for the proper choice of subjects for graduation and/or for college entrance.

## **STATE-MANDATED ASSESSMENT TESTS**

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

- Mathematics, annually in grades 3–7 without the aid of technology
- Mathematics, annually in grades 8–11, with the aid of technology on any assessment test that includes algebra
- Reading, annually in grades 3–9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10
- Social studies in grades 8 and 10
- Science in grades 5, 8, and 10 [See note below.]
- Any other subject and grade required by federal law.

Note: The science assessment test in grade 8 will be administered beginning in the 2006–2007 school year. [See policy EKB.]

## **THEA**

The new name for the TASP Test is the THEA Test. The content of the THEA Test is the same as the former TASP Test. The THEA Test has been approved by the Texas Higher Education Coordinating Board, under Senate Bill 286, Texas Education Code, Section 51.3062: Texas Success Initiative, for use by Texas institutions of higher education as an assessment instrument for entering students

## **STUDENTS WHO ENTERED AS FRESHMEN PRIOR TO THE FALL OF 2001**

If students are scheduled to graduate in the spring of 2004 or earlier, they are required to pass the Exit Level Texas Assessment of Academic Skills (TAAS). This testing component is in addition to earning the required credits for graduation.

One way to complete testing requirements for a Texas high school diploma is to pass all three parts of the Exit Level TAAS. This means students must pass the Reading, Writing, and Mathematics tests. If students do not pass one or more parts of the Exit Level TAAS, they can take that part again whenever it is given—in the spring, summer, or fall of each school year.

## **STUDENTS WHO ENTERED AS FRESHMEN IN THE FALL OF 2001 AND THEREAFTER**

Students who will be in the 11th grade in the Spring of 2004 or later and plan to graduate from a Texas public high school in the spring of 2005 or later, will be required to pass the English Language Arts, Mathematics, Science, and Social Studies sections of the new Exit Level test called the TAKS (Test of Academic Knowledge and Skills). This is in addition to earning the required credits for graduation. The first time students can take this test is in the spring of 11th grade. If students do not pass one or more parts of this test the first time they try, they can take that part again whenever it is given. It will be offered in the spring, summer, and fall of each school year. In addition, all students must complete three years of math and science in grades nine through twelve regardless of the courses completed during grades seven and eight.

## **GRADUATION EXERCISES**

Students who have satisfactorily completed all requirements for graduation shall be allowed to participate in commencement activities and ceremonies. Eligible senior students of any school year are encouraged to participate. However, any eligible student may choose not to participate in the ceremony. For those who choose to participate, each is required to wear a cap and gown as approved by the senior class and the principal. The purchase of the cap and gown is the student's responsibility. Students must comply with the dress and grooming guidelines set forth at the senior graduation assembly.

## **EARLY GRADUATES**

To be eligible to graduate in three years, a student shall complete all coursework and exit-level testing required of other students in his or her freshman class. Students wishing to graduate in fewer than four years shall make a written application to the counselor no later than the end of the sophomore year. Written parental approval shall be submitted with the application.

Early graduates shall be eligible for all graduation honors, provided they meet the requirements. Students who graduate in three years shall be eligible to participate in commencement ceremonies. Early graduates may be extended senior privileges at the beginning of the spring term.

## **HIGHEST RANKING STUDENTS—VALEDICTORIAN AND SALUTATORIAN**

The high school valedictorian and salutarian shall be determined on the basis of the ranking system. The ranking period shall end after the fifth six-week grading period of the senior year. In compliance with NCISD School Board Policy, students must be enrolled at CLC at the beginning of their senior year to be eligible for any honor graduate awards including valedictorian and salutarian. In figuring grade point averages for valedictorian and salutarian, the grade point average shall not be limited to the hundreds place. Any ties will be determined in accordance with school board policy.

## **ACADEMIC AWARDS AND HONORS**

### **NATIONAL HONOR SOCIETY**

To be considered for National Honor Society membership by the Faculty Council, the student must have:

1. Completed a full semester as a student at Contemporary Learning Center.
2. Achieved an overall average of 90 percent in on-level classes or the equivalent in honors classes.
3. Maintained conduct satisfactory to the Faculty Council with consideration being given to administrative judgment on behavior.
4. Accumulated appropriate character, service, and leadership points—25 points (sophomore year), 30 points (junior year), 35 points (senior year) as determined by the student activity and the character ratings packets in the application process.

Students who believe they have the required 90 percent average are encouraged to complete an information packet. It will be the student's responsibility to apply for membership and to complete and return the leadership and service survey. Only those students who meet the official deadline will be considered for membership. Students who desire membership in the National Honor Society are encouraged to become involved in a variety of school and community activities. Membership in only one group or participation in only one activity will not earn sufficient points for membership as there are established minimums.

Members must continue to fulfill service requirements each year as set forth in chapter bylaws. Grades of each CLC member will be monitored each semester. If a student's academic average falls below a 90% average, the student will be placed on a one semester probationary period. If the 90 percent average has not been met after the probationary period, the student will be dismissed from National Honor Society. Receiving an "F" for the semester in any course is also grounds for dismissal from NHS. In cases of flagrant violation of school rules or civil law, a member does not necessarily have to be warned or receive a probationary period prior to dismissal. In all cases of impending dismissal, a member shall have the right to a hearing before the Faculty Council.

### **TOP SEVEN/TEN PERCENT**

The Texas public college or university of your choice must automatically admit you if:

- Your grade point average places you in the top 10 percent of your high school graduating class,
- You apply no later than two years after you graduate from a Texas high school, and
- You submit a completed application before the expiration of any filing deadline established by the college.

Check with your counselor, financial aid counselor, or an admissions officer at the college you want to attend to find out more.

### **TEXAS SCHOLARS**

Texas Scholars is a program that motivates students to complete a rigorous course of study in high school. It helps students and their parents understand that good, well-paying jobs go to those who have prepared themselves by obtaining a fundamentally sound academic education. Students who complete the Recommended Graduation Plan will be recognized at graduation. Students will be encouraged to complete the four-year plan with Texas Scholars—Recommended Diploma Plan requirements in mind and each year counselors will evaluate students' progress.

## **GRADING GUIDELINES AND PROCEDURES**

Grades should represent the level of mastery of an instructional objective. The instructional objectives for grade level subjects in grades 9-12 are aligned with the Texas Essential Knowledge and Skills (TEKS). The objectives address the skills required for successful performance in the next grade or in a sequence of courses. Assignments, tests, projects, classroom activities, homework, and other activities are designed to allow a student's performance to indicate the level of mastery of the designated objective.

Student mastery of subject matter may be assessed in a variety of ways. Therefore grades may be assigned for both written and non-written work. Although the teacher should always monitor and provide feedback to students for any activity that he/she assigns, the feedback does not always need to be in the form of a grade. Assessment should always follow a period of guided and/or independent practice.

### **COURSE SYLLABUS**

All secondary teachers will prepare, post, and distribute a course syllabus for students during the first two weeks of the course and/or semester. The syllabus is designed to give students and parents/guardians an

overview of the course's major themes and approximate dates of major course projects, exams, or papers. The following elements will be included:

- Teacher name
- Course name
- Conference period
- School phone
- Outline or scope and sequence of major course units, themes, or projects
- Approximate timeline including due dates of long-term projects
- Teacher's grading criteria (in compliance with NCISD Grading Procedures)
- Late work policy
- Average amount of homework

### GRADING SCALE

Letter Grade Numerical Grade  
A 90 – 100 Excellent progress  
B 80 – 89 Good progress  
C 75 – 79 Satisfactory/average progress  
D 70 – 74 Minimal progress  
F Below 69 Unsatisfactory progress  
I Incomplete

5
4
3
2
1
0

### COMPUTATION OF GRADES

#### Daily Grades

Daily Grades will comprise 40% to 50% of the grading period average in all courses. Daily grades should include a combination of some or all of the following: class work, homework, notebooks, quizzes, and other assignments. Students are expected to complete and turn in work on time. If a student is absent, he/she has one (1) day for each day absent to turn in the work.

***No late work will be accepted!***

A minimum of two (2) daily grades will be recorded per week.

## **Homework**

Homework is an effective tool in developing responsibility, study habits, and skills. It is an extension of the learning process and involves the home in the student's curriculum. It should be purposeful, related to classroom experiences, and be age and grade appropriate. The purpose and directions for the assignment need to be clearly communicated and should be preceded by instruction that adequately prepares the student to do the task independently and successfully. Homework may be graded in a variety of ways. At times, checking for completion is appropriate. At other times, a complete analysis of procedure, content, and/or correct answers is appropriate. **Homework is part of the daily average and should count no more than 20% of the total grading period average.**

## **Class Work**

Class work is any instructional activity defined/planned by the teacher to be completed during a class period to facilitate the learning process. There could be occasions when class work becomes homework.

## **Quizzes**

Quizzes are short assessments designed to evaluate a student's level of understanding and progress towards instructional objectives. Quizzes do not have to be scheduled in advance.

## **Major Grades**

**Major grades will comprise 50% to 60% of the grading period average in all courses.** Major grades may include alternative assessments, examinations/tests, projects, term papers, and other assignments. A minimum of two (2) major grades will be recorded each grading period.

## **Tests/Examinations**

Examinations measure performance based on the TEKS or content of the course. They serve to evaluate mastery of the TEKS, concepts, understandings, and/or district objectives and provide opportunities to demonstrate certain knowledge or skills. Major tests/examinations include chapter, unit, concept, or cumulative assessments.

## **Alternative Assessments**

Alternative assessments will reflect real-world tasks and relate to instructional objectives. This type of assessment often requires analyzing a task, developing a plan of action, gathering information, selecting relevant information, and presenting appropriate information.

### *Term Papers/Special Projects (Long-Term Assignments)*

Term papers or projects are lengthy class work or homework assignments that may take up to several weeks for a student or group of students to complete. A rubric must be provided to the student prior to beginning the project/paper. Term papers or projects assigned over a lengthy period are due on or before the due date. Students who are absent on the due date for a scheduled school-related absence must meet the deadline. Any exception for long term assignments being accepted late must be approved by the principal or principal's designee after meeting with the classroom teacher.

## **TEKS-Based Assessments**

Benchmarks for state designed assessments (TAKS), developed by the district, are administered in some core-area curriculum content classes. Some benchmarks may be entire released TAKS tests. Departments will determine how a grade for these benchmarks will be recorded. Although it is the individual department's

discretion as to the weight of the grade, no grade should be taken on material not previously taught. Students for whom an ARD requires a standard state assessment (TAKS), the only modifications allowed when benchmarking for that assessment will be those allowed by their individual Modification Sheets and also allowed by the state. e.g., – extended time Students for whom an ARD exempts them from taking a standard state assessment (TAKS), the grade should not count for more than one daily grade.

### **Final Exams**

The weight of the semester exam is 1/7. Semester grades are determined by taking the average of the three grading periods multiplied by two (2), adding the final exam grade and dividing by seven (7).

### Grading Guidelines for Special Populations

Special Education, Section 504, ESL/ELL, and Bilingual/LEP

Students may require different types of instruction and testing according to their learning situation. A student with special needs who is receiving instruction in a regular education class may follow the regular curriculum with adaptations in instructional strategies.

### Advanced Placement (AP) and Pre-Advanced Placement (Pre-AP)

A student must earn at least an 80 in an advanced class each semester in order to remain in the class; he/she should maintain a 75 average each grading period to remain in the class. EXCEPTION: a first-year freshman who makes between 65 and 75 for the FIRST grading period will be placed on probation and the parent will be notified. Students earning below 65 will be moved to a regular class. After the first grading period, the student must maintain at least a 75 for each grading period and an 80 for the semester in order to remain in advanced classes.

### **PROGRESS REPORTS**

Progress reports will be sent home with students following the end of the third week of each nine-week period. Documentation of parent notification will be maintained when a Student's average falls below 70. If a student receives a grade of less than 70 in any class or subject on a progress report, parents are encouraged to contact the appropriate teacher. If a student's grade is below a 50 at progress report time, the actual grade will be recorded.

### **REPORT CARDS**

Report cards are sent home with the student at the end of each nine-week grading period. If a parent or guardian has a question about their child's grade, please contact the child's teacher by telephone or email. A parent conference may be arranged, if necessary. At the end of each grading period, no grade lower than a 50 will be recorded. The District shall record a 50 in the permanent cumulative record for any average numerical grade that is lower than 50.

### **INCOMPLETE GRADES**

Incomplete grades for a grading period must be changed to a numerical grade within ten days after the end of the grading period. Work not made up within this time frame will receive a grade of zero and will be averaged with the other grades earned to determine the student's final grade. If a student is absent for a final exam, a zero will be placed in the grading program as a place marker. If the absence is a NCISD excused absence, he/she will be given an appropriate amount of time to take the exam and the exam grade will replace the zero. If the student does not take the final exam in the given amount of time, the zero remains.

### **CHEATING/ PLAGIARISM**

Cheating shall be defined as giving or receiving information on a test or submitting duplicate work for outside assignments. Using technology (e.g., computer, Internet, cell phone, PDA, or calculator) to cheat or

copy the work or another is prohibited. The penalty for a student found guilty of cheating is a grade of zero for the test or assignment. Plagiarism consists of using another person's ideas or writing as one's own. Plagiarism is a form of cheating and the penalty shall be a ZERO on the assignment. Students caught cheating will be referred to their respective assistant principal for disciplinary action.

## **TRANSCRIPTS**

Transcripts are available through the registrar's office.

## **SCHEDULING**

### **SCHEDULE CHANGES/DROPPING COURSES**

Because the registration process for the next school year begins early in the year, ample time is allowed for parents and students to review the student's schedule after it is selected. Students are encouraged to register for the subjects they need and want before the schedule is finalized at the end of the school year. The course description guide should help determine what to expect in advance. Students and parents should read the course description guide very carefully and discuss it with teachers and/or counselors before making a course selection.

Once student schedules are finalized by the deadline in the spring, students are permitted to make changes only when the changes fall within the established guidelines listed below:

1. A change due to summer school attendance.
2. A change due to a failure in the prerequisite for the course a student had requested.
3. A change due to an unresolved scheduling conflict.
4. A change related to health problems. A written statement from the student's physician is required.
5. A change made to correct a scheduling error made by the school staff.
6. Incorrect placement or teacher initiated request for level change.
7. School need; closing, adding, or balancing classes.

Exceptions to the schedule change policy for reasons other than those listed must be initiated within the first 10 days of the semester. After this time, the only schedule change that will be allowed is a change from Honors to a level class. The student will take his/her previous grade to the new course, but will not receive the extra points for ranking in a Pre-AP or AP course. Exception to these procedures requires the approval of the building principal. Refer to the Course Catalog for guidelines.

## **GENERAL INFORMATION**

### **PLEDGES TO THE UNITED STATES AND TEXAS FLAGS**

School Districts are required by law to have the students recite pledges to the United States and Texas flags during each school day at each school in the District. Students may be excused from saying the pledges if the student's parent or guardian provides a written request to the principal.

### **MANDATORY MOMENT OF SILENCE**

The law also required school Districts to provide for the observance of one minute of silence at each school in the District following the pledges to the flags. The students may reflect, pray, meditate or engage in any other silent activity that is not likely to interfere with or distract another student.

## **CHANGE OF ADDRESS/TELEPHONE NUMBER**

When the address or telephone number of a student has been changed, it is the student's/parent's responsibility to notify the registrar regarding all such changes and complete a "Change of Address" form. This notification of change is critical to the maintenance of a safe and orderly school environment. If an emergency arises during school hours, it is critical that the school has the correct information about parent telephone numbers for notification. Proof of residency should be submitted with the change of address form.

## **ASSEMBLIES**

Throughout the year students may have the opportunity to participate in various assemblies. These are considered a part of the school day and behavior should be exemplary. Students will be monitored by teachers and will receive disciplinary consequences for misbehavior during an assembly.

## **CHANNEL 1**

The District provides the opportunity for students to view a 12-minute educational program on current events and news items, two minutes of which contains commercial advertising. A parent who prefers that his child not view any commercial broadcast at school should notify the school. An appropriate alternative supervised assignment will be made for the student.

## **CLASS DISMISSAL**

The teacher dismisses class when the lesson is complete. Bells are a time signal for the teacher. The bell does not dismiss class.

## **CLASS MEETINGS**

Class meetings will be held occasionally through the year. Class meetings will be held during Channel One when possible.

## **CLASS OFFICERS**

Class officers are elected during the spring semester for the following school year. Students must submit an application and meet all requirements to be eligible to participate.

## **HOMEBOUND INSTRUCTION**

Students unable to attend schools due to injury or extended illness may qualify for hospital/homebound instruction. If a student's physician states in writing that the student will be unable to attend classes for at least four weeks for the reasons above, the student may qualify. Contact the counselor to begin the process.

## **LOST AND FOUND**

Lost and found items will be located at the receptionist's desk in the front office.

## TELEPHONES

Students are not called to the telephone nor are messages delivered to students during class periods except in extreme emergencies.

## TEXTBOOKS

State-approved textbooks are provided free of charge 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, a student will be provided textbooks for use at school during the school day.

<u>Slightly Damaged—</u>	<u>Badly Damaged (but usable):</u>	<u>Unusable: Full cost of the book</u>
\$2.00	<u>Half of the cost of the</u>	water or fire damage
slightly torn page(s)	book	missing pages
slightly damaged spine	badly torn pages (5)	obscenities marked in ink marking that renders a page unreadable
slightly damaged cover	page torn out (not missing)	book missing
slightly marked pages (pencil)	water damage	
slightly dog-eared	badly damaged spine	
slightly marked edges	badly damaged cover	
	badly dog-eared	
	badly marked pages	

## SAFETY AND HEALTH

### VIDEOTAPING OF STUDENTS

For safety purposes, video/audio equipment will 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 tapes routinely and document student misconduct. Discipline will be in accordance with the Student Code of Conduct. A parent who wants to view a videotape of the incident leading to the discipline of his or her child may request access in accordance with policy FL in the District's policy manual.

### VISITORS

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main office in order to provide identification and secure a visitor's pass. Students may not have guests at any time during the school year. Special administrative approval will be granted only in rare and unusual circumstances. Students' visitors/guests are subject to all school rules and regulations.

### VISITORS PARTICIPATING IN SPECIAL PROGRAMS FOR STUDENTS

On various days throughout the year, the District invites representatives from colleges and universities and other higher education institutions, prospective employers, and military recruiters to present information to interested students.

### CLINIC SERVICES

The school nurse provides health care for students who become ill or injured at school. Any special health needs of the student should be discussed with the school nurse. State required hearing, vision, and spinal

screenings are conducted by the school nurse. In the event of a sudden illness or medical emergency, a student should report to the clinic. A student is allowed in the clinic only with a permit and student ID except in emergencies. If a student reports to the clinic without a pass in a non-emergency situation, he will be required to return to class and will receive an unexcused tardy if he is late to class.

If the student needs to go home due to sudden illness or injury, the nurse or assistant principal will contact the parent, guardian, or emergency contact person. Please continue to provide the school nurse with all current phone numbers. A student who leaves the campus due to illness or injury without reporting to the clinic will be considered truant. In the event of a serious medical emergency, parent or guardian will be notified and the student may be transported to the nearest hospital.

All accidents occurring at school and requiring the services of a physician and/or absence from school must be reported to the clinic the day of the accident. The nurse completes accident reports. Parents are encouraged to take advantage of student insurance offered because the District, by law, is not authorized to pay for student medical treatment.

**FEVER-** Students with a temperature of 100.4 degrees or above must not be sent to school. Students who come to the clinic during the school day and have a temperature of 100.4 or above will be sent home. Students who become ill with a fever or vomiting will not be allowed to ride the bus home. Parents will be contacted to pick up their child. Students should be fever/vomit/diarrhea free for 24 hours without the aid of medication before returning to school.

### **COMMUNICABLE DISEASES/CONDITIONS**

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the school nurse or principal so that other students who might have been exposed to the disease can be alerted. The school nurse or the principal's office can provide information from the Texas Department of Health regarding these diseases.

### **MEDICATIONS**

Medication should be brought directly to the school clinic by the parent or student. Students are not to have medication in their possession during the school day unless specified by their physician and cleared in writing by the principal or his designee. If the medication is a controlled substance, i.e., a narcotic-based medication, it must be delivered to the nurse by the parent or guardian. All long-term medication administration requests must be accompanied by a physician's order.

The parent or guardian must send a written request to administer any medication (prescription or nonprescription). Prescription drugs that are to be administered the entire year must have a physician's written request as well.

All medication must be in the original container: prescription label must contain physician's name, date of prescription, name of drug or Rx number, and dosage directions. Nonprescription drugs must be sent in their original container.

Arrangements should be made with the principal and/or nurse prior to trip or school sponsored activity during which the administration of medication is required. If the above guidelines are not followed, the student may run the risk of not having needed medications administered. Students found in possession of either prescription or non-prescription drugs may be subject to disciplinary action.

### **EMERGENCY MEDICAL TREATMENT AND INFORMATION**

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment, and information about allergies to medications, etc. Therefore, parents are asked each year to complete an

emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

## **ACCIDENT PREVENTION**

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

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

## **ACCIDENT INSURANCE**

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child. The school encourages parents to purchase this insurance.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

## **DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES**

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

There may be a need to evacuate the building due to emergency conditions. In each room of the school, an evacuation route map should be posted near the exit door. The map details the appropriate route to use for evacuating the building. The routes for evacuation are designed to avoid overcrowding. Alternate routes should be anticipated and reviewed to avoid possible confusion during an evacuation.

Students are to remain with the teacher who facilitates the evacuation. In leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. All doors and windows should be closed upon evacuation. Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills. Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty and staff, therefore, ask each student's absolute cooperation in abiding by the rules set forth in this section of the handbook.

No person should reenter the building until the all-clear signal is given.

## **CRISIS PLAN—POSTED IN EACH CLASSROOM**

In the event of a threatening situation, students are to follow the teacher's lockdown directions for precautionary measures. There are two levels: Code Red, highest level, Code Yellow, precautionary level.

Code Green is the All Clear Signal given over the intercom when the classes can resume normal classroom activities.

### **SEVERE WEATHER PLAN–POSTED IN EACH CLASSROOM**

When the eminent severe weather is determined to be evident, students are to follow the teacher’s instructions. All classes with windows or glass should proceed to their designated areas and follow the guidelines given by each teacher until the all-clear signal is given.

### **EMERGENCY SCHOOL-CLOSING INFORMATION**

Most school closings in Houston ISD occur overnight due to inclement weather; however, a few may occur during the school day.

### **SCHOOL DAY CLOSINGS**

Information on closings will reach the building principal through the Superintendent’s office. Only the Superintendent or his designee is authorized to close schools, delay opening or accelerate the end of the school day. Media will be notified by the Superintendent’s office for public dissemination of school closings. Listed below are several radio and TV stations where information may be received to determine if school will be held in the event of inclement weather or disasters:

Channel KPRC 2 TV	KNWS Radio (AM 1140)	KTRH (AM 740)
Channel KHOU 11 TV	KILT Radio (AM 610, FM 100)	KKQV (FM 92.9)
Channel KTRK 13 TV	KPRC (AM 950)	

## **SCHOOL FACILITIES**

### **STUDENTS USE BEFORE AND AFTER SCHOOL**

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

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus. After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

### **MEETINGS OF NONCURRICULUM-RELATED GROUPS**

Students are permitted to meet with non-curriculum-related groups during the hours designated by the principal before and after school. These groups must comply with the requirements found in policy **FNAB**.

### **CAFETERIA SERVICES**

The District participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. See the registrar or the cafeteria manager to apply.

1. All students at lunch must be in the cafeteria/commons area by the time the tardy bell rings at the beginning of each lunch.
2. Students at lunch are not to enter an academic classroom area of the building until the end of lunch unless they have a pass to do so.
3. The consumption of all food and drinks (including sack lunches) is only allowed in the cafeteria. No food may be consumed in other areas of the campus. Food provided in concession areas must be eaten there.
4. All trash, food items, etc., must be deposited in trash containers that are provided in the cafeteria. Soda cans must be deposited in the trashcans. After eating, students must place all paper in trashcans. Please help keep our cafeteria and campus clean. The freedom for a pleasant lunch is dependent on the cooperation of students in keeping the eating areas free of trash. Students are not to order food to be delivered to the campus at lunch or any other time. Such deliveries will be confiscated.
5. Students are to remain within the cafeteria during the entire lunch period unless they have a pass to go into another area of the campus. This policy is intended to maintain an appropriate instructional atmosphere for students in classes and insure student safety.
6. If a student experiences any difficulty while at lunch, several administrators will be available in the lunch areas to assist. Students must seek their assistance rather than take things into their own hands.
7. Please avoid shouting or horseplay of any type during lunch. What starts in fun may end in a difficult or dangerous situation.
8. Theft of items sold in the cafeteria or use of a student's lunch card number is a criminal act. Individuals caught will be ticketed and prosecuted.
9. Throwing of any object in the cafeteria will result in immediate disciplinary action.

### **STADIUM REGULATIONS AND PROCEDURES**

All students who attend athletic events are subject to HISD rules and regulations. Students who do not follow the Student Code of Conduct for behavior may be asked to leave the event.

## SEARCHES

### VEHICLES ON CAMPUS

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

### STUDENT DESKS AND LOCKERS

Students' desks and lockers are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students are fully responsible for the security and contents of the assigned desks and lockers. Students must be certain that the locker is locked, and that the combination is not available to others. Searches of desks or lockers may be conducted at any time there is reasonable cause to believe that they contain articles or materials prohibited by District policy, whether or not a student is present. The parent will be notified if any prohibited items are found in the student's desk or locker.

### TRAINED DOGS

The District shall use specially trained non-aggressive dogs to sniff out and alert officials to the current presence of concealed prohibited items, illicit substances defined in **FNCF (LEGAL)**, and alcohol. This program is implemented in response to drug and alcohol related problems in District schools, with the objective of maintaining a safe school environment conducive to education.

Such visits to schools shall be unannounced. The dogs shall be used to sniff vacant classrooms, vacant common areas, the areas around student lockers, and the areas around vehicles parked on school property. The dogs shall not be used to search 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.

## LAW ENFORCEMENT AGENCIES

### QUESTIONING OF STUDENTS

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

1. The principal or designee will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.
2. The principal or designee will make reasonable efforts to notify the parents unless the interviewer raises what the principal considers a valid objection.
3. The principal or designee ordinarily will be present unless the interviewer raises what the principal or designee considers being a valid objection.
4. The principal or designee will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

### STUDENTS TAKEN INTO CUSTODY

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

1. To comply with an order of the juvenile court.
2. To comply with the laws of arrest.
3. By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
5. To comply with a properly issued directive to take student into custody.
6. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services, a law enforcement officer, or a juvenile probation

officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal or designee will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student. The principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal or designee considers being a valid objection to notifying the parents. Because the principal or designee does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

## **NOTIFICATION OF LAW VIOLATIONS**

The District is also required by state law to notify:

1. All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
2. All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication, or adjudicated or delinquent conduct for any felony offense or certain misdemeanors.

**[For further information, see policy GRA.]**

## **RESPONSIBLE STUDENT BEHAVIOR**

### **ACADEMIC DISHONESTY, CHEATING, PLAGIARISM**

Cheating shall be defined as giving or receiving information on a test or submitting duplicate work for outside assignments. The penalty for a student found guilty of cheating is a grade of zero for the test or assignment. Plagiarism consists of using another person's ideas or writing as one's own. Plagiarism is a form of cheating and the penalty shall be a ZERO on the assignment. Students caught cheating will be referred to their respective assistant principal for disciplinary action.

### **APPLICABILITY OF SCHOOL RULES**

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

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

## **CONDUCT**

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy--even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

## **STUDENT CONFERENCES**

If a student receives a written referral from a faculty member he/she will discuss the problem with the assistant principal. The student is responsible for his/her own behavior. The assistant principal will help identify the problem and establish steps to help the student correct the problem. An appropriate discipline consequence may be assigned according to the District Student Code of Conduct.

## **SOCIAL EVENTS**

School rules apply to school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the guest's conduct. A student attending a social event may be asked to sign out when leaving before the end of the event; anyone leaving the event will not be readmitted.

## **HALL PASSES**

When/if the conditions arise that require a student to be out of a classroom (e.g., going to the office, restroom, etc.), a pass will be issued by a staff member, and the student must have the pass in the hallway. It is the student's responsibility to have a pass. Students without passes will be subject to disciplinary action. Students should sign in and out when arriving and/or leaving an office.

## **IDENTIFICATION CARDS**

All students must be in possession of student ID's at all times and at all school-sponsored activities.

## **TARDY POLICY**

Students who are late to first period class will receive a two-hour Saturday detention on their third tardy and a four-hour Saturday detention on their fourth tardy. Additional tardiest to first period will result in an intervention by the administration. For second through seventh period, students will be assigned a thirty-minute tutorial with their classroom teacher on the third and fourth tardy. A fifth tardy will result in a two-hour Saturday detention and a sixth tardy will receive a four-hour Saturday detention. Additional tardiest to those periods will result in an intervention by the administration. Tardy sweeps will be randomly implemented at the discretion of the campus administration. Students out of location (in the halls or not in the classroom without a pass) when the tardy sweep is announced will receive a minimum two (2) hour Saturday school. Students tardy to 2<sup>nd</sup> through 7<sup>th</sup> period will receive one-hour detention. Additional tardies will result in an intervention by the administration. All discipline is cumulative and persistent infractions will result in additional consequences.

## **RADIOS, CD PLAYERS, AND OTHER ELECTRONIC DEVICES AND GAMES**

Students are discouraged from bringing the above items to school. Any of these items used in school without permission can be confiscated and forwarded to the appropriate assistant principal.

The District allows students to possess telecommunication devices during the instructional day or while attending school-sponsored or school-related activities on or off school property as long as the devices are concealed and not operable during the instructional day (arrival at school until 2:30 PM), extra or co-curricular events, or while aboard a District vehicle. Phones are to be turned off during school hours. Students who violate the policy shall be subject to established disciplinary measures. 32

## **TOBACCO USE**

Students in all grades shall not possess or use tobacco products, including but not limited to cigarettes, cigars, pipes, snuff, or chewing tobacco, on school premises or at school-related functions. Students are forbidden to possess matches and/or lighters. Citations may be issued.

## **BULLYING OR TAUNTING**

Students must not participate, either individually or in a group, in bullying or taunting behaviors toward another student. Such behaviors may include repeated teasing or ridicule, name-calling, threats, theft, gossip and rumors, or physical intimidation of any kind. A substantiated complaint against a student will result in disciplinary action, according to the nature of the offense and the Student Code of Conduct.

## **HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY**

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student. Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in these areas with a teacher, counselor, or principal or designee.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the principal or designee. The allegations will be investigated and addressed. A substantiated complaint against a student will result in a disciplinary action, according to the nature of the offense and the Student Code of Conduct. The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with policy FNG (LOCAL).

## **PARENT AND STUDENT RIGHTS REGARDING SEXUAL HARASSMENT/SEXUAL ABUSE**

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 encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefits.

Sexual abuse is defined as “illegal sex acts performed against a minor.” It may include, but is not limited to fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

Sexual harassment of students may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds). The District will notify parents of students involved in sexual harassment by students when the allegations are not minor, or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

When a principal or designee receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene. If a District employee is found to have sexually harassed or abused, that employee will be disciplined. The District will consider the full range of disciplinary options, up to and including expulsion, according to the nature of the offense.

A student or parent who has a complaint alleging sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal’s designee, or the District’s Title IX coordinator. The conference will be scheduled and held as soon as possible but within five school days. The principal or Title IX coordinator will coordinate an investigation, which ordinarily will be completed within ten school days. The parent will be informed if extenuating circumstances delay the investigation. Oral complaints should be reduced to writing to assist in the District’s investigation. A complaint may also be filed separately with the Office of Civil Rights:

Regional Director  
Office of Civil Rights, Region VI  
1200 Main Tower Building & Room 1935  
Dallas, Texas 75202 (214) 767-3959

## **DISCIPLINARY CONSEQUENCES**

### **STUDENT DISCIPLINE**

Teaching good citizenship is a primary goal of our school. All students should respect other’s property and rights, practice honesty, and show respect to CLC staff. The academic and extra-curricular benefits and privileges received by students are dependent upon the good behavior of each student. Behavior that threatens the welfare and morale of the school will be referred to the assistant principal. Students should also realize that teachers have the authority and the responsibility to correct inappropriate behavior when correction is necessary. Every effort will be made to help the student in overcoming his/her problem. The general guidelines for assessing discipline are outlined in the Student Code of Conduct. The Student Code of Conduct also lists offenses and consequences by level.

The school tries to involve the student in some decisions regarding discipline. The following procedures may be used separately or collectively to modify student behavior in the correction of problems.

### **AFTER SCHOOL DETENTION**

A student assigned to Detention Hall for disciplinary problems or tardiest will serve for each time assigned. Detention Hall will be held after school hours, and the student is responsible for transportation arrangements.

Detention Hall is a study period. The student is required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. A student who fails to attend Detention Hall, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. If a student indicates he/she will attend a Detention Hall and fails to do so, a Saturday Detention Hall will be assigned. After the second and any succeeding failure to serve Detention Hall, the student will be subject to assignment to SAC. (See

below.) After School Detention Hall is held on Monday - Thursday for one hour. It is the parent's responsibility to arrange transportation after ASD.

### **SATURDAY DETENTION HALL**

A student assigned to Saturday Detention Hall for disciplinary problems or tardiest will serve for each time assigned. Detention Hall will be held from 8:00 a.m. until 12:00 noon on Saturday, and the student is responsible for transportation arrangements. Detention Hall is a study period. The student is required to stay busy with school assignments the entire time and will be dismissed for failure to comply with this requirement. A student who fails to attend Saturday Detention Hall, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. If a student indicates he/she will attend a Saturday Detention Hall and fails to do so, the student will be assigned to SAC (See below). It is the student and parent's responsibility to arrange transportation after SDH.

### **SAC**

SAC (Special Assignment Class-Held on campus) is provided as a disciplinary action for persistent offenses or offenses of a serious nature. It is the student and parent's responsibility to arrange transportation after SAC.

Students assigned to SAC report to SAC bringing schoolbooks and needed study materials. In this supervised class the student will complete curriculum packets, study regular schoolwork, receive assistance from the teacher, and take all required tests. Students are responsible for getting all assignments prior to coming to SAC. If they do not complete these assignments, the student will be responsible for completing them for homework. All school rules and regulations will be in effect for students during the SAC assignment.

SAC assignments are made for entire school days. A student who fails to complete a full day in SAC, who is absent on the assigned day, who leaves without permission, who is asked to leave for any reason, or who fails to work diligently on classroom assignments is subject to further disciplinary action. For example, leaving SAC for a physician's appointment will result in an additional SAC assignment. In addition to the normal school rules and regulations, the following policies will be in effect for students assigned to SAC:

- Students will not be permitted to communicate with other students while in SAC.
- Sack lunches will be eaten in the SAC room. Snack foods may not be brought into the SAC room. Sandwiches, water, juice or milk are allowed.
- A daily "school service" component will be provided for students assigned to SAC. This will involve supervised lunchroom or campus cleanup.
- Students assigned to SAC are not allowed in any other part of the school.
- Students assigned to SAC cannot attend any school activities until their SAC assignment is complete with written approval from the SAC teacher or assistant principal.
- Students entering other classrooms or other parts of the building, or who try to attend school activities will be considered trespassing.

Non-compliance with SAC policies will result in suspension. Assistant principals will work closely with the counselors and SAC teachers to evaluate the student's progress.

### **SHORT –TERM DAEP**

Short-Term DAEP (District Alternative Education Placement) is an assignment to The Learning Center campus. This assignment may be made for violations of the Student Code of Conduct and/or the CLC Disciplinary Management Plan. It is the student and parent's responsibility to arrange transportation to and from the DAEP campus. For more detailed information, see the Student Code of Conduct.

### **LONG-TERM DAEP**

Long-Term DAEP (District Alternative Education Placement) is an assignment to The Learning Center campus. This assignment may be made for the remainder of the school year (with periodic review) for serious or persistent violations of the Student Code of Conduct and/or the CLC Disciplinary Management

Plan. It is the student and parent's responsibility to arrange transportation to and from the DAEP campus. For more detailed information, see the Student Code of Conduct.

## **TRANSPORTATION**

### **BUSING**

Riding the bus is a privilege that the District extends to students in good standing. Bus drivers are responsible for disciplinary issues on the bus. A student may be suspended from riding the bus for misbehavior on the bus.

### **BUS TRANSFERS**

Students who wish to ride home with another student on the bus must submit a note with a parent's signature and contact number to the front office prior to 10:00 a.m. on the day the transfer is requested. Parents must be contacted by a school official prior to the transfer being granted.

### **SCHOOL-SPONSORED TRANSPORTATION**

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

### **PARKING REGULATIONS**

Student parking is restricted to the numbered parking spaces designated for students. There will be a yearly parking fee for all students wishing to use the student parking lot. Fees are to be paid prior to the use of the student parking lot. Application for parking will not be accepted without proof that all outstanding fees or dues have been cleared. When purchasing a (non-transferable) parking tag and registering your vehicle for campus parking privileges, the student must furnish proof of licensing, liability insurance with the student's name listed on the card, a current safety sticker, and registration and license number of each vehicle that the student will be driving. Students must also have cleared all campus records such as book fines, lost textbooks, etc., prior to a hanging tag being issued. Hanging permits will be issued after all criteria are met. Parking permits are non-transferable! Students who transfer a parking permit prior to approval by the assistant principal in charge of parking will have their parking privileges revoked. Parking permits must be displayed from the rearview mirror when using approved/assigned CLC parking during the school day. Note: It might be wise to register and verify all possible vehicles that may be used. Surveillance will be maintained to insure that only approved vehicles are used in the assigned spaces.

Parking space at the CLC campus is limited. Seniors, juniors and sophomores with perfect and near-perfect attendance and who were on the "A" honor rolls the previous year will be given priority. In each instance, upper classmen of like records will have priority over underclassmen. We are attempting to maximize parking for students to the extent that space and facilities are available.

Seniors, juniors, and sophomores wishing to park on campus may apply for a space on the assigned day during orientation week prior to the beginning of school. Seniors and juniors will be assigned a parking space on a first-come-first-serve basis. Students who do not apply during the orientation week will be placed on a waiting list with priority given to new senior and junior enrollees.

For the first parking offense, a warning will be given. For the second offense, a ten-day suspension of parking privileges will be given. A third offense will result in the revocation of parking privileges for the remainder of the semester. If the offense occurs during the last six weeks of a semester, parking privileges will be revoked for the following semester and the student will forfeit his/her parking space. Serious or repeated violations of the Student Code of Conduct, and/or good driving conduct, and/or campus speed regulations will result in campus parking privileges being revoked. Students who have approved parking on campus and who are assigned The Learning Center for a disciplinary consequence will have parking

privileges revoked. Upon return, they will be placed on a waiting list and receive a parking space subject to availability.

Vehicles parked illegally may be towed or immobilized at the expense of the owner--This includes parking on campus without a permit. Students are reminded that Faculty Parking Areas (prior to 3:15 P.M.) and the Visitors' Parking are off limits. While every reasonable attempt will be made to provide parking lot security to the extent possible, the school assumes NO responsibility for accidents in the parking lot or loss of property due to damage or theft. All parking on campus is at the vehicle operator's own risk. In addition, all parking violators may be subject to disciplinary action.

Students must have a pass from the assistant principal to enter the parking lot during the day. Students may not loiter either in cars or on the parking lot at any time. Students on work programs and seniors with approved off-campus passes must have their pass and identification available and must leave the parking lot immediately.

Campus Police are authorized to issue tickets for campus parking and driving regulations. These tickets do not exclude the possibility of disciplinary action assigned for the same offense by a high school administrator. The first ticket will result in a warning issued to the student with a referral to the assistant principal. First tickets for parking in fire zones, unmarked or unauthorized areas, or handicapped parking will result in a ticket, and the vehicle will be towed at the driver's expense. Second violations, regardless of the violation, will result in a ticket and a referral to the assistant principal; the vehicle will be towed at the driver's expense. Second violations for authorized students will result in the revocation of parking privileges for the remainder of the semester. Consequences for violations committed in the last six weeks of a semester will carry over to the next semester or the next school year. Vehicles not authorized to park on campus will be towed at the owner's expense.

Students who lose parking privileges for disciplinary reasons are not eligible for a refund of fees. Students, who move during the year, may receive a refund of parking fees on a prorated basis for the remaining six-week periods in the school year. Student vehicles parked in unauthorized areas are subject to towing at the owner's expense. Unauthorized areas include: the faculty/staff parking lot (Before 3:15 P.M.), circle drives, posted areas, fire lanes, handicap zones, and other areas designated as no parking, visitor parking, bus loading and unloading.

## **STUDENT ACTIVITIES, ORGANIZATIONS AND CLUBS**

### **STUDENT PICTURES**

Pictures are taken once each school year for the entire student body. These pictures are taken for the school yearbook at no charge to the student. However, if students are interested, they can order a packet of pictures for personal use. There will be a charge for this packet. More information will be available at the beginning of the school year.

### **STUDENT PUBLICATIONS**

All publications edited, printed, or distributed on Contemporary Learning Center campus shall be under the control of the principal. A faculty sponsor shall supervise all school publications, and reflect the high ideals and expectations of the citizens of the Contemporary Learning Centerschool community and strive to meet high journalistic standards.

### **SCHOOL MATERIALS**

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, murals, etc. The school newspaper and the yearbook are available to students. All school publications are under the supervision of a teacher, sponsor, and the principal.

## **STUDENT NON-SCHOOL MATERIALS**

Unless a student obtains specific prior approval from the principal, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials over which the school does not exercise control may not be posted, sold, circulated, or distributed on any school campus. To be considered, any non-school material must include the name of the sponsoring organization or individual. The decision regarding approval will be made in two school days. The principal has designated the library as the location for approved non-school materials to be placed for voluntary viewing by other students. See FNAA. The student may appeal the principal's decision in accordance with policy FNG(LOCAL). Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without this approval will be removed.

## **NON-STUDENT NON-SCHOOL MATERIALS**

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

- Distribution of materials of a school-sponsored meeting intended for adults and held after school hours.
- Distribution of materials by a community group meeting held after school hours in accordance with policy GKD(LOCAL).
- Distribution for election purposes during the time a school facility is being used as a polling place, in accordance with state law.

All non-school materials distributed under these circumstances must be removed from District property immediately following the event at which the materials are distributed

## **OUTSIDE ADVERTISEMENT**

Advertising shall be accepted solely for the purpose of covering the cost of providing materials and equipment, not for the purpose of establishing a forum for communication. The District retains final editorial authority to accept or reject submitted advertisements in a manner consistent with the First Amendment.

## **EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS**

A number of clubs/organizations are available for a student to join. Membership is optional. Each club/organization is governed by its own constitution. All clubs operate under the supervision of a faculty sponsor and the principal. All club funds must be handled through an activity fund kept by the principal's office.

## **ACADEMIC REQUIREMENTS (NO PASS, NO PLAY)**

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. State law as well as rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition, governs eligibility for participation in many of these activities.

Further information may be obtained at [www.uil.utexas.edu/admin/side/index.html](http://www.uil.utexas.edu/admin/side/index.html). The following requirements apply to all extracurricular activities:

To be eligible to participate in an extracurricular activity following the initial six weeks of a school year, a student must not have a recorded grade average lower than 70 or an incomplete in any course, including correspondence courses, other than courses identified as advanced by the Texas Education Code. Advanced courses at the high school level are Pre-AP and AP courses. Students taking a Pre-AP or AP course may remain eligible with a six-week grade average no lower than 60 in an advanced course.

Prerequisites and requirements for enrollment in advanced classes are covered in the student handbook under Advanced Programs/Pre-AP and AP course placement requirements.

Students who become ineligible after a six-weeks grading period may regain eligibility after a three-week period and after each subsequent three-week period in which a grade of 70 or high is earned in all courses, except advanced courses. Advanced course grades must be 60 or higher to regain eligibility.

Ineligible students will be suspended from participation in all extracurricular activities for the succeeding three weeks. The suspension begins seven calendar days following the last day of the six weeks grading period at the time the regular school day is scheduled to end. A student who is ineligible may practice with the team but shall not travel with the school organization to a contest, sit with the team, or wear uniforms during a contest. A suspended student regains eligibility seven days after the three-week evaluation period at the end of the school day if he/she is passing all courses.

- A student who has a grade below 70 in any academic class at the end of six weeks, other than a class identified as honors or advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- A student is allowed in a school year up to ten absences not related to post-District competition, a maximum of five absences for post-District competition prior to state, and a maximum of two absences for state competition. All extracurricular activities and public performances, whether UIL activities or other activities approved by the Board, are subject to these restrictions.
- A student who misses a class because of participation in an activity that has not been approved will receive an unexcused absence.

Special Interest Book Club Future Business Leaders of America Debate Team Drama Club Fellowship of Christian Athletes French Club FFA HOSA (Health Occupations) Spanish Club VICA-Skills USA Youth for Christ Performing Arts Art Club Bluebonnets (Dance Team) Breakdancers Flags and Color guard Marching Band Symphonic Band Choir Concert Band Academic and Honors Academic Decathlon Academic Octathlon National Honor Society UIL Academics News Eagle Radio Eagle Vision Wingspan (Newspaper) The Eagle (Yearbook)	Service and Spirit Cheerleaders Interact The Leo Club Junior Achievement Sports Baseball Basketball Cross-Country Football Golf Power lifting Soccer Softball Swimming Tennis Track/Field Volleyball Leadership Student Council Principal’s Leadership Advisory Cour
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Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior—including consequences for misbehavior—that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

## **ATTENDANCE REQUIREMENTS**

On the day of an unexcused absence, the student involved is ineligible for any school-sponsored competition. The administration and the sponsor of the activity must approve exceptions to this rule. (Note: Students who choose not to participate in required practice and/or after school events may be removed from the performing group/team and/or receive an academic penalty. When selecting courses, a student should investigate practice/events requirements.)

## **DRESS REQUIREMENTS**

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. (Note: Students should be aware that there are additional expenses that may be required for some extracurricular activities such as drill team and cheerleading. The sponsor will provide a written estimate of required expenses.)

## **OFF CAMPUS ACTIVITIES**

All school-sanctioned activities must be placed on the school calendar in the principal's office, regardless of whether the activity is held on-campus or off-campus. School policies and regulations apply to all school sponsored activities. Dates will be assigned to the activity by the principal when a conflict occurs in the school schedule or because of state or District guidelines.

## **SANCTIONED ACTIVITIES**

The only activities that may use the school name or "nickname" are those that are approved by the school administration. Use of the school name without the permission of the principal will be subject to disciplinary action. School clubs and organizations may not be affiliated with college fraternities and sororities. Initiations and "hazing" are strictly prohibited. All club and organization activities must be approved and chaperoned by a faculty sponsor.

## **SCHEDULED ACTIVITIES**

All student activity events must be approved and scheduled by the principal and must be attended and supervised by a sponsoring member of the CLC faculty. Timely scheduling will prevent conflicts between competing activities. CLC facilities must also be scheduled through the principal. A calendar is kept for each major venue.

## **PARENTAL INVOLVEMENT**

### **WORKING TOGETHER**

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

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of educational opportunities the school provides. Ensure your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. If your child is entering ninth grade, review the requirements of the

graduation programs with your child. Monitor your child’s academic progress and contact teachers as needed.

- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 281-354-3505 (main campus) or 281-354-4137 (ninth grade campus) for an appointment. A teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Becoming a school volunteer. For further information, see policy GKG
- Participating in campus parent organizations. Offering to serve as a parent representative on the District-level or campus-level planning committees, assisting in the development of educational goals and plans to improve student achievement. For further information, see policies at BQA and BQB.
- Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. See policies BDF and EHAA.
- Attending Board meetings to learn more about District operations. [See policies BE and BED for more information.]

## **OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS**

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

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

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

## **OPTING OUT OF SURVEYS AND ACTIVITIES**

As a parent, you also have a right to receive notice and opt your child out of participating in:

- Any survey concerning the private information listed above, regardless of funding.
- School activities involving the collection, disclosure, or use of personal information collected from your child for the purpose of marketing or selling that information.
- Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions are hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law. [See policies EF and FFAA.]

## PARENT'S RIGHTS

As a parent, you have a right to:

- Request information regarding the professional qualifications of your child's teachers, including whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree.
  
- You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child. You also have a right to review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum, and to examine tests that have been administered to your child; inspect a survey created by a third party before the survey is administered or distributed to your child.
  
- Review your child's student records when needed. These records include:
  - ❖ Attendance records
  - ❖ Test scores
  - ❖ Grades
  - ❖ Disciplinary records
  - ❖ Counseling records
  - ❖ Psychological records
  - ❖ Applications for admission
  - ❖ Health and immunization information
  - ❖ Other medical records
  - ❖ Teacher and counselor evaluations
  - ❖ Reports of behavioral patterns
  - ❖ State assessment instruments that have been administered to your child
  
- Grant or deny any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:
  - ❖ When it is to be used for school safety;
  - ❖ When it relates to classroom instruction or a co-curricular or extracurricular activity; or
  - ❖ When it relates to media coverage of the school.
  
- Remove your child temporarily from the classroom, if an instructional activity in which your child is scheduled to participate conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.
  
- Request that your child be excused from participation in the daily recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow your child to be excused from participation in the required moment of silence or silent activity that follows. [See policy EC.]
  
- Request that your child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3)

you are a representative of a foreign government to whom the United States government extends diplomatic immunity. [See policy EHBK]

- Request in writing, if you are a non-custodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a disciplinary alternative education program (DAEP) or expulsion. See policies FL (LEGAL) and (LOCAL), FO (LEGAL) and the Student Code of Conduct.

# Index

## A

<i>ABSENCES APPROVED IN ADVANCE</i> .....	3
<i>ACADEMIC AWARDS AND HONORS</i> .....	
ACADEMIC COUNSELING.....	
ACADEMIC DISHONESTY, CHEATING, PLAGIARISM.....	
ACADEMIC PROGRAMS .....	
ACCIDENT INSURANCE .....	
ACCIDENT PREVENTION.....	
ADMISSION TO CONTEMPORARY LEARNING CENTER.....	
ADMISSION, ATTENDANCE, AND WITHDRAWAL.....	
ADVANCED PROGRAM (PRE-AP AND AP).....	
APPLICABILITY OF SCHOOL RULES .....	
ASSEMBLIES.....	
ATTENDANCE .....	
ATTENDANCE QUESTION AND ANSWERS FOR STUDENTS .....	

## B

BACTERIAL MENINGITIS .....	
BULLYING OR TAUNTING.....	
BUSING .....	

## C

CAFETERIA SERVICES .....	
CAREER AND TECHNOLOGY EDUCATION .....	
CHANGE OF ADDRESS / TELEPHONE NUMBER .....	
CHANNEL 1 .....	
CLASS DISMISSAL .....	
CLASS MEETINGS .....	
CLASS OFFICERS.....	
CLASS RANK .....	
CLASSIFICATION OF STUDENTS.....	
CLINIC SERVICES .....	
CLOSED CAMPUS POLICY .....	
COLLEGE VISITATION .....	
COMMUNICABLE DISEASES / CONDITIONS .....	
COMPUTATION OF GRADES .....	
COMPUTER RESOURCES.....	
CONDUCT .....	
CORRESPONDENCE COURSES.....	
COURSE CREDIT .....	
COURSE LOAD/COURSE ENROLLMENT .....	
CREDIT APPEALS FOR EXCESSIVE ABSENCES.....	
CREDIT BY EXAM—IF A STUDENT HAS NOT TAKEN THE COURSE.....	
CREDIT BY EXAM—IF A STUDENT HAS TAKEN THE COURSE .....	
CREDIT RECOVERY – PLATO LAB.....	
CRISIS PLAN – POSTED IN EACH CLASSROOM .....	
CURRICULUM-RELATED INFORMATION .....	

## D

DISCIPLINARY CONSEQUENCES .....	
---------------------------------	--

DISTRICT DRESS CODE.....  
DRESS AND GROOMING .....  
DRESS REQUIREMENTS.....  
DRILLS: FIRE, TORNADO, AND OTHER EMERGENCIES.....  
DRIVER LICENSE ATTENDANCE .....  
DUAL CREDIT HIGH SCHOOL COURSES.....  
DUAL CREDIT REQUIREMENTS AND GUIDELINES.....

E

EARLY GRADUATES.....  
EARLY GRADUATION .....  
EMERGENCY MEDICAL TREATMENT AND INFORMATION.....  
EMERGENCY SCHOOL-CLOSING INFORMATION.....  
EXCUSED ABSENCE .....  
EXCUSES.....  
EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS.....

F

*FIELD TRIP ABSENCE*.....  
FINAL EXAMS.....  
FOREIGN EXCHANGE STUDENTS.....  
FOUR-YEAR PLAN.....

G

GENERAL INFORMATION.....  
GIFTED AND TALENTED PROGRAM.....  
GRADE POINT AVERAGE (GPA) CALCULATION.....  
GRADE POINTS.....  
GRADING GUIDELINES AND PROCEDURES.....  
GRADING SCALE.....  
GRADUATION EXERCISES.....  
GRADUATION PROGRAMS.....  
GRADUATION REQUIREMENTS.....

H

HALL PASSES.....  
HARRASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY.....  
HIGHEST RANKING STUDENTS – VALEDICTORIAN AND SALUTATORIAN.....  
HOMEBOUND INSTRUCTION.....  
HOMEWORK.....

I

IDENTIFICATION CARDS.....  
INCOMPLETE GRADES.....

L

LAW ENFORCEMENT AGENCIES.....  
LEAVING SCHOOL EARLY DUE TO ILLNESS.....  
LETTERING/ACADEMICS.....  
LIBRARY SERVICES.....  
LONG-TERM AEP.....  
LOST AND FOUND.....

M

MAGNA CUM LAUDE AND CUM LAUDE.....

MAKE UP WORK FOR ABSENCE.....

MANDATORY DRUG TESTING FOR ATHLETES.....

MANDATORY MOMENT OF SILENCE.....

MEDICATIONS.....

MEETINGS OF NONCURRICULUM-RELATED GROUPS.....

MID-YEAR GRADUATES.....

N

NATIONAL HONOR SOCIETY.....

NINTH GRADE STUDENT PROMOTION TO MAIN CAMPUS CRITERIA.....

NON TRADITIONAL ACADEMIC PROGRAMS.....

NONSTUDENT NONSCHOOL MATERIALS.....

NOTIFICATION OF LAW VIOLATIONS.....

O

OBTAINING INFORMATION AND PROTECTING STUDENT RIGHTS.....

OFF CAMPUS ACTIVITIES.....

OFF CAMPUS ATHLETICS.....

OFF CAMPUS PERMITS/ EARLY RELEASE PERMIT.....

OPTING OUT OF SURVEYS AND ACTIVITIES.....

OUTSIDE ADVERTISEMENT.....

OVERNIGHT TRIPS.....

P

PARENT AND STUDENT RIGHTS REGARDING SEXUAL HARASSMENT/SEXUAL ABUSE.....

PARENT/TEACHER CONFERENCES.....

PARENT'S RIGHTS.....

PARENTAL INVOLVEMENT.....

PARKING REGULATIONS.....

PEP RALLIES.....

PERSONAL COUNSELING.....

PESTICIDES.....

PLEDGES TO THE UNITED STATES AND TEXAS FLAGS.....

PRE-AP AND AP COURSES PLACEMENT REQUIREMENTS.....

PROGRESS REPORTS.....

Q

QUESTIONING OF STUDENTS.....

R

RADIOS, CD PLAYERS, AND OTHER ELECTRONIC DEVICES AND GAMES.....

RELEASE OF STUDENTS FROM SCHOOL.....

REPORT CARDS.....

RESIDENCY.....

RESPONSIBLE STUDENT BEHAVIOR.....

RETURNING TO SCHOOL AFTER LEAVING EARLY THE PREVIOUS DAY.....

S

SAC.....

SAFETY AND HEALTH.....

SANCTIONED ACTIVITIES .....  
SATURDAY DETENTION HALL.....  
SCHEDULE CHANGES/DROPPING COURSES .....  
SCHEDULED ACTIVITIES.....  
SCHEDULING .....  
SCHOOL DAY CLOSINGS .....  
SCHOOL FACILITIES.....  
SCHOOL MATERIALS.....  
SCHOOL-SPONSORED TRANSPORTATION.....  
SEARCHES.....  
SENIOR ACTIVITIES .....  
SEVERE WEATHER PLAN – POSTED IN EACH CLASSROOM.....  
SOCIAL EVENTS.....  
STADIUM REGULATIONS AND PROCEDURES .....  
STATE-MANDATED ASSESSMENT TESTS .....  
STUDENT ACTIVITIES, ORGANIZATIONS AND CLUB .....  
STUDENT CONFERENCES .....  
STUDENT DESKS AND LOCKERS .....  
STUDENT NONSCHOOL MATERIALS.....  
STUDENT PICTURES.....  
STUDENT PUBLICATIONS .....  
STUDENTS TAKEN INTO CUSTODY .....  
STUDENTS USE BEFORE AND AFTER SCHOOL .....  
STUDENTS WHO ENTERED AS FRESHMEN IN THE FALL OF 2001 AND THEREAFTER.....  
STUDENTS WHO ENTERED AS FRESHMEN PRIOR TO THE FALL OF 2001.....  
STUDENTS WITH DISABILITIES .....  
SUMMER GRADUATES .....  
SUMMER SCHOOL.....

T

TARDINESS .....  
TELEPHONES.....  
TEXAS SCHOLARS.....  
TEXTBOOKS.....  
THEA .....  
TOBACCO USE .....  
TOP TEN PERCENT .....  
TRAINED DOGS .....  
TRANSCRIPTS .....  
TRANSFER STUDENTS .....  
TRANSPORTATION .....

U

UNEXCUSED ABSENCE.....

V

VEHICLES ON CAMPUS.....  
VIDEOTAPING OF STUDENTS.....  
VISITORS.....  
VISITORS PARTICIPATING IN SPECIAL PROGRAMS FOR STUDENTS.....

W

WITHDRAWAL FROM SCHOOL.....  
WORKING TOGETHER .....