

Corsicana High School



2018-2019 Student Handbook

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CHS Mission Statement: We commit to developing a personal relationship with every student that will foster a sense of hope and allow for a high level of academic achievement as determined by state and national standards while providing a comprehensive system of support to assure this outcome.

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Welcome to Corsicana High School

This Student Handbook has been prepared to empower all students to become active participants in their Corsicana High School learning community. Students, parents, and staff members should become familiar with the information in this handbook so that all stakeholders understand the standards and expectations of this learning community.

In building a "learning community", we encourage all members to take advantage of learning opportunities. Students, teachers, and parents will have opportunities to learn and grow through involvement with Corsicana High School.

We look forward to our partnership with you and improving student success at Corsicana High School.

Shade Boulevard Principal

Sean Kays
Associate Principal

Maria Christon
Assistant Principal

John Griggs
Assistant Principal

Kenya Landers
Assistant Principal

Bradley Thomason
Assistant Principal

Shonna Franklin
Advanced Academics Coordinator

* * * * *

CHS Alma Mater -- ALL HAIL, CORSICANA

All hail, Corsicana! All hail, Corsicana!
We pledge our loyalty to you.
So firm is our position, sharing each tradition,
We sing our praises now anew.
Honor is our watchword, Fighting ever forward,
THREE CHEERS FOR THE GOLD AND THE BLUE!
All hail, Corsicana, Dear old alma mater,
ALL HAIL TO YOU!


CHS Fight Song

Fight, Fight, Fight, all you Tigers!
Keep your spirit strong.
Go, Go, and Go, for a touchdown!
Let's keep rolling on.
Fight, Fight, Fight, all you Tigers!
Watch your colors shine.
T-I-G-E-R-S! TIGERS FIGHT!

Music by Hub Hill; Lyrics by Chet Vaughn and Bub Wright; Written in 1947

2018-2019

8 Period Bell Schedule

PERIOD	PERIOD BEGINS	PERIOD ENDS	TOTAL TIME
1 st	8:20 am	9:10 am	50 min
2 nd	9:14 am	9:59 am	45 min
3 rd	10:03 am	10:48 am	45 min
	10:48 am	11:00 am	12 min
4 th	11:04 am	11:49 am	45 min
5 th	11:53 am	1:23 pm	90 min
A Lunch	11:53 am	12:23 pm	30 min
B Lunch	12:23 pm	12:53 pm	30 min
C Lunch	12:53 pm	1:23 pm	30 min
6 th	1:27 pm	2:12 pm	45 min
7 th	2:16 pm	3:01 pm	45 min
8 th	3:05 pm	3:50 pm	45 min

Announcements – 3rd period

2018-2019 8 Period Bell Schedule Pep Rally

PERIOD	PERIOD BEGINS	PERIOD ENDS	TOTAL TIME
1st	8:20 am	9:05 am	45 min
2nd	9:09 am	9:49 am	40 min
3rd	9:53 am	10:41 am	48 min
4th	10:45 am	11:25 am	40 min
5th	11:29 am	12:59 pm	90 min
A Lunch	11:29 am	11:59 pm	30 min
B Lunch	11:59 pm	12:29 pm	30 min
C Lunch	12:29 pm	12:59 pm	30 min
6th	1:03 pm	1:43 pm	40 min
7th	1:47 pm	2:27 pm	40 min
8th	2:31 pm	3:16 pm <small>Do not release students until they are called out.</small>	45 min
Pep Rally	3:20 pm	3:50 pm	30 min

Announcements – 3rd period

People You Should Know at CHS

Principal.....	Shade Boulware
Associate Principal	Sean Kays
Advanced Academics Coordinator	Shonna Franklin
Asst. Principal	John Griggs
Asst. Principal	Kenya Landers
Asst. Principal.....	Maria Christon
Asst. Principal	Bradley Thomason
Collins Scholarship Administrator	Susan Johnson and Andrea Boruk
Chief of Police	Scott Stephens
Lieutenant	Erik Cuellar
Police Officer	Adam Richter
Counselor (A-CO)	Tara Podjenski
Counselor (CR-HERN).....	Monica West
Counselor (HERR-NE).....	Reagan Greer
Counselor (NG-SO).....	Lauren Underberg
Counselor (SP-Z).....	Gary Dobbs
Testing Coordinator	Paula Simpson
504 Coordinator	Gary Dobbs
National Honor Society	Elizabeth Talley
Band Director	Bre Osbourn
Choir Director	Christopher Wheelock
Head Football Coach	Steve Hoffman
Boys Golf	Andy Dotson (Head Coach)
Girls Golf	Lori Haynie (Head Coach)
Baseball	Heath Autry (Head Coach)
Volleyball	Ashley Grace (Head Coach)
Softball	Courtney Anderson (Head Coach)
Girls Basketball	Dominique Brown (Head Coach)
Boys Basketball	Nicholas Claiborne (Head Coach)
Tennis	Chad White (Head Coach)
Power Lifting	Mashequa Gentry (Girls) & Kasey Pruett (Boys)
Girls Track	Angie Rash
Boys Track	Wayne Braziel
Boys Soccer.....	Matthew Loafman
Girls Soccer.....	Brent Hardwick
Cross Country	Jesus Rodriguez
Cheerleaders/Varsity	Amy Johnson
Cheerleaders/JV & Freshman.....	Michaela Jerro
Calicos.....	Brittany Lassiter (Director) & Traycie Griggs
Trainers	Bernie "Doc" Camarillo, Amber Jones, David Rodocker

ROTC Monte Mackey, Roger Hardie
 Student Council Jonathan Dixon
 Theater DirectorCran Dodds
 Future Farmers of America Sponsors.....Mark Vitters, Kaitlyn Rigglin, Miranda Johnson
 FCCLA Shelby Curl
 Journalism-Yearbook Sponsor.....Jonathon Dixon
 DAEP / Turning Points / Substance Abuse CounselorAndrea Boruk
 FBLACourtney Barron-Nelson
 Spanish Club Sponsor.....Lucy Jones
 Principal’s Secretary.....Tonya Thomas
 PEIMS Secretary.....Anne Holcomb
 Attendance Secretary Morgan Hickerson
 Registrar Luz Salazar
 Discipline Secretary.....Megan Dockery
 Receptionist.....Daneka Polk
 Receptionist.....Rhonda Armstrong
 Library Media Specialist..... Sharon Goodman

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CHS Student Officers 2018-2019

Student Council Officers

President. Kiki Blanton
Vice President. Addison Ray
Secretary. Caden Reed
Treasurer. Adrianna Lopez
Historian..... Lauren Hager
Parliamentarian Catherine Monk

NHS Officers

President..... Sydney Talley
Vice Presidents..... Luke Keathley & Humberto Regalado
Secretary Mariah Lee
Treasurer..... Anna Kasprzyk
Communications.....Becca Cook

Senior Class Officers

President.....Jayla Johnson
Vice President Humberto Regalado
Secretary..... Addison Ray
Treasurer..... Mariah Lee

Junior Class Officers

President.....Brenda Zuniga
Vice President.....Elizabeth Fitzhugh
Secretary..... Nayeli Lara
Treasurer.....Brittany Gallardo

Sophomore Class Officers:

President..... Ilissa Flores
Vice President.....Vanessa Cervantes
Secretary..... Jamia White
Treasurer.....Shanthal Blancas

Academic Section

Conferences with Teachers: Parents who wish to request a teacher conference should email the teacher or phone the front office to schedule an appointment. Phone conferences or personal conferences are welcome, but it is important to schedule an appointment.

Progress Reports: Report cards will be issued each nine-week period. (See school calendar for dates of each nine-week period.) Progress reports will be issued each three-week period to all students. It is possible for a student to be passing when progress reports are given but failing when the grading period ends.

Parents can access their students' current grades, attendance, and discipline via the school website see "TxConnect" on www.cisd.org. Call the high school office at 903-874-8211 for assistance.

Early Release Policy: All CHS students will be scheduled for a full day of classes, with only three exceptions described below.

- Students taking a college course that meets off campus (documentation required)
- Students in a school work-based learning course (career prep or practicum) and leaving for work
- Students participating in flexible scheduling

CHS is committed to producing better-prepared graduates. Graduating seniors who do not challenge themselves academically during their senior year are not preparing themselves for the next step of their lives. The high failure rate among college freshmen reinforces the need for high school seniors to continue efforts toward learning academics, personal responsibility, and a greater work ethic during the junior and senior years in high school.

All other students must be fully enrolled in classes throughout the school day. Career Prep and practicum students must be on the CHS campus for a minimum of 120 minutes per day, including the attendance recording period. Students' off campus work periods will be aligned with their required academic courses. Students involved in the work program should leave campus at their scheduled time or be removed from the work program.

There will be no early release for students involved in athletic teams that end their season with enough time for students to enroll in another class. All students will remain on campus until the end of the school day or will provide documentation of their college course(s), will be enrolled in the Dual Credit Program, or participate in flexible scheduling.

Flexible Scheduling: Flexible scheduling allows students to attend classes only when their classes meet. Students who qualify for flexible scheduling will be treated like college students who can come and go as dictated by their schedule. Students are allowed to have a maximum of three flex periods.

To qualify for flexible scheduling a student must:

1. You must be classified as a senior.
2. You cannot receive credit denial for attendance your junior year.
3. You must have passed all 5 STAAR EOC Assessments and have counselor approval to verify that you are on track to fulfill all graduation requirements.

Off- Campus Physical Activity (OCPA): The purpose of the OCPA program offered by Corsicana High School is to accommodate students in 9th-12th grades who are making a serious effort to develop high-level capabilities and to allow them to be involved in an off-campus program that provides training exceeding what is offered in the school district. Students and Parents must complete the OCPA Application and submit it to Mrs. Landers before a student may enroll in OCPA. All guidelines and procedures are listed in the OCPA Application. Students and/or OCPA coaches are responsible for submitting a student's participation log during mid-term exams (1st semester) and finals (2nd semester) in order for the student to earn credit for the course.

Tutorials: Teachers encourage students needing extra help or class time to schedule meeting times before and/or after school. It is the student's responsibility to schedule before and after school tutorials, make-up tests, or other make-up work due to absences. Math, science, social studies, and English departments will provide tutorials before school and after school. Each teacher's tutorial schedule will be posted in his/her classroom and on his/her website.

Counseling Center Services: Services of the guidance department are available to every student at CHS. These services include assistance with educational planning and counseling regarding school, social, or personal concerns. Students wishing to see their counselors may go to the guidance counselors' office before or after school. Students may also submit a request to see their counselor. School counselors are not Licensed Professional Counselors and may not be trained to meet the needs of some students. CHS counselors can provide parents with a list of referrals for Licensed Professional Counselors located in our community. Parents wishing to speak with a counselor may simply call Corsicana High School at 903-874-8211 or parents can email the student's counselor.

Letters of Recommendation: Students should complete and return the Letter of Recommendation Request Form and the Letter of Recommendation Information Form to their counselor. Both required forms are available in the Go Center and on the Counseling Center's webpage. Counselors require at least 10 school days before the submission deadline to complete Letters of Recommendation. Please check your deadlines.

Official Enrollment in CHS: In order to be considered a CHS student, a student must take at least two courses on the CHS campus per semester. In order to participate in UIL competition, a student must be present on campus or in dual credit classes at least four hours per day.

Schedule Change Policy: The master schedule of classes at CHS is based on specific course requests by students. All high school students will pre-register in early spring for the following school year. Students are given a week in the spring to review and adjust their course requests for the following school year. It is very important that students discuss course choices with their parents, teachers, and counselor. Every attempt will be made to schedule students into the courses they choose. Schedule changes will not be made unless a genuine mistake was made in the selection of courses that will affect the student's graduation plan. Students will not have their schedules changed merely because a subject is difficult, they do not wish to have a certain teacher, or to request a different lunch. Such requests will be denied.

Valid Criteria for Schedule Changes

1. The student is a senior and is not scheduled in a course required for graduation.
2. The student is misplaced in a course (no prerequisites, previously earned credit, etc.).
3. The school may change student schedules in order to balance class sizes or to accommodate teacher workloads.

Schedule changes must meet state attendance laws, district and campus policies, and UIL eligibility rules. All schedule change requests must be initiated by the student with the student's counselor. Until the counselor has officially changed the schedule and both the student and the teachers involved have been notified, the student is required to attend all classes on the original schedule. Students are not allowed to miss classes in order to go to the Counseling Office to get a schedule change.

Dropping or Adding Classes

Requests to drop or add a class must meet the above criteria to be considered and may be granted or denied based on space. No schedule change request will be accepted after the first 5 school days of the first semester and the first 5 school days of the second semester.

PAP, AP, and DC Class Changes

If a student who is enrolled in a regular course wants to move to a Pre-AP or AP course, this must be done by the FIRST FIVE DAYS of the school year. The student must get their regular course teacher and/or parent to sign off on a level change. If a student decides that he/she wants to change from a Pre-AP or AP course to a regular course, they must do so within the FIRST 9 WEEKS of the school year by completing a PAP/AP drop form. If a student decides that he/she wants to change from a DC course to a regular course, they must meet with Mrs. Franklin and fill out a DC drop form. Students will be responsible for monetary funds and their college transcript might reflect a course drop.

Exam Exemption Policy

All students are eligible for exemptions, but exam exemptions are offered only in May. All students will take mid-term exams in all courses in December.

Semester courses: to be exempt students need

- A grade average of 85-100 and no more than one undocumented absence; or
- A grade average of 70-84 with no undocumented absences

Year-long courses: to be exempt students need

- A grade average of 90-100 and no more than two undocumented absences;
- A grade average of 80-89 and no more than one undocumented absence; or
- A grade average 70-79 with no undocumented absences

There is no grade curve for AP and Pre-AP classes when considering exam exemptions. In addition to attendance and grade requirements, students who owe for lost or damaged textbooks, uniforms, fundraisers, library books, or other school fees, or who have a suspension, ISS, After School Detention or DAEP assignment are ineligible for exam exemption.

Exam Exemptions are determined by using the second semester average in year-long classes, the end-of the semester average in semester courses and the total attendance record in each course. Even students who are eligible for exemption may choose to take the final exam to raise their grades. For extenuating circumstances see the absence policy.

Attendance recovery does not apply to exam exemption. (i.e. After school and Saturday school.)

Special Programs

CHS offers a variety of Special Programs to meet the needs of individual students. It is our goal to identify and serve every eligible student. Teachers are encouraged to contact Maria Christon in regard to the RTI process, and/or counselors with information about any student who seems to qualify for a special program. If you need further information on any of the following programs, please contact your student's counselor or principal (903-874-8211) or the Executive Director of Special Programs (903-602-8109).

At-Risk: An at-risk student is in grade 7-12 and under 21 years of age who meets one or more of the following criteria: (1) did not advanced from one grade level to the next in two or more years; (2) is two or more years below grade level in reading or math; (3) did not maintain an average of 70 in two or more courses in any semester, including the current semester and are not expected to graduate within four years after beginning 9th grade; (4) did not perform satisfactorily on one or more sections of the state assessment instrument; or (5) is pregnant or is a parent, (6) or is identified as a homeless or migrant student.

PRS: Pregnancy Related Support Services are offered to pregnant students to help them adjust and stay in school during the pregnancy and postpartum periods.

English Language Learners (ELLs)

English Language Learners (ELLs) or Limited English Proficient (LEP) students are a diverse group of students who do not speak English as their primary or home language. A student is classified as limited English proficient when 1) a language other than English is used as the primary language in the home and 2) the student's English language proficiency is determined to be limited by a Language Proficiency Assessment Committee (LPAC) or as indicated by a test of English proficiency.

English As A Second Language (ESL)

English as a second language indicates that a student is participating in a state-approved English as a second language (ESL) program. An ESL program provides intensive instruction that develops competency in the listening, speaking, reading, and writing of the English language.

Gifted & Talented: GT students are those identified by testing as students who by virtue of outstanding abilities are capable of high performance. They require differentiated educational services beyond those provided in the regular program in order to realize their potential contribution to self and society. GT students excel in one or a combination of the following areas: general intellectual ability, specific subject matter aptitude, creative and productive thinking, and leadership ability.

Migrant: Migrant students, ages 3-21, are children of migratory agricultural workers who have moved within the preceding 36 months to seek qualifying work.

Immigrant: An immigrant student is born outside of the United States and who has never attended school in the United States. After attending USA schools for three years, the student is no longer classified as an "immigrant."

Section 504 of the Rehabilitation Act of 1973: Any student identified as 504 has a handicapping condition that "substantially limits" a life activity.

Special Education: Students with disabilities have the equal rights to a free appropriate public education, which may include instruction in the regular classroom, instruction through special teaching, or instruction through approved contracts. "Student with a disability" means a student between the ages of 3 and 21 with one or more disabilities (physical disability, limited intellectual abilities, emotional disturbance, learning disability, autism, speech disability, traumatic brain injury, visual or auditory impairment) that prevent the student from being adequately or safely educated in the public schools without the provision of special service.

Graduation Requirements

For Freshmen Entering High School August 2014 or After

- Foundation High School Program with Endorsement
- Distinguished Level of Achievement
- Performance Acknowledgements

<u>Foundation High School Program With Endorsement:</u>	
English – English I, English II, English III, and English IV	4 credits
Mathematics – Algebra I, Geometry, and two additional math courses.	4 credits
Science – Biology, a lab-based course, and two additional science courses.	4 credits
Social Studies – World History or World Geography, US History, US Government (1/2 credit), Economics (1/2 credit)	3 credits
Physical Education	1 credit
Languages Other Than English (2 credits in same language)	2 credits
Fine Arts	1 credit
Endorsement	4 credits
Electives	3 credits
Total:	26 credits

More information about Foundation High School Program with Endorsement, Distinguished Level of Achievement, and Performance Acknowledgements can be found on the high school's Counseling Center's webpage: <http://www.cisd.org/Page/12759>

Endorsements: Before entering 9th grade, all students are required to choose one of the five endorsements to pursue:

- Business and Industry
- Arts and Humanity
- Public Services
- STEM
- Multidisciplinary Studies

More information about endorsements can be found on the high school's CTE webpage: <http://www.cisd.org/Domain/206>

Distinguished Level of Achievement: The Distinguished Level of Achievement is denoted on a student's transcript and will:

- Allow you to compete for the top 10% automatic admissions eligibility at any Texas public university
- Position you among those first in line for a TEXAS Grant to help pay for university tuition and fees
- Ensure you are a more competitive applicant at the most selective colleges and universities.

Requirements to complete the Distinguished Level of Achievement program:

- Foundation High School Program with an endorsement (see table on previous page)
- 4 credits in math including Algebra II
- 4 credits in science

Performance Acknowledgement: Performance acknowledgements are denoted on a student's transcript and provide recognition for:

- Dual credit courses
- Advanced Placement or International Baccalaureate exams
- Bilingualism and biliteracy
- PSAT, ACT ASPIRE, SAT or ACT
- Earning a state, nationally or internationally recognized business or industry certification or license.

Early Graduates: Students wishing to graduate in fewer than four years shall do the following:

- Complete a written application and submit it to the appropriate counselor by the end of the spring semester of their sophomore year.
- The student and legal guardian must meet with appropriate counselor to sign a permission form.

Commencement Exercises: To participate in commencement exercises, graduates must have completed all requirements of the Texas Education Agency and the Corsicana ISD, which include passing the applicable state assess, clearing all CHS records, returning all textbooks, paying all library fines and other fees owed. All correspondence credits, credits by examination, and dual credits must be completed with passing grades and filed in the counselor's office no less than one week prior to graduation.

Awarding High School Credit: If either semester of a one-credit class is failed, and the yearly average of both semesters is equal to 70 or higher, then the student will be awarded a full credit for the course. If either semester of a one-credit class is passed, and the yearly average of both semesters does not equal 70, then the student will be awarded a half credit for the semester passed.

Classification of Grade Levels

A student's grade level classification is determined by the number of years enrolled in high school and the number of credits they have earned. Students are promoted at the end of the school year. Retained juniors will be monitored and promoted in January of their graduation year upon earning 18 credits.

9th grade: 0 to 5 credits

10th grade: 6 to 11 credits

11th grade: 12 to 17 credits

12th grade: 18+ credits

Access to Student Records

Each student has an academic achievement record with grades, graduation credits, class rank, and standardized test scores, etc. A photocopy of this record is called a transcript and is required for admission by post-secondary institutions. Students may request a transcript through the registrar by completing a transcript request form. The registrar requires **10 school days** to complete all requests. After graduation, requests for transcripts must be in writing and signed by the student or parent. When a student turns 18, he or she must either sign the request form or give written permission for the parent to sign. The request must include date of birth and the most recent year of attending CHS. There is no charge for the first transcript if it is picked up at school. If the transcript is to be mailed, however, the fee for each transcript is \$2.00. Additional costs required for special handling of a transcript (priority mail, or otherwise) are paid by the person requesting the transcript. The registrar requires **10 school days** to complete all requests. A student's school records are confidential and protected from unauthorized inspection. The record moves with the student from school to school. By law, both parents, whether married, separated, or divorced, have access to the records of a student who is under 18 or is a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order that terminates these rights.

CHS GRADE POINT FOR CLASS RANK

Refer to the Course Description Handbook for the Grade Point weight of individual courses.

	<u>Regular</u>	<u>Academic/PreAP</u>	<u>Honors, AP, & Dual Credit</u>
Numeric Grade	5.0	6.5	7.0
100	5.0	6.5	7.0
99	4.9	6.4	6.9
98	4.8	6.3	6.8
97	4.7	6.2	6.7
96	4.6	6.1	6.6
95	4.5	6.0	6.5
94	4.4	5.9	6.4
93	4.3	5.8	6.3
92	4.2	5.7	6.2
91	4.1	5.6	6.1
90	4.0	5.5	6.0
89	3.9	5.4	5.9
88	3.8	5.3	5.8
87	3.7	5.2	5.7
86	3.6	5.1	5.6
85	3.5	5.0	5.5
84	3.4	4.9	5.4
83	3.3	4.8	5.3
82	3.2	4.7	5.2
81	3.1	4.6	5.1
80	3.0	4.5	5.0
79	2.9	4.4	4.9
78	2.8	4.3	4.8
77	2.7	4.2	4.7
76	2.6	4.1	4.6
75	2.5	4.0	4.5
74	2.4	3.9	4.4
73	2.3	3.8	4.3
72	2.2	3.7	4.2
71	2.1	3.6	4.1
70	2.0	3.5	4.0

Grade Point Averages (GPA)

A grade point system has been established to determine class rank in the fairest possible way. Such a system is needed because all courses, whether honors level or modified level, issue the same grades: 90-100 (excellent), 80-89 (above average), 75-79 (average), 70-74 (minimal passing), and below 70 (failing, or no credit). Our grade point system assigns more points for a grade earned in an Honors, PAP, AP, or Dual Credit course than for the same grade earned in a regular course. To determine the grade point distribution, courses in the new system are classified into four categories: Honors (Advanced Placement, Honors, Dual Credit courses), Academic (Pre-AP or other approved courses), Regular (all other courses).

- Grade point averages include all coursework in grades 9-12 with the exception of student aide, administration aide, and peer coaching. Certain 8th grade courses may be awarded high school credit, but will not be awarded grade points for calculating class rank.
- Grade point averages are calculated using semester grades according to the CHS Grade Point System for Class Ranking. No grade points are awarded for a grade below 70. The GPA is calculated by adding up total grade points awarded and dividing by the number of semester units attempted.
- Transfer students with credits for AP courses not offered at CHS may be awarded honors credit.
- Students may retake courses that they previously failed in order to meet graduation requirements, and they will receive the grade points for the retake of the course. Students who have previously passed a course may not re-take that course for the purpose of improving his/her GPA.

Grade Point Exemption Forms (For students entering 9th grade in 2011 or later):

- Students will not be penalized for participating in extracurricular activities or for pursuing interests in various elective classes through a grade point exemption plan. If a course is not a requirement for graduation, the student may apply for a grade point exemption for the following courses: PE, Cheerleading, Athletics, Band, Flags, Drill Team, ROTC, any CATE class, and any Fine Arts Class. It is the student's responsibility to request an exemption by completing a grade point exemption form. Grade point exemption forms must be submitted to the CHS principal no later than 15 school days after the start of the semester.
- For students entering 9th in 2014, CTE classes which are a part of the students endorsement will not be exempt.

Class Rank

Class rank for all students in grades 10–12 shall be calculated two times per year, following the first full semester and the second full semester. Official class rankings for students in grade 9 shall be calculated only after the completion of the second full semester.

High School Courses Taken at the Middle/Intermediate School Level

Students may earn high school credits with successful completion of designated courses in grades 6th-8th. Course work completed before the start of the fall semester of the student's freshman year will count as credit, but the grade earned will not be included when calculating rank. Courses included: Algebra 1, Spanish 1, Spanish 2, Spanish 3, Spanish 4 AP, Span 5 HNRS, Span 5 AP, and health.

Transfer Students

The district shall accept all credits earned toward state graduation requirements by students in state accredited school districts. Advanced GPA credits for transfer students will be included in CISD GPA. Credits awarded by a previous school with a grade lower than 70 will receive credit in CISD, but will not be calculated in their GPA.

All students transferring in from accredited schools may receive credit upon verification of an official transcript.

Additionally, students transferring into CISD with a grade of P on any course work will receive a 70 for their grade and any student transferring into CISD with a grade of F will receive a 60 for their grade.

Conversion Chart for Transferred Letter Grades

Numeric Grade	Letter Grade
98	A+
95	A
92	A-
88	B+
85	B
82	B-
78	C+
77	C
75	C-
74	D+
72	D
70	D-
60	F

Honor Graduates and Class Rank

- Honor graduates shall be the top ten percent of the graduating class (including 4-year graduates and early graduates). Honor graduates are determined by the class ranking at the end of the third nine weeks in the year of graduation.
- In order to be eligible for valedictorian or salutatorian, a student must have completed three full years at Corsicana High School.
- The valedictorian shall be the four-year graduate who has the highest grade point average, and the salutatorian shall be the four-year graduate with the second highest grade point average. Valedictorian and salutatorian are determined at the end of the third nine weeks in the year of graduation.
- In determining the valedictorian or salutatorian, the grade point average will be computed to the nearest thousandth. If there is a tie for the valedictorian, a salutatorian will not be named. If there is a tie for salutatorian, co-salutatorians will be named.
- Class ranking is determined at the end of the ninth grade year and in February and June each year thereafter. Students completing high school requirements in fewer than four years shall be ranked with the class with whom he or she actually graduates. Early graduates will not remove a 4-year graduate from a class rank slot, but will share a ranking with that four-year graduate.

Credit by Examination

Texas Education Code 28.023. A student will be given credit for an academic subject in which he or she has had no prior instruction if the student scores in the 90th percentile, or above, on a criterion-referenced test for the course. The exam score will be entered on the transcript. CISD will publicize these dates on the district and campus web sites. More information may be obtained by contacting the district's testing coordinator (903-874-8211). The district will not charge for an exam for acceleration. The district will administer and recognize results of a test from Texas Tech University or the University of Texas at Austin. If a parent requests an alternative examination, the alternative examination will be purchased by the student. ***Credit by examination will be awarded regular grade points.***

Earning College Credits in High School

Advanced Placement: Scores received on the AP exam may allow students to receive college credit depending on the individual college's policy. Students enrolled in Advanced Placement (AP) courses should visit with their counselor and teacher to register for the AP Exam with Mrs. Franklin. If a student that is enrolled in a regular course wants to move to a Pre-AP or AP course, this must be done by the FIRST FIVE DAYS of the school year. If a student decides that he/she wants to change from a Pre-AP or AP course to a regular course, they must do so within the FIRST 9 WEEKS of the school year. The grade they have at that time will be the grade they will take with them. Please note that Pre-AP Spanish 2 is open to all students who wish to take it rather than limited to students who took 2 years of Spanish at Collins Middle School.

CHS Advanced Placement (AP) Course Offerings

- Biology AP
- Calculus AB AP
- Chemistry AP
- English Language and Composition (English 3 AP)
- English Literature and Composition (English 4 AP)
- Physics 1 AP
- Spanish Language and Culture (Spanish 4 AP)
- Spanish Literature and Culture (Spanish 5 AP)
- Statistics AP
- U.S. Government and Politics AP
- United States History AP

CHS Advanced Placement (AP) Course Offered Online in Turning Points

- English Language and Composition*
- English Literature and Composition*
- Environmental Science
- French Language and Culture
- Human Geography
- Psychology
- Spanish Language and Culture*
- United State History*
- World History

*Courses offered face-to-face on the main campus will only be assigned to students if there is an "approved" academic need.

Requirements to take an AP course in Turning Points

- Students must register with (Mrs. Franklin and then Mrs. Dulworth) within the first 10 days of school.
- Students must complete 50% of the AP course before Christmas Break to stay enrolled in the course.
- Students taking an AP course during the school year must finish the course the week of final exams second semester.
- If a student is approved to take an AP course in the summer it will be the full version of the AP course. AP courses cannot be shortened like regular summer courses. Summer dates: May 30-July 30.

2018 AP Exam Schedule

Week One: May 6, 2019 through May 10, 2019

Week Two: May 13, 2019 through May 17, 2019

Dual and Concurrent Credit Courses: Students may earn both high school and college credit by taking and successfully completing approved college courses in place of comparable high school courses. (*See the list of approved dual credit courses in this handbook.*) After the sophomore year in high school, a student and parent must meet with their counselor to gain approval to enroll in dual credit courses offered through Navarro College. Guidelines for enrolling in dual credit courses are as follows:

1. A completed dual credit agreement will be on file with Mrs. Franklin before a CHS student may enroll in a dual credit course.
2. Students and parents who request dual credit courses shall agree to the following requirements:
 - Only those courses for which a dual credit articulation agreement has been signed and listed in the student handbook will count for dual credit.
 - Students are counted absent from a college class even when the absence is a high school related absence.
 - The TSI or any other required testing must be completed prior to enrollment.
 - Students and parents are responsible for all Navarro College tuition, fees, and books if the student doesn't pass the course with a "C" or above or drops the course. Parents agree to hold CHS and its personnel harmless from responsibility in case of accidents while a student is traveling to or attending classes at Navarro College.
 - Beginning fall 2016, Navarro College Instructors will provide numerical final course grades as well as letter grades.
 - If Navarro College gives a CHS student credit for a course for passing an AP exam, CHS will award grades for the course as follows: 3 on AP Exam = 95; 4 or higher on AP Exam = 100.
 - Failing grades earned in dual credit courses will be entered on the student's transcript.
 - If a student fails to turn in grades earned from dual credit courses, then the grades will be left out of class rank.
 - Only original Navarro College transcripts will be accepted as proof of grade.
 - Visit www.tccns.org for more information regarding how your college credits will transfer to a university.

Dual Credit Courses with Navarro College

<u>Navarro ID</u>	<u>Navarro College Course Title</u>	<u>NC Hours</u>	<u>CHS Course</u>	<u>CHS Credits</u>
ENGL 1301/1302	Composition and Rhetoric I and II	6	English 4	1.0
COSC 1401*	Introduction to Computers	4	Business Info Mgmt	1.0
HIST 1301 HIST 1302	American History I and II	6	US History	1.0
MATH 1314	College Algebra	3	Independent Study in Math	0.5
MATH 1316	Plane Trigonometry	3	Pre-Calculus	0.5
MATH 2412	Pre-Calculus with Analytic Geometry	3	Pre-Calculus	0.5
MATH 1342	Statistics	3	Statistics	0.5
SPEECH 1315*	Introduction to Speech Communication	3	Communications Applications	0.5
ECON 2301	Principles of Economics	3	Economics	0.5
ART 1301* ART 1303*	Art Appreciation & Art History I	6	Art III History	1.0
BIOL 1408*+ BIOL 1409*+	General Biology I & General Biology II	8	Scientific Research and Design	1.0
BIOL 2401± BIOL 2402±	Anatomy and Physiology I & Anatomy and Physiology II	8	Anatomy & Physiology I	1.0
CHEM 1405* CHEM 1407*	Introductory chemistry I & Introductory Chemistry II	6	Scientific Research and Design 2	1.0
GOVT 2305	American National Government	3	Government	0.5
PSYC 2301*	General Psychology	3	Psychology	0.5
SOCI 1301	Introduction to Sociology	3	Sociology	0.5
SPAN 1411* SPAN 1412*	Beginners' Spanish I & Beginners' Spanish II	6	Spanish III	1.0

* These courses are only open to students pursuing an Associate's degree through the Higher Start program.

+ These courses are only offered face-to-face for Higher Start students. Non-Higher Start students will take the course online.

± These courses are only offered at the Navarro College Campus.

Technical Dual Credit CTE Courses with Navarro College

The following courses count toward an applicable Associate Degree or certificate program.

In order to earn credit that counts toward Navarro College Associate Degrees, a student must be accepted for enrollment by Navarro College. College credit is awarded and added to the student's transcript upon the course completion. Offerings are subject to change.

<u>Navarro ID</u>	<u>Navarro College Course Title</u>	<u>NC Hours</u>	<u>CHS Course</u>	<u>CHS Credits</u>
COSMETOLOGY				
CSME 1310	Intro to Haircutting	3	Cosmetology 1 (semester 1)	2.0
CSME 1401	Orientation to Cosmetology	4		
CSME 1405	Fund of Cosmetology	4	Cosmetology 1 (semester 2)	
CSME 1453	Chemical Reformation	4		
CSME 2401	Principles of Hair Coloring	4	Cosmetology 2 (semester 1)	2.0
CSME 1443	Manicuring & Related Theory	4		
CSME 1447	Principles of Skin Care	4	Cosmetology 2 (semester 2)	
CSME 2350	Prep for State Licensing	3		
POSSIBLE CERTIFICATE: Cosmetology Certificate				
EMERGENCY MEDICAL TECHNICIAN (EMT)				
EMSP 1501	Emergency Medical Technical Clinical Emergency Medical Technician	5	Practicum in Health Science (semester 2)	2.0
EMSP 1160		1		
POSSIBLE CERTIFICATE: EMT Basic Certificate				
LAW ENFORCEMENT				
CJSA 1322	Intro to Criminal Justice	3	Principles of Law	1.0
CJSA 1312	Crime in America	3	Law Enforcement1	1.0
CJSA 1313	Juvenile Justice	3	Court System & Practice	1.0
CJSA 1342	Criminal Investigation	3	Law Enforcement 2	1.0
POSSIBLE CERTIFICATE: Criminal Justice Corrections Certificate				
WELDING				
WLDG 1423	Welding Safety Tools & Equipment	3	AG Mechanics or Welding 1	1.0 or 2.0
WLDG 1428		4		

<u>Navarro ID</u>	<u>Navarro College Course Title</u>	<u>NC Hours</u>	<u>CHS Course</u>	<u>CHS Credits</u>
	Intro to Shielded Metal Arc Welding			
WLDG 1430 WLDG 1317	Intro to Gas Metal Arc Welding Intro to Layout & Fabrication	4 4	AG Equipment Design and Fab/Lab or Welding 2	2.0
POSSIBLE CERTIFICATE: Production Welder Certificate				

**District Testing Coordinator – Paula Simpson 903-874-8211
CHS Testing Calendar 2018-2019**

DATE	Assessment
August	
3rd	Credit By Exam
25th	SAT Test
September	
8th	ACT Test
10th	SAT Prep Course Begins
October	
6th	SAT Test
10th	PSAT Test - 10th Grade During School Hours
27th	ACT Test & Credit By Exam
November	
3rd	SAT Test
5th	ACT Prep Course Begins
December	
1st	SAT Test
3rd	STAAR English 1 EOC Retest
4th	STAAR Algebra EOC Retest
5th	STAAR English 2 EOC Retest
6th	STAAR Biology & US History EOC Retest
8th	ACT Test & Credit By Exam
January	
7th	Credit By Exam
14th	ACT Prep Course Begins
February	
9th	ACT Test
11th	SAT Prep Course Begins
11 th -14 th	English I & II Field Test

25th- April 5th	TELPAS Window
March	
9th	SAT Test & Credit By Exam
19th	ACT Prep Course Begins
April	
1st-23rd	STAAR Alt 2 Window
9th	STAAR English 1 EOC
11th	STAAR English 2 EOC
13th	ACT Test & Credit By Exam
May	
4th	SAT Test & Credit By Exam
6th	SAT Prep Course Begins
6th	STAAR Algebra, Biology or US History EOC
6th	United States Government and Politics and Environmental Science AP Exams
7th	STAAR Algebra, Biology or US History EOC
7th	Spanish Language & Culture, Physics 1:Algebra Based AP Exams
8th	STAAR Algebra, Biology or US History EOC
8th	English Literature & Composition, European History and French Lang & Culture AP Exam
9th	STAAR EOC Make-Up Exams
9th	Chemistry, Spanish Lit & Culture, Psychology AP Exams
10th	United States History, Comp. Science Principles and Physics 2:Algebra Based AP Exams; Studio Art digital portfolios due
13th	Biology, Physics C:Mechanics and Physics C: Electricity and Magnetism AP Exams
14th	Calculus AB & BC, Art History and Human Geography AP Exams
15th	English Lang. and Comp and Macroeconomics AP Exams
16th	Comparative Government and Politics, World History and Statistics AP Exams
17th	Microeconomics, Music Theory, Computer Science A - AP Exams
June	
1st	SAT Test & Credit By Exam
8th	ACT Test
24th	STAAR English 1 EOC - Retest
25th	STAAR Algebra EOC - Retest
26th	STAAR English 2 EOC - Retest
27th	STAAR Biology and US History EOC
July	
13th	ACT Test & Credit By Exam
	SAT & ACT Prep Classes (9th-12th Graders) Applications available in the GO Center
	Mondays-Thursdays afterschool

Sept. 10-Oct 15	SAT Prep - registration deadline Sept. 1st
Nov. 5-Dec. 6	ACT Prep - registration deadline Oct. 26th
Jan. 14-Feb. 7	ACT Prep - registration deadline Dec. 21st
Feb. 11-Mar. 7	SAT Prep - registration deadline Feb. 1st
Mar. 19-Apr. 11	ACT Prep - registration deadline Mar. 8th
May 6-May 31	SAT Prep- registration deadline April 26th

General Test Information

SAT and ACT Tests: Most colleges use the Scholastic Aptitude Test (SAT) and the American College Test (ACT) as determining factors for admission and scholarships. Students may take these at any of the scheduled times and as often as they wish. Required scores vary by college. At least one of these tests should be taken by the end of the junior year in high school and no later than the fall of the senior year. Students pay the registration fee. Students register for these tests approximately one month in advance of the test date. For SAT and ACT reminders, students should listen to CHS morning announcements or check with their respective counselor. The CHS College Entrance Test Code Number is **441-550** and is used on both the SAT and ACT registration forms.

Students can take either the SAT I: Reasoning Test or up to three SAT II: Subject Tests on the same date. Registration bulletins are available from any CHS counselor, and the bulletin will contain a registration form, a schedule of fees, and details on how to register for the SAT.

TSI Assessment – Texas Success Initiative Assessment: **TSI** is the exam required for the early admissions program and gives eligible high school students an opportunity to earn college credit while still in high school. It is designed to determine if you are ready for college-level course work in the general areas of reading, writing and mathematics.

- College Readiness scores for each area of the TSI Assessment:
 1. Writing – 363/4 Essay, or 5 Essay with no minimum on multiple choice portion
 2. Reading – 351
 3. Math – 350

See your Advanced Academics Coordinator to register for the TSI exam or to inquire about the **TSI** exemption. Students must meet the following requirements to be eligible:

- Participants must have completed their sophomore year in high school and have written approval of the high school and parent/guardian. This is documented through your high school counselor.
- Students participating in the Higher Start Program must pass both the reading and writing portions of the TSI before taking a dual credit class.

TSI Exemptions

- Students enrolled in Project Lead the Way (PLTW) Engineering classes receive credit from out-of-state Universities and are exempt from TSI exam requirements. Students enrolled in Navarro College Level One Certificate programs (Technical Dual Credit) are also exempt from the TSI requirement.
- STAAR End-of-Course (EOC) – An English II EOC score of 4000 or higher shall waive for both the reading and writing of the TSI Assessment. An Algebra I EOC score of 4000 or higher and passing grade in Algebra II shall waive for the mathematics section of the TSI Assessment.
- PSAT/NMSQT – A combined score of 1070 on the PSAT/NMSQT with a minimum of 500 on the critical reading and/or mathematics test shall waive the TSI Assessment relevant to the courses to be attempted.
- ACT – A composite score of 23 with a minimum of 19 on the English test shall be exempt for both the reading and writing sections of the TSI Assessment, and/or 19 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
- SAT – **Administered prior to March 2016:** A combined critical reading (formerly “verbal”) and mathematics score of 1070 with a minimum of 500 on the critical reading test shall be exempt for both reading and writing sections of the TSI Assessment, and/or 500 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment.
Administered on or after March 5, 2016: A minimum score of 480 on the Evidenced-Based Reading and Writing (EBRW) test shall be exempt for both reading and writing sections of the TSI Assessment; a minimum score of 530 on the mathematics test shall be exempt for the mathematics section of the TSI Assessment. There is no combined score.
- The **TSI** exam can be taken at Corsicana High School. The test is computer-based and untimed. Students must bring their student ID, know the last four digits of their SSN and \$5 to cover the cost of each test. Results provided to student immediately after test. Students taking the **TSI** for the first time must complete the required pre-assessment activity. See Mrs. Franklin to register for the exam.
- Students may also take the TSI test at the Navarro College Testing Center. The test is computer-based and untimed. Students must bring their photo ID and \$30 to cover the cost of the test. Results are sent via email. Students taking the **TSI** for the first time must complete the required pre-assessment activity found at navarrocollege.edu/testing.
- For more information, contact the Navarro College Testing Center at 903-875-7457.

Scholarships/Financial Aid

Current information about scholarships, financial aid, and college admissions is available at <http://www.cisd.org/Page/12759>.

All students are encouraged to begin scholarship search early in their high school years, even though they would not apply until their senior year. There are several free scholarship search web sites, like www.fastweb.com. Fastweb has over 600,000 scholarships in their database.

Financial aid may be a new term for some families. It refers to any money that is used to finance higher education. The basic forms of financial aid are **grants** (need-based funds from the government or college), **scholarships** (merit and need-based), **loans**, and **work study**. A reasonable plan for a family is to try to qualify for, apply for and receive as much free money (grants and scholarships) as possible. Borrow as little as possible. Federal loans are only available through the completion of the FAFSA.

The financial aid process begins when the family (both the parents and student) fills out the FAFSA (Free Application for Federal Student Aid). FAFSA can be completed beginning October 1 of the student's senior year. There are companies that will offer to fill out the FAFSA or find scholarships for you for a fee. Do NOT pay someone for these services. Consider completing the TASFA and Apply Texas as well. FAFSA & TASFA should be done in the 11th grade year. Enrollment in the Navarro County CAP program is highly encouraged to both Juniors & Seniors. It is a requirement to apply for some local scholarships.

All local scholarships as well as others are routinely updated on the Counseling Center's website.

The largest local scholarships are:

- James L. Collins –Top 25% graduates of Corsicana High School to attend Texas College and Universities. Since 1954 millions of dollars and thousands of students has been awarded.
- J Tom Eady – Navarro County funding
- Clifford Foundation – can fund tuition, books, room and board at a Texas University/College

Navarro College scholarships:

- M. C. and Mattie Caston, Open the Door to Success, Navarro Foundation, Honors Program, Talent based scholarships at Navarro College (athletics, band, choir, drama, and more)

Discipline and Student Conduct

All disciplinary actions are at the discretion of the administrators

ACADEMIC HONESTY/CHEATING: Honesty and integrity are important. Students should set high goals and work hard to meet them. All forms of cheating are strictly forbidden at CHS. Cheating is defined as giving or receiving information on a test, possessing any unauthorized materials during a test, copying another student's assignment, submitting duplicate work, having someone else complete an assignment on behalf of the student, or any act that results in a grade being given unfairly. The penalty for cheating or willingly helping another student is a zero for the work involved and a lowering of the student's citizenship grade by one letter. Teachers will immediately notify parents of the cheating incident and send a discipline notice to the discipline center documenting the incident for the appropriate discipline.

CLOSED CAMPUS POLICY:

The CHS campus will be a "Closed Campus" from 8:20-3:50. (Please note that the campus is not limited to the building, but also includes all interior and exterior properties). Exceptions may be made in the following situations:

- Students that qualify and participate in flexible scheduling
- Students involved in co-op work programs
- School-related matters requiring a student to leave campus approved by a CHS administrator
- Students whose parents check them out for doctor/dentist appointments
- Students leaving campus or returning to the parking lot during the school day: Students who need to leave campus during the day must have a note from a parent or in an emergency, students may have an administrator or attendance secretary speak with a parent or guardian by phone. A student who becomes ill during the day may get permission from his/her teacher and report to the nurse's station. The student may sign out and leave campus only after a nurse or assistant principal talks with a parent or guardian to verify permission to leave campus. Students **must** always sign out in the attendance office, and get an off-campus pass from the attendance secretary before leaving campus during the regular school day or before going to the parking lot.
- Violation of this policy will be treated as truancy. Parental contact is mandatory before the student leaves campus.
- Penalties for unauthorized departure from campus during lunch:
Students who leave campus during any lunch without administrative authorization may be assigned to ISS. Each subsequent unauthorized departure will result in more stringent disciplinary action.
- Parents/Guardian with administrator approval may have lunch with students.
- All visitors must sign in at the office & obtain a visitor's pass.
- All visitors must provide a state issued ID such as a driver's license upon entering the school.
- For safety reasons FOOD may not be delivered to students at any time.
- If a student forgets his/her lunch, a parent/guardian may bring money, to purchase a CHS lunch.

CORPORAL PUNISHMENT: Corporal punishment is limited to spanking or paddling the student and is governed by the following guidelines:

1. The student is told the reason for the corporal punishment.
2. The principal and assistant principal may administer corporal punishment.
3. The paddle to be used will be approved by the principal.
4. Corporal punishment will be administered in the presence of one other district professional employee and out of view of other students.
5. A record will be maintained of each instance of corporal punishment. Parents who do not want their child to receive corporal punishment must state this in writing and ensure the written statement is given to the building principal at the beginning of each school year.

CRIMINAL MISCHIEF/VANDALISM: Students shall not vandalize, damage, or deface any property, including furniture and other equipment belonging to CISD, district employees or other students. Vandalism may result in criminal prosecution and/or CHS discipline. Parents or guardians of students who damage school property will be liable for damages.

DAEP – Disciplinary Alternative Education Program: Discretionary placements to the DAEP may be assigned to students according to the Student Code of Conduct. Mandatory placements shall be made to the DAEP if a student commits the following offenses on school property or while attending a school sponsored or related activity:

1. Conduct containing elements of the offense of assault or terrorist activity.
2. Engages in conduct containing elements of public lewdness or indecent exposure.
3. Engages in conduct punishable as a felony Title 5 regardless of where or when the conduct occurs.
4. A student receives deferred prosecution under Section 53.03 of Family Code. A court or jury finds that the student has engaged in delinquent conduct defined as a felony offense in Title 5 under Section 54.03 of Family Code.
5. The Superintendent or designee has a reasonable belief that a student has engaged in felony Title 5 conduct.

ABU: Adaptive Behavior Unit is a behavior management system available to identified students needing help in planning for more appropriate and effective behavior through the day. The redirecting of a student's behavior is done by assigned staff members.

DISRUPTIVE OFFENSES: All forms of violence, disorderly conduct, fighting and/or any physical altercation, abusive language, and threats are serious and will not be tolerated. This includes acts, language, and threats directed toward teachers, administrators, students, or district employees. If a student engages in any of the above behaviors on school property or while attending a school-sponsored or school-related activity on or off school property, a school administrator will immediately notify a parent/guardian and the police. Students may be placed in police custody as well as issued a citation. Students may also be assigned to DAEP. See the CISD Student Code of Conduct for more information on the district assault policy as it relates to the Texas Penal Code.

HALL PASSES: Students are not allowed in the halls during classes without an authorized hall pass from a campus administrator, teacher, or member of the support staff.

ISS – IN SCHOOL SUSPENSION: ISS is a teacher-supervised detention for students who have committed an offense deemed inappropriate. An administrator assigns students to ISS. While in ISS, students will have the opportunity to continue their class work and receive full credit for work completed satisfactorily. The ISS room is a restrictive environment designed to meet the educational needs of students who have serious and/or habitual behavior problems. While assigned to ISS, students are isolated from the remainder of the student body. **ISS students may not participate in any school-related activity until the day following their release from ISS.** A student may be referred to the ISS for a period of no more than 3 days per offense. After a student has been assigned ISS for 10 days, or a combination of 10 days of ISS and suspension, at the next offense he or she may be suspended, expelled, or referred for Alternative Education Placement. Students are responsible for their regular class work assignments. While in ISS, students will abide by the Student Code of Conduct just as any student is expected to do. Violation of ISS rules will result in the student’s removal to a principal’s office. **STUDENTS REMOVED FROM ISS OR REFUSING TO GO WILL BE SUSPENDED and COMPLETE ISS WHEN HE/SHE RETURNS.** Once ISS is assigned to a student it is the student’s responsibility to be present in ISS as assigned. Failure to be present as assigned will result in additional disciplinary consequences.

Extended ISS Placement: Any placement over 5 days will be considered Extended ISS. While in Extended ISS the students will follow the following rules:

- Mandatory principal/parent meeting
- Development and agreement to a behavior contract
- Suspension of school transportation
- Pick up and drop off at designated ISS location.

OSS – OUT OF SCHOOL SUSPENSION: Persistent misconduct or serious misconduct may result in a student being suspended. State law allows a student to be suspended for up to three school days per offense, with no limit on the number of times a student may be suspended in a semester or school year.

SANCTION: Expelled or suspended students are prohibited from being on school grounds or attending school-related extracurricular activities during the period of expulsion or suspension. Students found on school grounds during their suspension or expulsion may be cited for trespassing.

LUNCH DETENTION: Lunch detention is a teacher supervised detention that takes place during school lunchtime that is designed for students who have committed lesser offenses. This detention has been implemented to avoid removing students from an instructional setting. Students will use this opportunity to quietly eat a lunch brought from home, or purchased from the school while independently continuing their schoolwork. Failure to report to a principals assigned lunch detention may result in additional disciplinary consequences.

SCHOOL MANNERS -- Behavior Expected at CHS

It should be the aim of all CHS students to display the following good manners at school:

- Follow directions given by any school personnel.
- Do your part to keep the noise level down. No shouting, laughing or talking too loudly.
- Keep your locker clean, closed, and locked.
- No inappropriate display of physical affection.
- Display good sportsmanship. Whether visiting other towns or hosting students for sports or other UIL contests, remember that the reputation of CHS rests upon you. Display good sportsmanship regardless of the outcome of the contest, and treat everyone with courtesy and respect.
- Food and drinks will be restricted to the Commons area. Students must be seated during lunch and may not eat outside the commons area.
- No lingering inside of the school building past 3:50 p.m. Except for academic tutorials, clubs or class meetings, and other approved meetings for which the teacher will be present.

Self-Defense

The privilege of self-defense is limited. A claim of self-defense in the use of physical force will not exempt a student from discipline when:

- The student provokes, invites, or encourages the use of physical force by another.
- The force being used against the student is lawful (administrators or teachers).
- The student has an opportunity to avoid force or to inform a school official of threatened use of force.
- The student uses force after the other party abandons or attempts to abandon a fight or confrontation.
- The student had an opportunity to exit the confrontation and chose not to.

Tardy Policy

A student is considered tardy for class if he or she is not through the doorway of the classroom when the tardy bell rings. THE TARDY COUNT WILL RESTART EVERY SEMESTER.

Tardy discipline will be administered as follows:

- 1st Tardy – Classroom Warning
- 2nd Tardy – Classroom Warning
- 3rd Tardy – Assign teacher detention
 1. Call Home
 2. Before or After School Detention
- 4th Tardy – Office Referral – Lunch Detention
- 5th Tardy – Office Referral – Lunch Detention
- 6th Tardy – Office Referral – After School Detention or ISS

Dress Code

All students must comply with the dress code when they enter the building and must remain in dress code until they depart the building.

The "Student Standard Mode of Dress" for Corsicana Independent School District has been established to build student self-esteem, bridge socioeconomic differences between students, and encourage positive behavior, thereby promoting school safety and improving the learning environment.

Administrators will have complete and final judgment on all matters concerning interpretation of Student Mode of Dress Policy. Matters concerning appearance and dress not specifically covered in Student Standard Mode of Dress shall be within the discretion of the administration.

Shirts, Blouses, Turtlenecks, Sweatshirts, Sweaters, Vests

- Collard knit button style shirts or dress style buttoned shirts/blouses/turtlenecks.
- Must be long or short sleeved.
- Shirts, blouses, or turtlenecks must be tucked in at all times and must remain tucked in to cover the stomach and back when arms are raised and when seated.
- Shirts must be tucked in so that belt shows.
- Must be appropriately sized in the shoulders, sleeves, and length.
- Appropriate standardized dress must be worn under sweat shirts and sweaters if they are removed.
- Layering is acceptable, but undershirts must be in approved colors.
- All buttons except the top two must be buttoned.
- Colors
- All tops must be solid blue (light, royal, or navy), gold (yellow), white, or gray, or black.
- Wearing the same color tops and pants is not permitted. Ex.: Black pants, black top or navy pants, navy top.
- Not Permitted: Sleeveless or thermal material shirts.
- Not Permitted: Brads, studs, zippers, or other adornments.
- Sweaters and sweatshirts must be in approved shirt colors.
- Sweaters and sweater vests do not have to be tucked-in as long as they have a fitted waist-band and are worn over an approved shirt (polo, blouse, turtleneck, etc.).
- Form-fitting shirts, fish nets, see-through blouses, halter-tops, midriffs, and blouses with extremely low necklines will not be permitted for girls.
- Boys may not wear tank top, muscle shirts or fishnet shirts.
- No visible logos, stripes, checks, lettering, or wording, or designs except approved CISD logos.
- Denim of any color.

Belts

- Belts must be of a solid color, either black, brown, white, or navy.
- No belt buckles larger than a credit card.
- Belts must be fastened and worn in the appropriate manner at all times.

Slacks, Pants, Shorts

- Pleated or flat front docker-style slacks or pants.
- Knee length walking shorts.
- Capri pants for female students.
- Pants/shorts designated with belt loops must be belted and fastened at the waist.
- Pants will be worn at the waistline at all times (no "sagging").
- Pants shall be worn at the proper length at all times (no "dragging")
- Pants must be hemmed at the bottom (no "ragging").
- Shirts will be tucked in at all times.
- Solid khaki, navy, or black.
- Not Permitted - Cargo, carpenter, overalls, painter, hip-hugger, form fitting, low-rise, sagging, and/or oversized style clothing.
- Baggy-legged slacks or bell-bottom pants wider than shoes.
- Wind shorts/pants, athletic shorts/pants, sweat shorts/pants are not allowed except as directed by the instructor during PE/athletics, cheer, band or drill team classes.
- Not Permitted - Brads, studs, or other adornments.
- Not Permitted - Denim of any color.

Skirts, Jumpers, Dresses for Female Students

- Traditional style to the knee or longer.
- Kick-pleats or slits must be hemmed at or below the end of the knee.
- Solid khaki, navy, or black.
- Not Permitted - Form-fitting clothing.
- Not Permitted - Denim of any color.

Footwear

- Shoes must be worn at all times.
- No flip-flops (V-Strip through the toe), house shoes, crocs, or para-military type boots.
- No rollers or wheels of any kind on shoes.
- Hose/tights must be of solid, single, approved color.
- Tight colors: khaki, navy, black or white.
- Socks must match each other and be an approved color, either white, black, brown, khaki, or navy.

Outerwear

- Jackets, coats and sweaters are allowed in accordance with appropriate weather conditions.
- District letter jackets are acceptable.
- Outerwear with hoods are acceptable, but hoods should not be worn on the heads of students inside CISD buildings
- Jackets and coats must have a closing mechanism (full length zipper, buttons, or snaps).
- Appropriate standardized dress must be worn under any outerwear if it is removed.
- Outerwear worn inside the building must be blue (light, royal, or navy), gold (yellow), white, gray, or black.
- Not Permitted - Logos, unless CISD approved.

- Denim of any color.
- ID Badges
- Students must wear their school issued ID badge at all times during the regular school day except as directed by the instructor during PE/athletics, cheer, band or drill team classes.
 - The ID must be worn properly on a school approved lanyard or clip on the front of the body while on school property.
 - Students must not alter or deface the badge in any manner.
 - Students will be given the first ID at the start of the school year.
 - Replacement ID Policy
 1. Free ID & Warning
 2. Free ID & Warning
 3. Lunch Detention
 4. Lunch Detention
 5. Lunch Detention
 6. After School Detention or ISS
 - Students can choose to pay \$1 for the ID at any time to substitute it being classified as an infraction.

Additional CHS Guidelines

- Clothing can be no more than one size larger than the student's measurements, nor may the garment be too tight.
- All clothes must fit appropriately and be worn with appropriate undergarments as deemed by the campus administration.
- Clothing items cannot be worn in any way that reflects gang, affiliation, conceals contraband or creates a distraction.
- Patches are acceptable as long as they are the same color and applied on the inside of the clothing.
- Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The district prohibits any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption or interference with normal school operations.
- Hair must not be disruptive and must not present a safety hazard to any student.
- Caps, hats, or head coverings inside the buildings are not allowed.
- Jewelry referring to alcohol and other drugs, tobacco, profanity, sex, violence, gang membership, or displaying obscene pictures shall not be permitted.
- Except for ears, jewelry on other parts of the face, including the interior of the mouth is not permitted.
- No grills or other objects covering teeth.
- Sunglasses may be worn outdoors but worn indoors only with a permit from the nurse's office and/or a doctor's written recommendation.
- Special needs and medical conditions will be reviewed on a case by case basis as they arise.
- Students in D.A.E.P. will consult with principal for appropriate dress code.
- Organizational shirts worn on campus must have prior principal approval.

Teachers, administrators, and other school personnel are responsible for enforcing the dress code policy in class and on campus, or on school related trips during the school days. Students who miss class because of inappropriate dress will be charged with a tardy or be placed in ISS for the day. All questionable dress

issues will be addressed by a school administrator.

Consequences for Dress Code Violations

...that occur after students have entered the building in compliance with the CISD Dress Code.

(Examples – Untucking of shirt, removal of belt, allowing pants to sag, not wearing I.D. Badge, Electronic Devices and/ or accessories being used in hallways etc.)

1st and 2nd Offense for Correctable Offenses – Warning

3rd, 4th and 5th Offense for Correctable Offenses – Lunch Detention

6th and more Offense for Correctable Offenses – ISS or Corporal Punishment

**Students will not be allowed to go to class until they comply with all CISD Standardized Dress guidelines. Dress code violations that cannot be immediately corrected will result in the student being placed in ISS.

**Sagging will result in the regular steps for correctable offenses.

Electronic Devices: Responsible Use Guidelines

Corsicana ISD provides students with access to the District's electronic communications system for educational purposes. The electronic communications system is defined as the District's network, servers, computers, mobile devices, peripherals, applications, databases, online resources, Internet access, email, and any other technology designated for use by students. With this educational opportunity comes responsibility. When a student brings his/her own technology device to Corsicana High School, it is mandatory that the device utilize the CISD wireless network. For example, a Corsicana High student will choose the "CHS—Student" wireless ID, and sign in using his/her CISD username and password to browse the Internet. By logging into the CISD wireless network, they are accepting the terms of the Corsicana Secondary Student Responsible Use Policy. Once on the CISD wireless network, all users will have filtered Internet access just as they would on a district owned device.

Usage Charges

Corsicana ISD cannot be held responsible for any possible device charges to your account that might be incurred during approved school-related use. Wireless access will be provided through the CISD network. Any data and/or SMS/MMS charges will not be reimbursed by CISD.

All students in Corsicana ISD must adhere to the following standards of responsible use:

- The District may review files and communications to maintain system integrity and insure that users are using the system responsibly. Users should not expect that files stored on district servers will be private.
- Students are responsible at all times for their use of the District's electronic communication system and must assume personal responsibility to behave ethically and responsibly, even when technology provides them the freedom to do otherwise.
- Students must not access, modify, download, or install computer programs, files, or information belonging to others.
- Students must not waste or abuse school resources through unauthorized system use (e.g. playing online games, downloading music, watching video broadcasts, participating in chat rooms, etc.).
- Students must not alter computers, networks, printers or other equipment except as directed by a staff member.
- Technology, including electronic communication, should be used for appropriate educational purposes only and should be consistent with the educational objectives of Corsicana ISD.
- Students must not release personal information on the Internet or electronic communications.
- Personal CISD network access information should not be conveyed to other students or attempts be made to use anyone else's accounts.
- If a student finds an inappropriate site or image, he or she must immediately minimize the program and contact the instructor.
- Students must not create/publish/submit or display any materials/media that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal and should report any instances encountered.
- Students shall adhere to all laws and statutes related to issues of copyright or plagiarism.

- Violation of any of these standards may result in suspension of computer use, Internet privileges and/or other disciplinary action.

Frequently Asked Questions

I brought my device to school to use in the classroom, but my teacher said I couldn't use it in her classroom. May I still use it?

The teacher in the classroom has the final say on procedures in the classroom. If he or she asks you not to use your device, then you should follow those directions. Access is available but not guaranteed for each classroom situation.

I am uncertain on specific policy regarding times and locations my personal device can be used during the school day. Exactly when am I allowed?

Corsicana High School Appropriate Use:

Before/after school	Yes
In class when my teacher designates use for learning	Yes
During passing period	Yes
During lunch	Yes

I have my laptop/mobile device with me in class. How do I get on the internet now?

Most laptops or other personal technology devices (smart phones), will detect a wireless connection when you are near one. Your device should prompt you to join an available network. When prompted, choose the student wireless ID from the list (for example: CHS-Student). Once you choose this network and open an internet browser, you will log-in using your CISD network username and password.

My laptop/device is not prompting me to choose a wireless network. If there another way to connect?

In the settings menu of your device, there is usually an icon for a network. Go to this icon and chose your campus student wireless ID from the list or prompt your computer to look for wireless networks in range. Always consult your device's owner's manual for exact directions for accessing a wireless network.

I just can't get my laptop/device to connect to the network. Can I get some help from someone?

It is not the responsibility of your teachers or other CISD staff to troubleshoot individual devices during the school day. Check your owner's manual for issues concerning connectivity.

What if my laptop or phone is stolen or damaged? What recourse can I take?

Students bring electronic communication devices to school at their own risk, just like any other personal item. The district will not be held responsible if an electronic device or other item is lost, stolen, or misplaced, including those that have been confiscated.

I do not have my own electronic communications device to bring to school. Will I be penalized or miss out on instruction?

No! It is not mandatory for students to bring a device, even if they do own one. When electronic devices are used to enhance learning in the classroom, students without a personal device will be provided access to an appropriate district owned digital device. Keep in mind that learning can be enhanced greatly for the entire class even if only a handful of students have a device!

Is it required that I use the Corsicana ISD wireless? Can I use my own 3G or 4G service?

It is absolutely required that you use the district filtered wireless and is stated in the student responsible

use policy. Using your own wireless provider during school is a breach of this agreement and the violation may result in confiscation of your device.

Attendance Policy

Attendance for Credit (C.I.S.D. Board Policy F.E.C.)

The Corsicana ISD Board Policy for grades 9 - 12 requires that a student attend each class at least 90% of the days the class meets each semester/term. Unless the student attends class at least 90% of the days, he or she is in violation of compulsory attendance laws. A student who does not meet minimum attendance requirements may be denied credit in the course or courses where he/she has accumulated excessive absences.

The following table describes the amount of undocumented absences that a student cannot exceed in order to receive credit for his/her course. **It is the responsibility of the student to keep up with his/her absences and schedule meetings with the attendance committee to appeal an absence or attend Saturday School and/or After School Attendance Sessions.**

Credit Denial Criteria

Credit denial will be done by semester. Nine or more undocumented absences in a class will result in a student losing credit in a course.

	Full Credit All Year	Half Credit Fall Course	Half Credit Spring Course
STANDARD	18 absences	9 absences	9 absences

Compulsory Attendance (C.I.S.D. Board Policy F.E.A)

1. **Section 25.095 (a);** Under **Warning Letters**, states, "A school district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that if the student is absent from school on 10 or more days or parts of days within a six-month period in the same school year, the parent of the student is subject to prosecution."
2. **Section 25.095 (a, b 1-2):** Specifies it is the "parent's duty to monitor student's attendance and require student to attend school"; "failure to receive warning letter(s) is not a defense to prosecution".

College Days: Juniors and seniors are allowed a maximum of two school days per school year to visit a college or university. College days are not granted during exam periods or testing days and may not be used by a student to attend or participate in any UIL activity the student is not otherwise eligible to attend. Seniors are required to make up work missed within the required time. The two days should consist of two full days rather than four half-day sessions. College Days will be approved **ONLY** through the student's respective counselor and with a written request from the parent. The request must be made at least 1 day in advance. **Upon their return to school**

from college days, students must provide documentation from the college visited, on school letterhead signed by a college official to their counselor.

Documentation of Student Absences (Extenuating Circumstances Criteria):

When a student is absent, he/she has three days to bring either a doctor or parent note to the office to excuse the absence. Five (5) parent notes are allowed per year. Once 5 parent notes have been accepted, an absence will only be excused with documentation that is provided by health care professionals for students and their children (physicians, nurses, etc.) and **probation officers** for juvenile court proceedings, Social Caseworkers/ Child Protective Services, and funerals of immediate family members (parents, siblings, grandparents, aunts, or uncles). **The note is to be signed by the student's parent or guardian.**

Documentation for an absence may not be accepted after **5 days** from the date of the last absence (parent notes, medical note, juvenile probation documentation, government office appointments, or obituary).

Leaving School During The School Day: STUDENTS MUST ALWAYS REPORT TO THE ATTENDANCE OFFICE, SIGN OUT, AND GET AN OFF-CAMPUS PASS BEFORE GOING TO THE PARKING LOT AND/OR LEAVING CAMPUS. Students who need to leave school during the day must have a note from their parent or guardian with a phone number that allows us to verify the appointment. A student who becomes ill during the day and feels that he or she needs to phone a parent may report to the office with permission from the classroom teacher. The office will notify a parent or guardian and determine whether or not the student should be released. If students return to campus that day, they must sign in through the attendance office. **Students who leave without following the procedure will be truant and will be disciplined accordingly. Early dismissal students must leave the property within ten minutes of dismissal.**

Making Up Work/Excessive Absences: When students miss school, teachers will make a reasonable effort to provide an opportunity for students to make up assignments. It is the **student's** responsibility to make arrangements with the teacher to make up the work and to complete the work within the designated time. Students will be allowed three consecutive school days to turn in work missed during an absence.

Returning From an Absence: Upon returning from an absence, a student should get an admit to class only if that student is bringing documentation that fits the extenuating circumstance criteria (medical documentation, juvenile probation documentation, Medicaid documentation, funeral for immediate family, mentorship documentation, government appointments, or college day absence).

School-Related Absence: Students are not counted absent for a school-related absence. Students are, however, responsible for **checking with their teachers before leaving school** about classwork they will miss during the school-related absence. Students are responsible for that classwork on the day they return to class.

Attendance Committee/Saturday School /After School Credit Recovery: Texas Education Code, Chapter 25, Section 25.095, which states; "Warning Notices. A School district or open-enrollment charter school shall notify a student's parent in writing at the beginning of the school year that (if a student is absent from school on 10 or more days or parts of days within a six-month period in the same school year or on three or more days or parts of days within a four week period: (1) the student's parent is subject to prosecution under section 25.093; and (2) the student is subject to prosecution under section 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section)."

If a student exceeds the limit of absences, he or she may attempt to reclaim credit by meeting with the attendance committee and/or attending Saturday School credit recovery or after school credit recovery. A student may not reclaim more than five absences per period each semester without approval from the attendance committee. (Each Hour served regains 2 hours) In order for a student to meet with the committee, it is the student's responsibility to schedule a meeting. A meeting with the committee should be scheduled if a student wishes to appeal an undocumented absence. A parent/guardian must attend these attendance meetings with his/her students.

ATTENDANCE CREDIT RECOVERY

If a student has excessive absences (9 or more "U" absences=loss of credit) in any class, he/she has the following options:

SATURDAY SCHOOL CREDIT RECOVERY

***Attend one day (4 hours) of Saturday School to recapture one day of undocumented absence.**

1. Arrive on time (8:00-12:00 noon). Front doors are locked at 8:01 a.m. No admittance after that time.
2. Bring paper, pen, and homework. You must work this entire time.
3. All school rules apply (including dress code).

BEFORE SCHOOL CREDIT RECOVERY

***Attend before (7:30-8:15am) in The Lunch Detention Room in the Commons Monday through Thursday, to recapture undocumented absences. Turning Points, Flex, and work program students have additional options. (Each hour recaptures 2 undocumented absences. All four days will recover one class day (8 class periods of undocumented absences).**

1. Arrive on time (7:30 a.m.). No admittance after that time.
2. Bring paper, pen, and homework. You must work this entire time.
3. All school rules apply (including dress code).

AFTER SCHOOL CREDIT RECOVERY

*** Attend after (3:55-4:30pm) in The Library Monday through Thursday, to recapture undocumented absences. Turning Points, Flex, and work program students have additional options. (Each hour recaptures 2 undocumented absences. All four days will recover one class day (8 class periods of undocumented absences).**

1. Arrive on time (3:55 p.m.). No admittance after that time.
2. Bring paper, pen, and homework. You must work this entire time.
3. All school rules apply (including dress code).

APPEAR BEFORE THE ATTENDANCE COMMITTEE

*** The committee has the authority to excuse any absence they believe to be "extenuating circumstances."**

1. Sign up with Mrs. Hickerson with an appointment with Mrs. Landers
2. A parent or guardian must attend with the student.
3. Bring documentation (medical, funeral, etc.) for every absence you are trying to regain credit for.

****A Maximum of 10 days may be reclaimed. It is the responsibility of the students to keep up with his or her absences and schedule meeting with the attendance committee.**

The FINAL opportunity to recover credits will be May 18th. Documentation will be due on May 21st.

Saturday School Dates: Location: G204

October 6, 13, 20, 27	January 19, 26	April 6, 13, 27
November 3, 10	February 2, 9, 16, 23	May 4, 11, 18

December 1, 8, 15	March 2, 23, 30	
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Miscellaneous Information

Media Center: The Media Center is open to students for checking out books and all reference needs from planning technology use to class projects to research needs. The media specialist instructs classes in using online resources and works with students individually in checking out materials and completing online projects.

The Media Center is open from 7:15 a.m. to 4:05 p.m., Monday through Friday. Students may come to the Media Center without a pass before school, during lunch, and after school, but are required to have a pass during class periods. Books may be checked out for four weeks. Laptops may be checked out for media center research each period. All checkout transactions require students to present a school ID. Students will be charged a fine of 5 cents per weekday for overdue materials. Also, students will be required to pay the replacement cost for lost or damaged materials. Seniors may not graduate before clearing overdue library books and fines.

ACCEPTABLE USE of CISD's Electronic Communications Policy: Parents, your son or daughter needs your permission to participate in CISD's electronic communications system. Using the CHS system, your student will be able to communicate with other schools, colleges, organizations, and individuals around the world through Internet and other electronic information systems/networks. With this educational opportunity also comes responsibility. It is important that you and your son or daughter read and discuss the CISD and CHS Telecommunications Acceptable Use Guidelines. Complete the agreement forms on the Return Sheet inserted in this book, and return it to your son or daughter's 3rd period teacher within two days of enrollment at CHS. Inappropriate system use will result in loss of the privilege to use this educational tool. Please note that the Internet is an association of diverse communication and informative networks. It is possible that your student may access areas of adult content and some material you might find objectionable. While the district will take reasonable steps to prevent access to such material and does not encourage such access, it is not possible for us absolutely to prevent such access. CISD & CHS Telecommunications Acceptable Use Guidelines are as follows: CISD students wishing access to District Network Services (DNS) such as Internet and other online resources must agree to follow the guidelines below:

1. The use of the network is a privilege that may be revoked by network administrators or authorized faculty designees at any time for violation of District policy and/or administrative regulations regarding acceptable use. A user knowingly bringing or transmitting prohibited, obscene, or pornographic materials into the school's electronic environment will be subject to a suspension and/or a revocation of privileges on the District's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.
2. Electronic mail transmissions and other use of the electronic communications system by students shall not be considered confidential and may be monitored at any time by designated District staff to ensure appropriate use for educational or administrative purposes.
3. The District's system will be used only for administrative and educational purposes consistent with the District's mission and goals. Commercial use of the District's system is strictly prohibited.
4. The District shall not be liable for users' inappropriate use of electronic communication resources or violations of copyright restrictions, users' mistakes or negligence, or costs incurred by users. The District shall not be responsible for ensuring the accuracy or usability of any information found on the Internet.

5. Copyrighted software or data may not be placed on any system connected to the District's system without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorizes may upload copyrighted material to the system.
6. Students completing required course work on the system will have first priority for use of District equipment after school hours.
7. System users are expected to be polite and use appropriate language. Users should not misrepresent their identity, transmit obscene messages or pictures, reveal personal addresses or phone numbers, or use the network in a way that would disrupt the use of the network by other users.
8. Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users or deliberate interference with the ability of other system users to send or receive e-mail is prohibited.
9. System users may not use another person's system account without written permission from the campus administrator or District coordinator, as appropriate.
10. System users must purge electronic mail in accordance with established retention guidelines.
11. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by District policy.
12. Any system user identified as a security risk or having violated District and/or campus computer-use guidelines may be denied access to the District's system.
13. Any malicious attempt to harm or destroy district equipment or materials, data of another user of the District's system, or any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance may be viewed as violations of District policy and administrative regulations or possible as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses. Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, hardware and software costs, as well as a referral for disciplinary action.
14. CORSICANA HIGH SCHOOL POLICY for using the computer research bank in the library:
 - Sign in and give student ID card to the librarian
 - Remain at the same research bank computer
 - Limit the stay to 15 minutes IF others are waiting to use the computers
 - Abide by all other guidelines set by CHS administration and staff

ANNOUNCEMENTS: Each morning announcement is to be written on an "Announcements" form available in the front office, signed by either the sponsor or an administrator, and placed in the announcement binder by 8 a.m. the day it is to be announced.

CANCELLATION OF SCHOOL DUE TO WEATHER

All school closings due to weather will be announced on the local radio and television stations as well as the school's web site (www.cisd.org) and Corsicana High School's Facebook Page.

DISTRIBUTION OF MATERIALS: All aspects of school-sponsored publications are under the supervision of the principal. Written materials and photographs may not be sold, circulated, or distributed on campus without the principal's written approval. If material is not approved within 24 hours of the time it was submitted, the materials should be considered unapproved.

GRADING GUIDELINES: At least one grade will be posted each week in the district electronic grading program. A teacher shall have a minimum of six daily grades and a minimum of three major grades each nine weeks. Major grades may not account for more than 60% of the nine weeks grade.

FEES: Materials that are a part of the basic education program are provided without charge to students. Students will provide supplies such as pencils, pens, and paper. Students will pay for lost books and replacement fees for damaged textbooks and library books. Students may be required to pay other fees or deposits such as club dues, lost student I.D. cards, parking permits, and other such expenses.

HEALTH SERVICES: The clinic is open to administer first aid when necessary. It is the intent of the school health service to provide health counseling, screening, referral, and follow-up for students. Texas law mandates vision, hearing, and scoliosis screening at appropriate grade levels. If any suspected health problem is detected, the parent or guardian will be notified and the student will be referred for further medical evaluation. If for religious reasons health screening is not possible, a letter from the parent or guardian must be on file with school personnel prior to the screening process. Texas law requires that all students enrolled in public schools have on file in the school they attend a record of their immunization against certain diseases. Records of these immunizations must be current. It is the parent's responsibility to provide the necessary information to the school. The parent will be notified of the need to update immunizations. Failure to present the necessary information will result in the withdrawal of attendance privileges of the student. High school students must have the following immunizations on record with the school: DPT, Oral Polio, Measles, Mumps, and Rubella.

HOMECOMING NOMINEES: Students must meet the following criteria to be selected as homecoming queen or king: 1.) No citizenship grade lower than "B" for first semester. 2.) School attendance is within the required limits. 3.) Passing all classes for the 1st semester. 4.) No suspension, ISS, or DAEP.

INSURANCE: CISD provides an opportunity for all students to enroll in a school insurance program. Insurance application forms are available in the back office at the beginning of the school year. Before participating in a school-sponsored activity outside the district, parents must have purchased the student accident insurance, shown proof of insurance, or signed a form that waives any claim against the district for any injury which may result during such an activity.

LOCKERS/TEXTBOOKS: Students are not assigned lockers. If a student chooses to use a locker, he/she should secure it with a lock. The school is not responsible for lost or damaged contents of a student's locker. Lockers are subject to random search at any time. Students shall be required to pay for lost, damaged, or stolen textbooks that have been issued to them. Texas public school textbooks are provided free of charge by taxpayers.

LOST AND FOUND: Students who find lost articles should take them to the front office. To claim a lost article other than textbooks, check in the lost and found.

MEDICINE AT SCHOOL: The law requires that a student taking medication during the school day must bring a written notice from the parent along with the medication in its original container to the school nurse or an assistant principal who will ensure that the student takes the medication as directed. A student in possession of any kind of medication on CHS campus is strictly prohibited.

MESSAGES DURING THE SCHOOL DAY: CHS **will not** deliver non-emergency messages to students during the school day.

NATIONAL PROGRAM FOR FREE AND REDUCED-PRICE SCHOOL MEALS: An application form for the National Free and Reduced-Price school lunch and breakfast program is inserted in this student handbook. Additional application forms are available upon request from Corsicana High School or from the Child Nutrition office located at 100 South 18th Street. Parents qualifying for free or reduced-price meals for their student(s) simply complete an application form and return it to the high school or the Child Nutrition office in the CISD Administration Building.

Families who receive food stamps or AFDC, or have an eligible income level should apply for the free or reduced-price meals. Students and parents are encouraged to complete an application form to see whether the student may be eligible for free or reduced-price meals. *For more information, phone the Child Nutrition office (903-602-8174, 100 South 18th Street).*

STUDENT ACTIVITY FUNDS: The purpose of the Student Activity Fund is to promote participation in programs and activities at Corsicana High School. The monies will be designated for expenses, projects, memorials, etc. The balances, if any, will be released after a year's dormancy and absorbed into the general campus activity fund. Remaining senior class funds will be appropriated for the activity funds at the discretion of the campus principal.

PARKING/VEHICLE REGISTRATION/DRUGS/FIREARMS: All vehicles parked on campus must have a current CHS parking permit. Every student must present a valid Texas driver's license, proof of current liability insurance, and their license plate number before purchasing a parking permit. Students will need to go to CISD.org and fill out the Parking Registration form under Police Department. Once the form is completed the students will need to see a campus officer for parking permit. Original fee for a permit is \$10, and the replacement cost is \$15. The school is not responsible for vandalism, theft, or accidents that occur on campus. If students report such incidents to the office, an attempt will be made to resolve the problem. No loitering is allowed on or around the parking lots. Students may not return to their vehicles during the school day without a pass from the attendance office. All vehicles on CISD property are subject to random search. The speed limit in the parking lot is 5 MPH; at all other areas of the campus, it is 10 MPH. The school reserves the right to remove and bar unauthorized vehicles if they are in violation of school regulations. No firearms of any kind are permitted on campus. This includes firearms in a vehicle operated by a student or by anyone transporting a student to campus. Students are prohibited from possessing, smoking, or using tobacco products, or possessing matches or lighters on campus. All students being dropped off are to be dropped off and picked up only in the circle drive in front of the school.

Driving in our bus loading area between 3:45 and 4:30 is prohibited. Students found driving in this area will lose their driving and parking privileges on campus for three days for the first offense and for the remainder of the year for the second offense. Parents found driving in this area will risk losing the right to drive on Corsicana High School property.

Students found parking or driving on campus after the loss of their driving privileges will have their vehicles towed at the student's expense and further discipline will result.

VISITORS: Parents, guardians, and grandparents are cordially welcome to visit CHS any time. All visitors will report directly to the office and sign in with the receptionist on the Raptor program. The printed badge must be worn in plain sight by all visitors. In order to make the visit more meaningful, parents are encouraged to phone ahead and make an appointment with counselors and teachers. Small children and infants should not be brought to school. Any person found on the school grounds without permission of the administration is trespassing and is subject to police arrest.

Parent/Student Agreement Form Corsicana ISD Internet and Videoconferencing Services

Student Name _____ Grade _____

School _____

Home Address _____

Home Phone Number _____

I DO give permission for my child to participate in the Corsicana ISD Telecommunications Network services. I understand that this access is designed for educational purposes. However, I also realize that it is impossible to restrict access to all controversial materials; and I will not hold Corsicana ISD responsible for materials acquired or sent via the network.

I understand that in a Distance Learning Classroom, my child's voice, physical presence, and participation in classroom activities will be transmitted to distance learning sites. I hereby agree that my child's voice, presence and participation in these classes will not be a violation of his/her personal rights and hereby release any claims for the use of such during the duration of the distance learning class.

I DO NOT give permission for my child to participate in the Corsicana ISD Telecommunications Network services.

Parent/Guardian _____ (Please Print)

Signature _____

Date _____

Return to 3rd Period Teacher

Corsicana ISD (CISD) does not discriminate on the basis of race, color, religion, national origin, gender, or disability in providing education services, activities, and programs, including vocational programs, in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Questions or concerns about discrimination against students based on sex, including sexual harassment should be directed to the CISD Director of Human Resources, the district Title IX coordinator. Questions or concerns about discrimination on the basis of a disability should be directed to the CISD Transition Coordinator, the district ADA/Section 504 coordinator. All other questions or concerns relating to discrimination based on any other reasons should be directed to the Superintendent at the Lee Education Center 2200 W. 4th Ave Corsicana, TX 75110, phone (903) 874-7441.

E-Mail Distribution

- I would like to receive information such as district/campus updates, electronic newsletters or other correspondence from district staff.

E-mail address

Text Message Distribution

- I would like to receive text message updates from the district and/or campuses.

Parent's signature

(all e-mail addresses and phone numbers will be held confidential)

Return to 3rd Period Teacher

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Corsicana Independent School District

Department of Extracurricular Activities

Richey Cutrer, Executive Director

2018 - 2019 Informed Consent for Random Drug Testing

All students participating in extracurricular activities in grades 7-12 shall be subject to random drug testing throughout the year. Parent/guardian and student consent are required to participate in any extracurricular activities. **Failure to have a signed consent form on file will prevent a student from participation in any district sponsored extracurricular activity.**

Student Name: _____ 2018-2019 Grade: _____

List all planned 2018-2019 Extracurricular Activities: _____

My son/daughter will NOT participate in any extracurricular activities for 2018-2019.

Parent/Guardian Name: _____ Work Phone: _____

Cell Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Work Phone: _____

Cell Phone: _____ Home Phone: _____

If your son/daughter takes medication on a regular basis, please list that information and the prescribing physician. Depending on the medication and usage, the physician may be contacted. **If the student begins taking another medication after this form is completed, the school is to be contacted in writing.**

Drug: _____ Dosage: _____

Prescribing Physician: _____ Phone: _____

Drug: _____ Dosage: _____

Prescribing Physician: _____ Phone: _____

My son/daughter does not take any medication on a regular basis

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____

4001 FM 744, Corsicana, Texas 75110 Voice: (430) 775-6454 / Fax: (903) 872-1522

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IMPORTANT – The statement below must be signed by parent/guardian and returned to CHS.

Student's Name:

I have read the Corsicana High School Student Information Guide online and understand that it is my responsibility to be aware of the information which it contains.

Parent/Guardian signature:

Date:

Return to 3rd Period Teacher

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#TAKE CARE OF CORSICANA