

Cayuga Middle School 2015-2016

Parent/Student Handbook, Student Code of Conduct AND Computer Acceptable Use Policy

P.O. Box 427/Hwy. 287
Cayuga, Texas 75832
Telephone: (903) 928-2102 Ext. 2
Web Site: <http://www.cayugaisd.com>



**Rick Webb
Superintendent**

**Sherri McInnis
Principal**

CAYUGA SCHOOL SONG

O Cayuga Hear Us Singing
Of Our Love To Thee
We Promise Thee Our Hearts Devotion
True To Thee We'll Be
Happy Memories We Will Cherish
Loyalty Untold
We've Worked and Played and Sung Together
Hail Dear Black and Gold

SCHOOL MASCOT: Wildcat

SCHOOL COLORS: Black & Gold

THIS BOOK IS THE PROPERTY OF:

WILDCAT NAME: _____

ADDRESS: _____

TELEPHONE: _____

LOCKER NO.: _____

GRADE: _____

WELCOME!

TO THE STUDENT:

The staff at the Cayuga Middle School welcomes you! If you're returning, welcome; if you are new to Cayuga we know you are going to like it here. We look forward to another exciting and challenging school year. Everything that is offered to you is meant to assist and lead you in reaching the goals that have been set. We are here to help you reach these goals in any way we can. As middle school students, we encourage you to be active learners and active participants in all that we do. We want the years you spend with us to be the best they can be. The following pages in this handbook explain what you will need to know to make these years a success. Take time to go over these pages with your parents. The opportunity to work with you as a team as you prepare for your future is an opportunity that is important to all of us.

Office hours for the middle school are 7:45 a.m. until 3:45 p.m.. Below is a list of office people you need to know. Feel free to go to any of them for help.

Sherri McInnis	Middle School Principal	928-2102
Sarah Holden	Middle School Secretary	928-2102
Nancy Griffey	Counselor	928-2965
Kim Dublin	Counselor Secretary/PEIMS	928-2965
Kristen Mills	School Nurse	928-2786
Cody Mohan	Athletic Director	928-2521
M.L. Hill	Transportation Director	928-2903
Amy Lenoir	Cafeteria Director	928-2959

MISSION STATEMENT FOR CAYUGA MIDDLE SCHOOL:

The mission of Cayuga Middle School is to implement safe student-centered programs and effective practices, which address the critical academic, social, and psychological needs of young adolescents.

Notice of update policy:

During the course of the school year supplements or addendums to this handbook may be issued. These supplements would be for the express purpose of further explaining the implementation of the rules and policies, which have been established by this manual.

Cayuga I.S.D. does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups.

Nancy Griffey has been designated to coordinate compliance with the nondiscrimination requirements of Title IX, including concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment. She may be contacted at 928-2965. Also, Mrs. Griffey has been designated to coordinate with the nondiscrimination requirements of Section 504 of the Rehabilitation Act. She may be contacted at 928-2965.

All other concerns: See the Superintendent. Dr. Rick Webb.

Cayuga I.S.D. will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational and vocational programs.

Pest Control Information:

Pesticides are periodically applied at CISD facilities. Relevant information regarding application can be obtained from the IPM coordinator. All safety precautions, recommendations of the manufacturer as well as the state of Texas will be used.

Notification of any pesticide treatment will be posted at the entrance door of the facility being treated 48 hours prior to treatment. In case emergency application is required, notice will be given as soon as possible. Any concerns you may have, can be addressed by Mr. ML Hill, IBM coordinator / Maintenance Director at 903-928-2102.

Services for the Homeless and for Title I Participants:

Liaison for the Homeless Children and Youths, who coordinates services for homeless students: Laura Poland, School Psychologist. Title I program information: Contact Laura Poland, District Coordinator.

Students with Disabilities:

Parents of students with learning difficulties or who may need special education services may request all evaluation for special education at any time. For more information, see Sherri McInnis, MS Principal.

FOREWORD

The expectation of success for educational programs at Cayuga Middle School rests heavily on successful communication between all participants. It is our desire that each student derive the fullest personal benefit from these programs and at the same time, abide by all rules and regulations. To best achieve these goals, students, parents, teachers and school officials must work cooperatively. The information contained in this handbook should enhance this cooperative working arrangement and eliminate communication problems, which foster misunderstandings.

This CMS handbook is a general reference guide only and is designed to be in harmony with board policy and the Student Code of Conduct. Please be aware that it is not a complete statement of all policies, procedures, or rules that may be applicable in a given circumstance. This information has been prepared to help you understand some of our school policies. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, any person granted some other type of lawful control of the student, or other person who has agreed to assume school-related responsibility for a student. We have attempted to include the policies and information most helpful and beneficial to the Cayuga Middle School Students.

Students and parents also need to be familiar with Cayuga I.S.D. Student Code of Conduct, which is a document adopted by the board and intended to promote school safety and an atmosphere for learning. This document may be found on the district's website at www.cayugaisd.com and is available in hard copy upon request.

Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy or other rules that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. The district reserves the right to modify provisions of the Student Handbook at anytime, whenever it is deemed necessary. Notice of any revision or modification will be given as is reasonably practical under the circumstances. A copy of the district's policy manual is available for review in the school office or online at www.cayugaisd.com

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district.

We welcome your questions concerning this handbook. It is our desire that this will enable us to have better communication with you.

Sincerely,

Sherri McInnis, Middle School Principal

BOARD OF TRUSTEES

John Paul Kelley	President
Tammy Lightfoot	Vice-President
Jody Radford	Secretary
Jessica McCann	Assistant Secretary
Scott Cotton	Board Member
Donald Loving	Board Member
Tim West	Board Member

CAYUGA INDEPENDENT SCHOOL DISTRICT

MIDDLE SCHOOL STAFF

2015-2016

ADMINISTRATION

Rick Webb	Superintendent
Russell Holden	CHS Principal
Sherri McInnis	CMS Principal
Tracie Campbell	CES Principal

MIDDLE SCHOOL STAFF

Karrie Cox	Ag
Julie Croft	Reading
Alicia Daniel	History
Stephen Drinkard	Coach
Larry Firmin	Band
Deanna Frye	Art
Debbie Grasty	History/Science
Beth Gotcher	Special Education
Jill Hamil	Math
Chad Martinez	Math/Coach
Cari Mullican	Language Arts
Jenny Scheppeler	Special Education/Life Skills
Don Sharp	7 th & 8 th Science
Jodi Walthall	English

DIRECTORS

Amy Lenoir	Cafeteria Director
Nancy Griffey	Counseling
M.L. Hill	Director of Operation
Kristen Mills	Nurse
Barbara Gazaway	Special Education
Jackie Willingham	Technology
Cody Mohan	Athletic Director

OFFICE PERSONNEL

Kelly Bain	CHS Secretary
Sarah Holden	CMS Secretary
Bertha Williams	CES Secretary
Roxann Slater	Supt. Secretary
Carol Pugh	Tax Assessor/Collector
Kelly Gatewood	Business Manager
Kim Dublin	Counselor Secretary/ PEIMS

PARAPROFESSIONALS

TBA	504 Assistant
TBA	Special Ed.

MS CLASS SPONSORS

6th Grade:	Grasty; Gotcher and Hamil
7th Grade:	Croft; Sharp; and Walthall
8th Grade:	Cox; Daniel; Mullican; and Martinez
Cheerleading:	Lyndi Barrett
Student Council:	A. Daniel
MODEL U.N.:	D. Grasty and A. Daniel
U.I.L. Coordinator:	J. Croft
U.I.L. One-Act Play:	Lisa Tunstall
Peer Mediation:	To be filled

STUDENT HANDBOOK

A student handbook containing policies and regulations on the rights and responsibilities of students, the Code of Student Conduct, and student discipline shall be distributed to all students, parents, teachers, and administrators at the beginning of the school year. It shall also be provided to new professional employees, newly enrolled students, any parent, and any other person upon request. Changes during the year shall be published and distributed during the next semester, but no later than the beginning of the next school year.

Each student and parent shall sign a statement that they have received and read the student handbook and code of conduct and acknowledge the responsibilities outlined therein.

STUDENT INFORMATION

Information concerning all students' names, addresses, and telephone listings are considered public information. Should you desire your child's name, address, or phone number not be released, please notify the campus principal within ten days after school starts. *see form on page 46 of handbook

SOCIAL SECURITY NUMBERS

The Texas Education Agency requires that all school districts provide Social Security Numbers for each student enrolled in the school district; therefore Cayuga I.S.D. is requesting you furnish a Social Security Number for your child/children.

SUPERVISION OF STUDENTS

Supervision of students before and after school is a genuine concern to us. The buildings are not open, and there is no supervision provided before school opens. Therefore, we cannot assume responsibility for the safety and welfare of your son/daughter before 7:35 a.m. or after 3:45 p.m.

We are asking that you make a special effort to see that your child does not arrive at school before 7:35 a.m. and is picked up by 3:45 p.m., unless he/she is transported by CISD buses. A thirty minute curfew is in affect following the conclusion of any ball game or other event held at Cayuga High/Middle School. All students should be picked up on or off campus no later than thirty minutes after the event ends.

TEST DATES CAYUGA MIDDLE SCHOOL 2015-2016

PSAT-8/9:

Fall 2015 – 8th grade

STAAR:

Tuesday, March 29, 2016
Tuesday, March 29, 2016
Wednesday, March 30, 2016
Wednesday, March 30, 2016
Monday, May 9, 2016

Tuesday, May 10, 2016

Wednesday, May 11, 2016
Thursday, May 12, 2016

Tuesday, June 21, 2016
Wednesday, June 22, 2016

7th grade – Writing Day 1
8th grade – Math
7th grade – Writing Day 2
8th grade- Reading
6th-7th grades - Math
8th grade Math (Retest #1)
6th – 7th grades - Reading
8th grade Reading (Retest #1)
8th grade Science
8th grade Social Studies

8th grade – Math (retest #2)
8th grade – Reading (retest #2)

**Cayuga Middle School
Bell Schedule
2015-2016 School Year**

BREAKFAST/GYM	7:35 a.m. – 7:50 a.m.
PERIOD 1	7:55 a.m. – 8:45 a.m.
PERIOD 2	8:50 a.m. – 9:40 a.m.
MORNING BREAK/TUTORIAL	9:40 a.m. – 10:05 a.m.
PERIOD 3	10:10 a.m. – 11:00 a.m.
PERIOD 4	11:05 a.m. – 11:55 a.m.
MS LUNCH	11:55 a.m. – 12:25 p.m.
PERIOD 5	12:30 p.m. – 1: 20 p.m.
PERIOD 6	1: 25 p.m. – 2:15 p.m.
PERIOD 7	2: 20 p.m. – 3:10 p.m.
AFTER-SCHOOL TUTORIAL/ DETENTION	3:10 p.m. – 3: 45 p.m.

GENERAL INFORMATION

WHAT TO DO IF...

You need to see the principal...

Leave your name with the secretary and the principal will send for you at his/her convenience.

You need to see the counselor...

If possible, visit with her before school, during lunch, or after school. If not possible, leave your name with the secretary and the counselor will send for you at her earliest convenience. **DO NOT** leave class to see a counselor without a pass from your teacher. If you go to the counselor's office after the tardy bell rings, you will **NOT** be given a pass to class. A tardy will be recorded by the teacher.

You need to see a certain teacher...

Make arrangements with the teacher. Teachers are available before and after school to counsel with students.

You are late to class...

Ten minutes or less go to class; more than ten minutes go to the office for an admit. You will be issued a tardy slip.

You have been absent..

Bring a note stating reason for the absence signed by a parent or guardian. The note must be presented to the office before school. Failure to do so will result in disciplinary action.

You need to leave school...

If you have a doctor's appointment or must leave school for some other reason, present a note signed by your parent or guardian in the attendance office before 7:55 a.m. Before leaving school, check by the office and sign the checkout sheet. Failure to properly check out through the office will result in disciplinary action.

You are hurt or ill...

After receiving a note from the teacher, go immediately to the nurse's office. If she is not present, report to the main office, you will be allowed to call your parents or guardian to arrange transportation. Never leave campus without prior approval by the nurse, an administrator, or the school secretary.

You have lost a book...

Pay for the book as soon as possible. If the book is found, your money will be refunded.

You have found a book or a personal item that is not yours...

Turn them in to the "Lost and Found" in the office or to a teacher.

You want an announcement made...

Turn in a written request to the principals' secretary before 3:00 p.m. the day before the announcement is to be made for approval. It must be **SIGNED** by a faculty member.

You want advice about schedules, personal problems...

Go to the counselor before school, after school, during lunch, during advisory, or make an appointment with the counselor's secretary and the counselor will **SEND** for you. Do not miss or be tardy to class waiting for the counselor. This absence or tardy will be unexcused.

You want a transcript of your record...

Leave your name with the secretary in the Main Office or in the Counselor's Office. Give at least 24 hours notice to process the transcript.

You want a verification of enrollment form...

Leave your name with the secretary in the Main Office or in the Counselor's Office. You will be given a time to come back to pick up the form.

You want to withdraw from school...

Parents/guardians must sign a withdrawal form before a request can be initiated.

You want a poster or sign displayed...

Bring the poster or sign to the principal for approval before placing it on school property.

ACADEMIC AWARDS

Cayuga Middle School recognizes the importance of students maintaining a good academic average in each class. Academic awards will be given to students as an incentive to keep high grade averages. An academic awards program will be conducted at the end of the school year to honor these students.

ARRIVAL AND LEAVING CAMPUS

The arrival of students on the school grounds before school buses arrive shall be discouraged. After arrival, students shall not be permitted to leave the school campus until school has been dismissed unless:

- A. The student has administrative approval;
- B. The student has met the required academic schedule, has parental permission, and administrative approval;
- C. The Superintendent or his designee may allow a student to leave school and return (such as a doctor's appointment) or deny the student the right to return to school during school hours.
- D. The student becomes ill during the school day, student should receive permission from the teacher before reporting to the nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

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

ASSEMBLIES

Assemblies are often an excellent way for students to gain special programs that are not possible in an individual classroom. Behavior at assemblies is a true reflection of school loyalty. Some guidelines are necessary at all assemblies; they are as follows:

- A. Students should take their place quickly in their seats before the program begins. Please give your complete attention once the program has begun. Remain at the assembly. Avoid bathroom or water trips.
- B. There should be no whispering, laughing, or general conversation during the program.
- C. Applause should be courteous, not too loud, and never overly prolonged. Whistling and stomping are not in tune with good manners.
- D. Some assemblies will be optional-another area will be provide for supervised study if you decide the assembly is offensive to you. If an assembly is offensive, you must provide the office with a written statement 24 hours prior to the assembly so that other arrangements may be made for you.

ATHLETIC PARTICIPATION

A successful athletic program must be a cooperative effort of all sports. Students in the 7th and 8th grades are provided the opportunity to participate in the school's athletic program. Please refer to the district's athletic handbook for further information or contact the athletic director, Cody Mohan at 928-2521.

ATTENDANCE/PERFECT ATTENDANCE

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

Compulsory Attendance

State law requires that a student between the ages of 6 and 19 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial sessions, unless the student is otherwise legally excused exempted. Once enrolled in prekindergarten or kindergarten, a child shall attend school. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee or from required tutorials will be considered truant and subject to disciplinary action.

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

Failure to Comply with Compulsory Attendance

When a student between ages 6 and 19 incurs unexcused absences for three or more days or parts of days within a four-week period, the school will send a notice to the student's parent, as required by law, to remind the parent that it is the parent's duty to monitor his or her child's attendance and to require the student to come to school. The notice will also inform the parent that the district will initiate truancy prevention measures and request a conference between school administrators and the parent. These measures will include a behavior improvement plan, school-based community service, or referrals to either in-school or out-of-school counseling or other social services. Any other measures considered appropriate by the district will also be initiated.

The truancy prevention facilitators for the district are the campus principals. If you have questions about your student and the effect of his or her absences from school, please contact the facilitator or any other campus administrator.

A court of law may also impose penalties against a student's parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on ten or more days or parts of days within a six month period in the same school year.

If a student ages 12 through 18 violates incurs unexcused absences on ten or more days or parts of days within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court.

[See policy FEA(LEGAL).

Attendance for Credit

To receive credit or a final grade in a class, a student in kindergarten-grade 12 must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive or a final grade for the class if he or she completes a plan, approved by the principal, that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit or a final grade for the class.

If a student attends less than 75 percent of the days a class is offered or has not completed the plan approved by the principal, then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or a final grade lost because of absences. (See policy FEC)

When Returning to School After an Absence

- A. A student must bring a note signed by the parent describing the reason for or the absence to the principal's office. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. All absences without parent notes will be considered unexcused absences. The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence.
- B. When a student's absence for personal illness exceeds **five** consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.
- C. The principal or designee will make all decisions concerning excused or unexcused absences. The decision will be reviewed by the attendance committee.
- D. The District shall accept the following as extenuating circumstances for the purpose of granting credit for a class: personal illness, sickness or death in the immediate family, quarantine, weather or road conditions, participation in approved extracurricular activities, religious holy days, required court appearances; activities related to obtaining United States citizenship; service as an election clerk and documented health-care appointments, including absences for recognized services for students diagnosed with autism spectrum disorders, and any other unusual cause acceptable to attendance committee. An absence of a student in grades 6-12 for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran will also be excused by the district.

If the student has a documented appointment with a health care professional during regular school hours and that student starts school or returns to school on the same day as the appointment, the absence will be excused. The appointment should be supported by a note or other document from the health care professional. A student whose absence is excused for a doctor's appointment will not be penalized for the absence and will be counted as if the student attended school for purposes of ADA. Additionally, the student will be given a reasonable time to make up any missed work.

For students in the conservatorship (custody) of the state,

- An activity required under a court-ordered service plan; or
- Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

- E. If the attendance committee finds there are no extenuating circumstances for the absence, the committee shall deny credit for the class. The student will have an opportunity to regain credit by attending before/after-school or Saturday school designated by the principal. If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the board of trustees.

All absences, whether excused or unexcused, must be considered in determining whether a student has attended the required percentage of days. In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered extenuating circumstances for purposes of attendance for credit or the award of a final grade.

- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit or a final grade.

The student or parent may appeal the committee's decision to the board of trustees by following policy FNG(LOCAL).

Official Attendance-Taking Time

The district must submit attendance of its student to TEA reflecting attendance at a specific time each day.

Official attendance is taken every day during 3rd period. A student absent for any portion of the day, including at the official attendance-taking time, should follow the procedures below to provide documentation of the absence.

Perfect Attendance: For a student to receive the perfect attendance award, he/she must attend school every day and be present during his/her 3rd period class.

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions, expression through electronic methods, or physical conduct against another student on school property, at a school school-sponsored or-related activity, or in a district operated vehicle and the behavior results in harm to the student or the student's property, places a student in reasonable fear of physical harm or of damage to the student's property, or is so severe, persistent, and pervasive that it creates an intimidating, threatening or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The district will also contact the parents of the victim of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

Upon the recommendation of the administration, the board may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parent, the student may also be transferred to another classroom in the district. The parent of a student who has been determined by the district to be a victim of bullying may request that his or her child be transferred to another classroom within the district.

A copy of the district's policy is available in the principal's office, superintendent's office, and on the district's website, and is included at the end of this handbook in the form of an appendix. Procedures related to reporting allegations of bullying may also be found on the district's website. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

CAFETERIA SERVICES

The district participates in the School Breakfast Program and National School Lunch Program and offers students nutritionally balanced meals daily in accordance with standards set forth in state and federal law. Information can be obtained from the cafeteria.

Free and reduced-price meals are available based on financial need or household situation. Information about a student's participation is confidential; however, disclosure of a student's eligibility may be made without prior notice or consent to programs, activities, and individuals that are specifically authorized access under the National School Lunch Act (NSLA), which is the law that sets forth the disclosure limits for the district's child nutrition programs. A student's name, eligibility status, and other information may be disclosed to certain agencies as authorized under the NSLA to facilitate the enrollment of eligible children in Medicaid or the state children's health insurance program (CHIP) unless the student's parent notifies the district that a student's information should not be disclosed. A parent's decision will not affect the child's eligibility for free and reduced price meals or free milk. See Cafeteria Director, Amy Lenoir to apply for free or reduced price meal services.

The cost of ms student lunch is \$2.10 (Line 1) and \$2.10 (Line 2) and ms student breakfast is \$1.25. Teachers will collect lunch money during 1st period classes daily. Students *must* pre-pay your lunch account.

Parents are strongly encouraged to continually monitor their child's meal account balance. When a student's meal account is depleted, the district will notify the parent. The student will be allowed to continue purchasing meals for up to 3 days or up to \$5.00, whichever occurs first, and the district will present the parent with a schedule of repayment for any outstanding account balance. If the district is unable to work out an agreement with the student's parent on replenishment of the student's meal account and payment of any outstanding balance, the student will receive an alternate meal.

Extras: Any extras (a la carte) purchases are the responsibility of the student. No exceptions for students on free/reduced lunch plans.

The Cayuga Middle School campus is closed during both lunch periods for all students. All students must bring their lunch or eat in the cafeteria, unless permission granted from principal or designee. It is a violation of policy (TX Public School Nutrition) if anyone other than parents, guardians, or grandparents bring food for children other than their own. No food or drinks will be permitted outside the cafeteria, in the hallways or classrooms during the lunch period, unless permission granted from principal or designee.

Students participating in the free or reduced lunch program should make application in the cafeteria. (See Cafeteria Director)

If a student should withdraw or move out of district, it will be at the parent or guardian's request to ask the district for refund if the account is \$10.00 or less and must provide a current mailing address prior to withdrawing student/students. Accounts having a balance over \$10.00 will be refunded without request from parent or guardian.

The District has adopted policies and implemented procedures to comply with agency and foodservice guidelines for restricting student's access to vending machines.

CELEBRATIONS

Although a parent or grandparent is not prohibited from providing food for a school-designated function or for children in the child's or grandchild's classroom for his or her birthday, please be aware that children in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with the child's teacher prior to bringing any food in this circumstance. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

Copying another person's work, such as homework, classwork, or a test, is a form of cheating. Plagiarism, which is the use as one's own of another person's original ideas or writing without giving credit to the true author, will also be considered cheating and the student will be subject to academic disciplinary action that may include loss of credit for the work in question. Teachers who have reason to believe that a student has engaged in cheating or other academic dishonesty will assess the academic penalty to be imposed. Students found to have engaged in academic dishonesty will be subject to disciplinary penalties as well, according to the Student Code of Conduct.

CHILD SEXUAL ABUSE

The district has established a plan for addressing child sexual abuse, which may be accessed at Cayuga ISD. As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to Child Protective Services (CPS).

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

A child who has experienced sexual abuse should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse, the campus counselor or principal will provide information regarding counseling options for you and your child available in your area. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

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

<https://www.childwelfare.gov/pubs/factsheets/whatiscan.pdf>

http://kidshealth.org/parent/positive/talk/child_abuse.html

<http://www.taasa.org/resources-2/>

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

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

Reports may be made to:

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

COMPLAINTS

Usually student or parent complaints or concerns can be addressed informally by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the board has adopted a standard complaint policy at FNG(LOCAL) in the district's policy manual. A copy of this policy may be obtained in the principal's or superintendent's office [or on the district's website at www.cayugaisd.com].

Should a parent or student feel a need to file a formal complaint, the parent or student should file a district complaint form within the timelines established in policy FNG(LOCAL). In general, the student or parent should submit the written complaint form to the campus principal. If the concern is not resolved, a request for a conference should be sent to the superintendent. If still unresolved, the district provides for the complaint to be presented to the board of trustees.

CONDUCT

Applicability of School Rules and Discipline

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior- both on and off campus, as well as on district vehicles- and consequences for violation of the standards. The district has disciplinary authority over a student in accordance with the Student Code of Conduct. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as the Discipline Management Plan, and campus and classroom rules. Also, the rules apply to all summer school activities, as well. (See Section II of handbook)

Social Events

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

Campus Behavior Coordinator

By law, each campus has a campus behavior coordinator to apply discipline management techniques and administer consequences for certain student misconduct, as well as provide a point of contact for student misconduct. The campus behavior coordinators at each district campus are the campus principals.

Disruptions

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person – student or nonstudent – who:

- Interference with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.
- Interference with an authorized activity by seizing control of all or part of a building.
- Use of force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Use of force, violence, or threats to cause disruption during an assembly.
- Interference with the movement of people at an exit or an entrance to District property.
- Use of force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- Disruption of classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization, and disrupting the activity with profane language or any misconduct.
- Interference with the transportation of students in vehicles owned or operated by the district.

CORPORAL PUNISHMENT

Corporal punishment, spanking or paddling the student, may be used as a discipline management technique in accordance with the student code of conduct and policy FO(Local) in the district's policy manual. Corporal punishment will be governed the following conditions:

- The punishment will be administered in the presence of one other District professional employee and out of view of other students.
- A record will be maintained of each instance of corporal punishment.

If you do not want corporal punishment to be administered to your child as a method of student discipline, please return the form included in the forms packet OR submit a written statement to the campus principal stating this decision. You may choose to revoke this request at any time during the year by providing a signed statement to the campus principal. However, district personnel may choose to use discipline methods other than corporal punishment even if the parent requests that this method be used on the student.

Please note that if the district is made aware that a student is in temporary or permanent conservatorship (custody) of the state, through foster care, kinship care, or other arrangements, corporal punishment shall not be administered, even when a signed statement prohibiting its use has not been submitted by the student's caregiver or caseworker.

COUNSELING

Academic Counseling

Students are encouraged to talk with school counselors, teachers, and principals in order to learn more about the curriculum, course offerings, graduation requirements for middle school. Students who are interested in attending college, university, training school, or some other advanced education facility should work closely with the counselor so they may take the high school courses that will best prepare them for further study. Each year, students in grades 6 through 8 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and CTE opportunities. The school counselor is available to students and parents to talk about the importance of postsecondary education and how best to plan for postsecondary education, including appropriate courses to consider and financial aid availability and requirements. In either grade 7 or 8, each student will receive instruction related to how the student can best prepare for high school, college and a career.

Personal Counseling

School counselors are also able to help students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should go to the Counselor's Office. As a parent, if you are concerned about your child's mental or emotional health, please speak with the school counselor for a list of resources that may be of assistance.

Testing

CISD provides a comprehensive testing program which includes both group and individual assessment. These standardized assessment instruments are administered by qualified professionals. Upon request, the results of all tests are interpreted to administrators, teachers, parents, and students. STAAR and achievement tests are mailed to parents.

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

COURSE OFFERINGS

In grades 6, 7, and 8, students shall take a minimum of 21 total units. The District shall teach, and each student shall take, the following units:

6th grade: (Minimum of 7 units)

English language arts (1 unit shall be reading)	2 units
Mathematics	1 unit
Science	1 unit
Social Studies	1 unit
Physical Education	1 unit
**Fine Arts/Speech/Electives	1 unit
*Reading Improvement	0 or 1 unit
Health (no unit requirement, but student shall receive instruction in TEKs through other courses)	

*Depending on the student's level according to standardized achievement test.

**Electives: Band/ Art/ Keyboarding

7th and 8th grades: (Minimum of 14 total units)

English Language Arts (1 unit shall be reading for 7 th)	3 units
Mathematics	2 units
7 th Science	1 unit
8 th Science	1 unit
Physical Education/Athletics	2 units
Texas History (grade 7)	1 unit
US History/Citizenship (grade 8)	1 unit
Technology Applications (grade 8)	1 unit
**Reading or Math Improvement	0, 1, or 2 units

***Electives: Band; Ag; Art; Speech; Food Tech/Personal Dev. *Spanish I (gr. 8) 1 credit /Speech ½ credit and Health ½ credit

*In 8th grade, Spanish I, Speech or Health may be offered to qualified students. When a student takes Spanish I, Speech or Health, in the 8th grade he/she will be given credit, but it will not be reflected in his/her GPA for high school.

**Depending on the student's level according to standardized achievement test. (could be elective)

***Elective – State Board of Education approved courses for grades 7th and 8th sufficient to complete 14 units

Special Education: The District shall comply with the policies, rules, and regulations of the Anderson County Plan Co-Op.

CREDIT BY EXAMINATION (If a Student Has Taken the Course)

A student who has previously taken a course or subject- but did not receive credit for it- may, in circumstances determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an exam on the TEKs defined for the course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, or coursework by a student transferring from a non-accredited school. The counselor or principal would determine if the student could take an exam for this purpose. To receive credit, a student must score at least 70 on the exam.

The attendance review committee may offer a student with excessive absences an opportunity to receive credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. (EEJA-LOCAL)

CREDIT BY EXAM FOR ADVANCEMENT/ACCELERATION (If a Student Has Not Taken the Course)

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction, i.e., for advancement, or to accelerate to the next grade level. The exams offered by the district are approved by the district's board of trustees, and state law requires the use of certain exams, such as College Board Advanced Placement (AP) and College Level Examination Program (CLEP) tests, when applicable. The dates on which exams are scheduled during the 2015–16 school year will be published in appropriate district publications and on the district's website. The only exceptions to the published dates will be for any exams administered by another entity besides the district. In this case, a student and the district must comply with the testing schedule of the other entity. During each testing window provided by the district, a student may attempt a specific exam only once.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, a scaled score of 50 or higher on an exam administered through the CLEP, or a score of 3 or higher on an AP exam, as applicable. A student may take an exam to earn high school course credit no more than twice. If a student fails to achieve the designated score on the applicable exam before the beginning of the school year in which the student would need to enroll in the course according to the school's high school course sequence, the student must complete the course.

If a student plans to take an exam, the student (or parent) must register with the school counselor no later than 30 days prior to the scheduled testing date. [For further information, see policy EHDC.]

DRESS AND GROOMING

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

If the principal determines that a student's grooming or clothing violates the school's dress code, the student will be given the opportunity to correct the problem at school. If not corrected, the students will be assigned to ISS for the remainder of the day, until the problem is corrected, or until a parent or designee brings an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary action in accordance with the Student Code of Conduct. Please refer to Dress Code in PART II – Student Code of Conduct and Discipline Management Plan of handbook.

ELECTRONIC DEVICES AND TECHNOLOGY RESOURCES

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

The use of mobile telephones or any device capable of capturing images is strictly prohibited in locker rooms or restroom areas while at school or at a school-related or school-sponsored event.

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

However, instant or text messages sent to an individual student are only allowed if a district employee with responsibility for an extracurricular activity needs to communicate with a student participating in the extracurricular activity.

If you prefer that your child not receive any one-to-one electronic communications from a district employee or if you have questions related to the use of electronic media by district employees, please contact the campus principal.

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

To prepare students for an increasingly technological society, the district has made an investment in the use of district-owned technology resources for instructional purposes; specific resources may be issued to individually to students. Use of these technological resources, which include the district's network systems and use of district equipment, is restricted to approved purposes only. Students and parents will be asked to sign an agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. (See Section III of handbook) Students and their parents should be aware using District computers is not private and may be monitored by District staff. (Policy CQ)

Inappropriate Use of Technology

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion. Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, illegal damaging to a student or staff's reputation. This prohibition applies to

conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as “sexting,” will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child <http://beforeyoutextr.com>, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

EXTRACURRICULAR ACTIVITIES

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

Participation in some of these activities may result in events that occur off-campus. When the district arranges transportation for these events, students are required to use the transportation provided by the district to and from the events. Exceptions to this may only be made with the approval of the activity’s coach or sponsor.

Eligibility for initial and continuing participation in many of these activities is governed by state law and the rules of the University Interscholastic League (UIL)—a statewide association overseeing interdistrict competition. If a student is involved in an academic, athletic, or music activity governed by UIL, the student and parent are expected to know and follow all rules of the UIL organization. Students involved in UIL athletic activities and their parents can access the UIL Parent Information Manual at <https://www.uilTEXAS.org/athletics/manuals>; a hard copy can be provided by the coach or sponsor of the activity on request. To report a complaint of alleged noncompliance with required safety training or an alleged violation of safety rules required by law and the UIL, please contact the curriculum division of TEA at (512) 463-9581 or curriculum@tea.texas.gov. [See <http://www.uilTEXAS.org> for additional information on all UIL-governed activities.]

Student safety in extracurricular activities is a priority of the district. The equipment used in football is no exception. As a parent, you are entitled to review the district’s records regarding the age of each football helmet used by the campus, including when a helmet has been reconditioned.

While many of the activities are governed by the University Interscholastic League (UIL) – a statewide association of participating district – eligibility for participation in many of these activities is governed by state law as well as UIL rules:

1. A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student who receives special education services and fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.
2. A student shall be allowed in a school year a maximum of 10 extracurricular absences not related to post-district competition, a maximum of 5 absences for post-district and a maximum of 2 absences for state competition. Additional absences, up to 5 extracurricular absences per school year, shall be permitted when a student has:
 - A grade average of at least 70 in all courses; and
 - A grade average of at least 70 in all courses for all six-week grading periods for which grade reports have been issued.
3. A student enrolled in a school district in this state or who participates in an extracurricular activity or a University Interscholastic League competition is subject to school district policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or district in which the student is enrolled or at any other time specified by resolution of the board of trustees of the district.
4. Sponsors of student clubs and performing groups such as band, cheerleaders and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior *For more information about the district’s athletic or band programs, see the Athletic Student and/or Band Handbook.

FEES

Materials that are part of the basic educational program are provided without charge to students. Students are expected to provide their own supplies of pencils, paper, erasers, and notebooks. Students may be required to pay certain other fees or dues, including:

1. Club dues
2. The materials for a class project the student will keep
3. Voluntary purchases of pictures, publications, class ring, etc.
4. Student accident insurance and insurance on school-owned instruments
5. Instrument rental and uniform maintenance
6. Lost textbooks
7. Fees for, lost, overdue or damaged library books and school-owned property
8. Personal physical education and athletic equipment and apparel.
9. Personal apparel used in extracurricular activities that becomes the property of the student.

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

FREEDOM FROM DISCRIMINATION/HARASSMENT

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

The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, religion, national origin, gender, disability or any other basis prohibited law. (Policy FFH)

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

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

Examples of harassment may include, but are not limited to:

Offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types prohibited harassment are described below:

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include, but not be limited to:

Touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking the child's hand. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's actual or perceived sexual orientation or gender identity, may include, but not be limited to offensive jokes, name-calling, slurs, or rumors, physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

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

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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

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

Upon receiving a report of prohibited conduct as defined by policy FFH, the district will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the district will refer to policy FFI to determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law and policy FFI, an investigation of bullying will also be conducted.

The district will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the district. In the event alleged prohibited conduct involves another student, the district will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation as defined by policy FFH.

Investigation of the Report: To the extent possible, the District will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes discrimination, harassment, and retaliation, will be promptly investigated. The district will promptly notify the parents of any student alleged to have experienced prohibited conduct by an adult associated with the district.

If a law enforcement or other regulatory agency notifies the district that it is investigating the matter and requests that the district delay its investigation, the district will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the district will take interim action to address the alleged prohibited conduct.

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

All involved parties will be notified of the outcome of the district investigation within the parameters and limits allowed under the Family Educational Rights and Privacy (FERPA).

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

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

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

FUND-RAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the campus principal at least 10 days before the event.

GANG-FREE ZONES

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

GIFTED/TALENTED PROGRAM FOR CAYUGA I.S.D

According to State Law, a “gifted and talented student” is a child or youth who performs at or shows the potential for performing at a remarkably high level of accomplishment when compared to others of the same age, experience, or environment and who:

- 1) exhibit high performance capability in an intellectual, creative, or artistic area;
- 2) possesses an unusual capacity for leadership; or
- 3) excels in a specific academic field.

Cayuga gifted and talented students will have needs met in the following four academic areas:

Language Arts, Mathematics, Science, and Social Studies. CHALLENGE is a pull-out program for identified G/T students in Cayuga Elementary. Cayuga Middle School and High School identified G/T students will have needs met in advanced level Language Arts, Mathematics, Science, and Social Studies classes.

For more information about Cayuga IDS’s GT program, contact the principal’s office or GT coordinator, Mrs. Janie Barbosa.

GRADING

Grading guidelines for each grade level or course will be communicated and distributed to students and their parents by the classroom teacher. These guidelines have been reviewed by each applicable curriculum department and have been approved by the campus principal. These guidelines establish the minimum number of assignments, projects, and examinations required for each grading period. In addition, these guidelines establish how the student’s mastery of concepts and achievement will be communicated (i.e., letter grades, numerical averages, checklist of required skills, etc.). Grading guidelines also outline in what circumstances a student will be allowed to redo an assignment or retake an examination for which the student originally made a failing grade. Procedures for a student to follow after an absence will also be addressed.

Grade Requirements

1. Teachers follow grading guidelines approved by the principal that have been designed to reflect each student’s academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the District’s grading policy. (Policy EIA)
2. A district may not grant social promotions. Students may be promoted on the basis of academic achievement.
3. A student who has not maintained a grade average for a course equivalent to at least 70 on a scale of 100 may not be given credit for the course. The use of a grade of 70 on a scale of 100 will determine whether students may be advanced from one level to the next or receive credit in a course applies to grades 6 –12.

General Procedures

1. Reports cards which follow the grading system listed below will be issued every six weeks:
A – 90 – 100
B - 80 – 89
C – 70 – 79
F – Below 70 – Failing
2. At the end of the first three weeks of a grading period, the school district shall provide notice of grades to the parent or guardian.
3. Grades on returned papers will be justified through indication of errors or a statement of explanation.
4. Excused and unexcused absences are determined by the principal’s office.
5. Grades will be validated by labeling the grade books, homework, tests, daily work, special projects.
6. The academic grade will not be lowered because of poor conduct. Conduct and academic achievement will be kept separate on the report cards.

Grading/Evaluation

The assigning of a grade should reflect a student’s mastery of the skills and content of the course. Six weeks grades shall be assigned according to the policy as set out by each teacher and approved by the building principal.

Semester Exams – The semester exam shall count as 1/7 of the semester grade.

All semester exams shall be comprehensive in nature. The exam must measure the mastery of the skills or content of the course. Portions of final exams may be given prior to exam days; however, at least some portion of the final must be given at the scheduled exam period.

Conduct Grade –

Middle school students will be issued a conduct grade on their report card every six weeks. It is separate from their academic grade. The criteria for the conduct grade will be determined by each teacher.

A conduct grade will include:

S – Satisfactory

N –Needs Improvement

U – Unsatisfactory

GRADUATION/MIDDLE SCHOOL END-OF-YEAR PROGRAM

To be eligible for the recognition of being an “Honor Student”, a student must be enrolled at Cayuga Middle School during the 1st semester of his/her eighth grade year. This honor shall be based upon the grades for the sixth, seventh and eighth grade years. Grades for the eighth grade “*End of the Year Program*” will be computed at the completion of the fifth sixth week grading period of the student’s eighth grade year. In order to be eligible to become an “Honor Student”, an average of 90 or above is required for all three years in middle school, this includes sixth, seventh, and eighth grades.

To be eligible for the valedictorian (top honor student) and salutatorian (2nd honor student) honors, a student must attend the District’s school all of their eighth grade year. These honors shall be based upon the grades for sixth, seventh and eighth grades. Grades for the eighth grade will be computed based upon the first five six-weeks period. In case of a tie, the first three weeks of the Sixth six-weeks grades shall be used.

All eighth grade students will be eligible to participate in the “*End of the Year Program*”. Students WILL NOT wear gowns to the program. Dress will be “nice Sunday dresses” for girls. No elaborate prom or formal dresses will be allowed. Skirt lengths must be in accordance with dress code. Boys will dress in nice slacks and shirt. Ties will be optional for boys.

HALL PERMITS AND HALL MANNERS

Students are not allowed to roam through the building or to remain in rooms of the building in which they are not scheduled. A student wishing to leave a room for any purpose during a period is required to secure a hall permit from the teacher. A student is not permitted to disrupt another class to see another student or a teacher on duty. Students may enter the halls in the morning to go to their lockers or the band hall. Students should report to gym by 7:45 a.m..

Hall manner rules are as follows:

1. Passes will be required to pass in the hall during the school day other than the passing period.
2. Passes will be required to use the library during lunch period.
3. Running in the halls is not permitted.
4. PDA (Public Display of Affection) is not permitted at Cayuga Schools.
5. Students out of class and in the halls must get to their destination quickly and not linger in the halls.
6. Excessive noise in the halls will not be tolerated.
7. All students must not delay clearing the building while on their lunch period. This includes work-study students and all students leaving the building.
8. STUDENTS ARE TO COOPERATE TOTALLY WITH ANY FACULTY OR STAFF MEMBER WHO QUESTIONS A STUDENT’S DESTINATION.

HEALTH-RELATED MATTERS

Student Illness

When your child is ill, please contact the school to let us know he or she won’t be attending that day. It is important to remember that schools are required to exclude students with certain illnesses from school for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he/she must stay out of school until fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until they are diarrhea free without diarrhea-suppressing medications for at least 24 hours. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse. If the nurse determines that the child should go home, the nurse will contact the parent.

The district is also required to report certain contagious (communicable) diseases or illnesses to the Texas Department of State Health Services (TDSHS) or our local/regional health authority. The school nurse can provide information from TDSHS on these notifiable conditions.

Contact the school nurse if you have questions or if you are concerned about whether or not your child should stay home.

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body.

They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of people you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

* Please note that the TDSHS requires at least one meningococcal vaccination for a student ages 11 and 12 or for a student enrolling in grades 7 through 12, and state guidelines recommend this vaccination be administered between ages 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

Food Allergies

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be assessed at www.cayuga.esc7.net. See policy FFAF

Head Lice

Head lice, although not an illness or a disease, is very common among children and is spread very easily through head-to-head contact during play, sports, or nap time and when children share things like brushes, combs, hats and headphones. If careful observation indicates that a student has head lice, the school nurse will contact the student's parents to determine whether the child will need to be picked up from school and to discuss a plan for treatment with an FDA-approved store medicated shampoo or cream rinse that may be purchased from any drug store. After the student has undergone one treatment, the parent should check in with the school nurse to discuss the treatment used. The nurse can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information on head lice can be obtained from the TDSHS web site at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

Student Wellness Policy / Wellness Plan

Cayuga ISD is committed to encouraging healthy students and therefore has developed a board-adopted wellness policy at FFA(LOCAL) and corresponding plans and procedures to implement the policy. You are encouraged to contact the principal with questions about the content or implementation of the district's wellness policy and plan.

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes, or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity. The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic cigarettes, or any other electronic vaporizing device by students and all others on school property and at school-sponsored or school-related activities.

Asbestos Management Plan

The district works diligently to maintain compliance with federal and state law governing asbestos in school buildings. A copy of the district's Asbestos Management Plan is available in the superintendent's office. If you have questions or would like to examine the district's plan in more detail, please contact ML Hill, the district's designated asbestos coordinator, at 903-928-2102.

Pest Management Plan

The district is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the district strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free school environment.

All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Mr. M.L. Hill, Maintenance Director.

Vending Machines

The district has adopted policies and implemented procedures to comply with agency and food service guidelines for restricting student access to vending machines. For more information regarding these policies and guidelines see policy FFA (local), the district's wellness policy.

HOMEWORK – PHILOSOPHY

- A. Home study assignments are necessary for a student to develop independently the ability to plan or organize, to give practice in study skills, and to provide for drill, preparation, and recall.
- B. Home study assignments have a purpose and students understand this purpose.
- C. A wholesome relationship between home and school should be one of the important goals achieved in the assignment of homework.
- D. A reasonable amount of homework is an important part of a student's education. This is not to mean that advanced students will be penalized by being given an excessive amount of homework.
- E. The term "homework" also includes home study assignments in which no written work is to be turned in.
- F. Home work assignments may be of many types:
 - weekly assignments / projects / drill / absence make up / study or review / preparation for regularly scheduled tests
- G. As students progress into the secondary and upper secondary levels, it is strongly recommended homework for the content subjects be primarily of the weekly, long-range, and study type, rather than day-to-day assignments. (with the exception of math)
- H. Homework will always be recognized as completed by means of a check, initial, or other means as determined by the teacher. Homework will be evaluated and feedback will be provided by the teacher.

HONOR ROLL

One of the most important objectives of high/middle school is the development of scholarship. In order to encourage students to put forth their best efforts, an honor roll has been developed distinguishing the academic excellence.

The six weeks honor roll is recognized and made public at the end of each six weeks by the principal. Cayuga Middle School will recognize two types of honor rolls:

- 1. "Distinguished Honor Roll" is limited to students who have a grade of a 90 or higher in every subject for the six weeks.
- 2. "Honor Roll" is reserved for students who have not made less than a grade of an 80 in any class for the six weeks.

IMMUNIZATIONS

Any student enrolling in the District for the first time must provide satisfactory evidence of required immunizations and social security number. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of consciences, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the District. Guidelines for Immunization required by the Texas Education Agency and the State Health Services are outlined in the Board Policy Manual, Policy FFAB (Legal). The school nurse can provide more information on required immunizations or the State Health Services Web site: <https://corequest.dshs.texas.gov/>.

The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student.

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

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or pose a significant risk to the health and well-being of the student or a member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

INCOMPLETE GRADES

A student receiving an incomplete grade in a course for a six-week grading period is considered ineligible for extracurricular activities, until the incomplete is cleared. ***If the incomplete grade is not rectified within ten days, the incomplete will be replaced with a grade of a 50 for the course.

LAW ENFORCEMENT AGENCIES

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

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

Students Taken Into Custody: State law requires the District to permit a student to be taken into legal custody:

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

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

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

Notification of Law Violations: The district is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into

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

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

LEAVING CAMPUS

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as reasonably possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the principal has granted approval because of extenuating circumstances, a student will not regularly be released before the end of the school day.

State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The district has put the following procedures in place in order to document parental consent:

- For students in elementary and middle school, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required.
- If a student becomes ill during the school day and the school nurse or other district personnel determines that the student should go home, the nurse will contact the student's parent and document the parent's wishes regarding release from school. Unless directed by the parent to release the student unaccompanied, the parent or other authorized adult must follow the sign-out procedures as listed above. If a student is allowed to leave campus by himself or herself, as permitted by the student's parent, or if the student is age 18 or is an emancipated minor, the nurse will document the time of day the student was released. Under no circumstances will a child in elementary or middle school be released unaccompanied by a parent or adult authorized by the parent.

At Any Other Time During the School Day

Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal.

Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

LIBRARY

The school library is a pleasant place in which to read or study. It is open from 7:45 a.m. to 3:45 p.m. daily. Students must have a pass signed and dated by a teacher. General regulations are:

- A. All general reference books (encyclopedias, dictionaries, etc.) are used only in the library.
- B. Reserved books may be used for only one period at a time.
- C. Reserved books may be checked out for overnight use immediately after school, but must be returned before the first period on the following day.
- D. Books may be renewed once, after a two week check out.
- E. Lost or damaged books must be paid for or replaced.
- F. Students with overdue books will not be permitted to check out other books until those overdue are turned into the library.
- G. A fine of five cents a day is charged on all late books, but this may be paid by an absence permit if the lateness is due to an absence from school.
- H. Current issues of magazines or newspapers are to be used only in the library. Previous issues will be checked out through the librarian.

LIMITED ENGLISH PROFICIENT STUDENTS

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

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

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

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

LOCKERS

Lockers are school property and remain under the control and jurisdiction of the school even when assigned to individual students. The school reserves the right to inspect all lockers at any time. Students have full responsibility for the security of lockers and will make certain they are locked and the combination is not given to others. Searches of lockers, as well as general searches of school property, may be conducted at any time there is reasonable cause to do so with or without the presence of students. Lockers will be assigned by the principal. Students must use the assigned locker. No "locker switching" is allowed.

Periodic locker checks will be conducted. Failure to follow the rules will result in disciplinary actions, possibly the loss of the locker. The parent will be notified if any prohibited items are found in the student's locker. ALL book bags, coats, etc. *must* be kept in lockers. Hallways should remain clear.

LOST AND FOUND

A "lost and found" collection box is located in the campus office. If your child has lost an item, please encourage him or her to check the lost and found box. The district discourages students from bringing to school personal items of high monetary value, as the district is not responsible for lost or stolen items. The campus will dispose of lost and found items at the end of each semester.

MAKE-UP WORK POLICY

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. Students shall be permitted to take tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. This information can be found in the teacher's grading guidelines which will be sent home at the beginning of the school year.

In-School Suspension (ISS) Makeup Work (All Grade Levels)

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

MEDICINE AT SCHOOL

Medication that must be administered to a student during school hours must be provided by the student's parent. All medication, whether prescription or nonprescription, must be kept in the nurse's office and administered by the nurse or another authorized district employee, unless the student is authorized to possess his or her own medication because of asthma or a severe allergy as described below or as otherwise allowed by law.

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

Only authorized personnel, in accordance with policies at FFAC, may administer:

- Prescription medication in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified District employee from the original, properly labeled container.
- Nonprescription medication in the original, properly labeled container. Provided by the parent along with a written request.
- Herbal or dietary supplements provided by the parent only if required by the Individual Education Program or Section 504 plan of a student with disabilities.

Nonprescription medication provided on an emergency basis by the District and consistent with:

- Protocols established by the District's medical advisor who must be licensed to practice medicine in the state of Texas; and
- The parent has previously provided written consent to emergency treatment on the emergency form.

Sunscreen: Students whose schedules provide for regular time spent outdoors, including for recess and physical education classes, should apply sunscreen before coming to school. For students at the secondary level, a student may possess and apply sunscreen when necessary. If the student will need assistance with this application, please address the need for assistance with the school nurse.

Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

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

Psychotropic Drugs:

A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication. It is intended to have an altering effect on perception, emotion, or behavior and is commonly described as a mood- or behavior-altering substance.

Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or other employees as appropriate. However, they will not recommend use of psychotropic drugs. District employee who is a registered nurse, an advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. For further information, see policies at FFAC.

MOVING

Students who move within the school district during the summer or the school year should report the change to the attendance secretary in the principal's office within ten school days.

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

Education succeeds best when there is good communication and a strong partnership between home and school, a partnership that thrives on communication and interaction, and includes parents, teachers, administrators, and the Board of Trustees. Every parent is urged to:

*Encourage your child to put a highly priority on education and commit to making the most of the educational opportunities the school provides.

*Ensuring that your child completes all homework assignments and special projects and comes to school each day prepared, rested, and ready to learn.

*Review the information in the student handbook (including the attached Student Code of Conduct) with your child and sign and return the acknowledgment forms. A parent with questions is encouraged to contact your child's principal.

*Become familiar with all of your child's activities and with the academic programs, including special programs, offered in the District. You may meet with the counselor or principal with any questions.

**Discussing with the school counselor or principal any questions you may have about the options and opportunities available to your child.*

**Reviewing the requirements and options for graduation with your child in middle school and again while your child is enrolled in high school.*

**Monitoring your child's academic progress and contacting teachers as needed.*

* Teachers may display students' work, which may include personally identifiable student information, in classrooms or elsewhere on campus as recognition of student achievement. However, the district will seek parental consent before displaying students' artwork, special projects, photographs taken by students, original videos or voice recordings, and other original works on the district's website, a website affiliated or sponsored by the district, such as a campus or campus website, and in district publications, which may include printed materials, videos, or other methods of mass communication.

*Attend scheduled conferences and request additional conferences as needed. Call the school office at 928-2699 to schedule an appointment. A teacher will usually arrange to return the call or meet with the parent during his or her conference period or at a mutually convenient time before or after school.

*As a parent, you have a right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.

*You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and undergraduate and graduate degree majors, graduate certifications, and the field of study of the certification or degree. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

*Review the student's records when needed. A parent may review (1) attendance records, (2) test scores, (3) grades, (4) disciplinary records, (5) counseling records, (6) psychological records, (7) applications for admission, (8) health and immunization information, (9) other medical records, (10) teacher and counselor evaluations, (11) reports of behavioral patterns, and (12) state assessment instruments that have been administered to his or her child.

*Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a cocurricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law.

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

*To request in writing, if you are a noncustodial parent, that you be provided for the remainder of the school year a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program or expulsion. (Policies FL and FO)

*Become a school volunteer.

*Participate in the Cayuga PTO / Cayuga Athletic Booster Club

*Offer to serve as a parent representative on the District-Level or campus-level planning committees formulating educational goals and plans to improve student achievement. For further information, contact the campus principal.

* Serving on a committee to determine criteria to be used to evaluate the overall performance of the district and each campus in community and student engagement. For further information, please contact the campus principal.

*Being aware of the school's ongoing bullying and harassment prevention efforts.

*Contacting school officials if you are concerned with your child's emotional or mental well-being.

*Offering to serve on the School Health Advisory Council, assisting the District in ensuring local community values are reflected in health education instruction. (Policies BDF and EHAA)

NOTE: During the preceding school year, the district's SHAC held 4 meetings. Additional information regarding the district's SHAC is available from the Superintendent's Office.

*The duties of the SHAC range from recommending curriculum to developing strategies for integrating curriculum into a coordinated school health program encompassing issues such as school health services, counseling services, a safe and healthy school environment, recess recommendations, improving student fitness, mental health concerns, and employee wellness.

*As a part of the district's curriculum, students receive instruction related to human sexuality. The SHAC is involved with the selection of course materials for such instruction. State law requires that any instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus or acquired immune deficiency syndrome must:

Present abstinence from sexual activity as the preferred choice of behavior in relationship to all sexual activity for unmarried person of school age;

Devote more attention to abstinence from sexual activity than to any other behavior;

Emphasize that abstinence is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted

diseases, and the emotional trauma associated with adolescent sexual activity;

If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical lab rates.

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

* A child under the age of 14 must have parental permission for to receive instruction in the district's parenting and paternity awareness program; or the child will not be allowed to participate in the instruction. This program, developed by the Office of the Texas Attorney General and the State Board of Education (SBOE), is incorporated into the district's health education classes.

*State law permits the school to make a video or voice recording without parental permission for the following circumstances:

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

The district will seek parental consent through a written request before making any video or voice recording of your child not otherwise allowed by law.

*Attend Board meetings to learn more about District operations, including the procedure for addressing the Board when appropriate.

*To request a transfer of your child to another classroom if your child has been verified by the board or its designee to have been a victim of bullying as the term is defined by Education Code 25.0341 Transportation is not provided for a transfer to another campus. See the superintendent OR principal for information.

*To request a transfer of your child to attend a safe public school in the District if your child attends school at a campus identified by TEA as persistently dangerous or if your child was a victim of a violent criminal offense while in school or on school grounds. [Policies FDD-LOCAL]

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

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

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

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

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

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the district. The district will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment. Additional information may be found at <http://tea.texas.gov/index2.aspx?id>

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

Obtaining Information and Protecting Student Rights

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

- Political affiliations,
- Mental and psychological problems potentially embarrassing to the student or family,
- Sexual behavior and attitudes,
- Illegal, antisocial, self-incriminating, and demeaning behavior,
- Criticism of individuals with whom the student or the student's family has a close family relationship,
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special

program or to receive financial assistance under such a program.

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

“Opting Out” of Surveys and Activities: As a parent, you also have a right to receive notice and opt your child out of participating in:

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

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

PEP RALLIES

The real key to a successful pep rally is student participation. Please observe the following:

1. Please move into the gym as quickly as possible, time is limited.
2. All students who attend the pep rally will stand for the school song to show respect to Cayuga High/Middle School.
3. This is a pep rally, but you should be quiet when others are being introduced and coaches and cheerleaders are making a point, introducing players as well as students and fans.
4. The real purpose of the pep rally is to instill school spirit in the players as well as students and fans.
5. Remember, we want to show our Wildcat teams, their coaches, and the cheerleaders that we are behind them 100%. Your behavior and attitude is often the key to victory. **HAVE THE SPIRIT.**

PERSONAL PROPERTY

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

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

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

The use of personal media device (e.g. iPods, cell phones, etc...) is ONLY allowed at LUNCH Time within the area(s) designated as a GOLD ZONE. The permanent Gold Zone at the middle school are ONLY within the windows of the cafeteria and not in the hallways, playground, nor classrooms. Students must be completely within the GOLD Zone before using any device. Phones that are visible or activated OUTSIDE of the GOLD ZONE is prohibited during school hours and will be confiscated and given to the office. After the final bell, students may use media devices anywhere on campus unless directed by school administration. The District is not responsible for any loss or theft.

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

Consequences for violation of this rule shall be as follows:

- 1st offense – The phone is collected from the student and sent to the principal’s office with discipline referral. The student is allowed to get the phone at the end of the same school day. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (1 disciplinary point assigned)
- 2nd offense – The phone is collected from the student and sent to the principal’s office with discipline referral. The phone will be held until it is collected, in person, by a parent. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (2 disciplinary points assigned)
- 3rd and subsequent offenses – The phone is collected from the student and sent to the principal’s office with discipline referral. The phone will be held until collected, in person, by a parent. A \$15.00 fee will be charged to the owner of the device or

student's parent before releasing the device. The principal has the option of any consequences that fall within the guidelines of the Student Code of Conduct. (3 disciplinary points assigned)

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

Please do not bring large amounts of money to school. All valuable articles should be in possession of the owner at all times. **THE SCHOOL CANNOT ACCEPT RESPONSIBILITY FOR STOLEN MONEY OR OTHER ARTICLES BELONGING TO STUDENTS.** Students should not take money or other valuables to the gym during P.E. class or athletics.

PHYSICAL EDUCATION POLICIES

Students in middle school shall engage in 30 minutes of moderate or vigorous physical activity per day. For information regarding the District's requirements and programs regarding middle school physical activity requirements, please see the principal.

Physical Fitness Assessment: Annually, the district will conduct a physical fitness assessment of students in grades 3-12 who are enrolled in a physical education course or a course for which physical education credit is awarded. At the end of the school year, parents may submit a written request to the principal's office to obtain the results of his or her child's physical fitness assessment conducted during the school year.

In grade 6, the students will be required to dress in appropriate P.E. attire. Physical education students must have a towel and a pair of rubber sole shoes. (Otherwise, the students will go without shoes in PE).

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

Students participating in the UIL athletic program shall submit a statement from a health care provider authorized under UIL rules indicating that the student has been examined and is physically able to participate in the athletic program. This examination is required for the first year of middle school competition and the first year of high school competition. In other years, the student shall complete a medical appraisal form. A student may be required to have a physical examination based on answers to the appraisal form.

All students entering the District schools for the first time in any grade shall provide evidence of having received tuberculosis screening in accordance with regional and county health department guidelines.

PLEDGES OF ALLEGIANCE ; A MINUTE OF SILENCE and CELEBRATE FREEDOM WEEK

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting a pledge.

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless a parent (1) provides a written statement requesting that your child be excused, (2) the District determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity. (See policy EHBK)

POSTERS AND SIGNS

Posters and signs that students wish to display must first be approved by the principal. Students who display posters without approval shall be subject to disciplinary action.

PRAYER

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

PROMOTION AND RETENTION OF STUDENTS

For middle school students to be promoted from one grade to another grade, the students must attain an average of 70 or above in all courses taken and an average of 70 or above in at least three of the following subjects: Language Arts (including reading), mathematics, social studies, and science.

In addition, at certain grade levels a student—with limited exceptions—will be required to pass the State of Texas Assessments

of Academic Readiness (STAAR), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR*.

Student Success Initiative:

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

If a student in grade 8 is enrolled in a course that earns high school credit and for which an end-of-course (EOC) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 8 assessment.

If a student in grades 3–8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Parents of a student in grades 3-8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs designed to improve performance. The student may be required to participate in this instruction before or after normal school hours or outside of the normal school year. Failure of a student to attend these programs may result in violations of required school attendance as well as the student not being promoted to the next grade level.

A student in grade 8 will have two additional opportunities to take a failed assessment. Parents of a student in grade 8 who does not perform satisfactorily on his or her exams will be notified that their child will participate in special instructional programs and/or accelerated instruction designed to improve performance. If a student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third attempt, the student will be retained, however, the parent can appeal this decision to the committee. In order for the student to be promoted, based on standards previously established by the district, the decision of the committee must be unanimous and the student must complete additional special instruction before beginning the next grade level. Whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year. (see policies at EIE)

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

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

PUBLICATIONS

School Materials: Distribution of written materials may be restricted. All student publications and other written material intended for distribution to students shall be submitted for prior review by the principal, sponsor or teacher. Such items may include school posters, brochures, flyers, etc.. SEE Board policy FMA (LEGAL) and Board policy FMA (LOCAL)

Non-school Materials (from students): Students must obtain prior approval from the principal, before posting, circulating, or distributing written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials that were not developed under the oversight of the school. To be considered, any nonschool material must include the name of the sponsoring person or organization. The decision regarding approval will be made in two school days. The principal has designated the bulletin board as the location for approved nonschool materials to be placed for voluntary viewing by students. (Policy FNAA and FNAB)

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

Non-school Materials (from others): See Board Policy GKDA (Local)

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the district or by a district-affiliated school-support organization will not be sold, circulated, distributed, or posted on any district

premises by any district employee or by persons or groups not associated with the district, except as permitted by policy GKDA. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate district complaint policy. [See policies at DGBA or GF.]

The principal has designated bulletin board as the location for approved nonschool materials to be placed for voluntary viewing or collection.

Prior review will not be required for:

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

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

PUBLIC DISPLAY OF AFFECTION (PDA)

As an institution of higher learning, Cayuga Middle School is not the proper place to show your passion for one another. Students should conduct themselves in a dignified manner at all times while at school, at a school-sponsored event, or while representing our school away from the school campus. To preserve this dignity, it is necessary for students not to participate in public displays of affection. It is considered inappropriate for students to embrace, kiss, or hold hands. Please save your expression of fondness for a more appropriate setting.

REPORT CARDS / PROGRESS REPORTS

Report cards are issued at the close of each six weeks. The report card **must** be signed by parent/guardian and returned to the school within 2 days. Report cards will be sent out for each six weeks on the following dates:

<i>October 7th</i>	<i>1st Six Weeks</i>
<i>November 11th</i>	<i>2nd Six Weeks</i>
<i>January 6th</i>	<i>3rd Six Weeks</i>
<i>February 24th</i>	<i>4th Six Weeks</i>
<i>April 20th</i>	<i>5th Six Weeks</i>
<i>June 1st</i>	<i>6th Six Weeks</i>

At the end of the first three weeks of a grading period, the teacher shall send a grade report (progress reports) to the parent or guardian showing all student's grades. The notice shall provide for the signature of the parent or guardian and must be returned to the school. Should any class grade be below 70, the parent will be requested to schedule a conference with the teacher of that class or subject.

Teachers follow grading guidelines that have been approved by the principal and are designed to reflect each student's academic achievement for the grading period, semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. (see EIA (Local))

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

Please note: Report cards and progress reports must be signed by the parent and returned to the school within two days.

Tutorials are required for a student who receives a grade lower than 70 in a class or subject on their report card and/or progress report.

RETEACH/RETEST

1. Anyone who scores below 70 on an essential element based test may take a retest or a makeup test.
2. This retest/makeup test is to be given at the instructor's convenience. This need *not* be during the students' regular class time.
3. The student must arrange for this test in advance.
4. The student *MUST* take the retest/make-up test within 5 class days of his failure.
5. A **retest** will have a ceiling of 70. There is *no* ceiling on a *makeup* test given after a legitimate absence. If a student fails to keep the retest appointment, the teacher is under no further obligation and the original failing grade will stand.
6. Reteaching addresses the lack of mastery for essential element based information. Teachers in their planning and

assessment decide when reteaching will occur.

SAFETY

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

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

Accident Insurance

Cayuga ISD is not responsible for the costs of treating students' injuries and cannot assume liability for any costs associated with an injury. The District does participate in a program to offer low-cost accident insurance for students. If they chose to enroll in the insurance program, students or their parents shall pay the premium for the coverage. For information about this student accident insurance program, please contact the campus secretary.

Emergency Medical Treatment and Information

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

Emergency Evacuation Procedures

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

1. SHELTER IN PLACE

All students and personnel will stay in place. All doors must be locked. No one will be allowed to leave until all is cleared. Students should be familiar with this procedure.

2. BUILDING EVACUATION

All students and personnel will exit the school building to the football field. Students should be familiar exits and routes.

3. FIRE EVACUATION

All students and personnel will evacuate to predetermined designated areas avoiding blacktop areas, roads, and major access areas. Students should be familiar with exits and routes.

4. SITE EVACUATION

All students and personnel will exit to buses located at the designated areas. ALL students, teachers, and staff will be loaded on buses and moved off the school campus. Students should be familiar with this procedure.

Parents shall pick up their students at the designated area, which is located at the *Anderson County Youth Livestock Show Arena, located on Hwy. 287, North of Palestine.*

5. EMERGENCY MEDICAL EVACUATION

Helicopters providing Careflight services may land at district facilities that are not occupied. The district's athletic fields are acceptable locations for such landings as long as they are unoccupied; not being used as a game site.

Emergency School-Closing Information

Each year, parents are asked to complete an emergency release form to provide contact information in the event that school is dismissed early or opening is delayed because of severe weather or another emergency, or if the campus must restrict access due to a security threat.

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community in the following ways: District All-call system; local radio / television stations; district social media page.

SCHEDULE CHANGES

A student may not choose another course after 2 class days of a semester, unless a recommendation comes from a teacher or counselor and is related to the student's ability level in that particular course.

All schedule changes must have written approval prior to change. School notification by parent or guardian must accompany the request.

SCHOOL BUS CONDUCT / TRANSPORTATION

The District shall permit students for whom the District does not receive state transportation funds to use District transportation, in accordance with time and space limitations and administrative regulations.

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

The rules of conduct for pupils while being transported by buses owned, operated, or controlled by the District shall be followed. These rules have been formulated to provide the safest and most efficient transportation of pupils to and from school and/or related activities. Violation of the rules will be reported by the bus driver to the Transportation Director on a bus conduct Form. The Transportation Office will then contact the respective principal for corrective action. All principals are directed to enforce the safety rules by the appropriate action, which may include the temporary or permanent withdrawal of riding privileges, depending upon the seriousness of the violation and all other circumstances of each individual case.

A copy of the Bus Rules and Bus Disciplinary Code will be sent home with students the first week of school. Parents will be provided a copy of the rules and disciplinary code for future reference. Students and parents shall sign the Bus Rules and Bus Disciplinary Code. A copy of the Bus Rules and Bus Disciplinary Code that have been signed will be kept in the Transportation Office.

Below is a partial list of the rules and violations for School Bus Conduct. The rules are as follows:

1. Be at the bus stop on time.
2. Stay off the road at all times. Do not destroy personal property.
3. Wait until the bus comes to a complete stop before boarding.
4. The driver is in full charge of the bus and students. Students must obey the driver promptly and at all times.
5. Outside ordinary conversation, classroom conduct and behavior is to be observed on the bus at all times.
6. No students will be allowed to have any type of tobacco or alcoholic product or drugs on the bus at anytime.
7. Cell phones use/displaying is prohibited while riding daily bus routes to and from school.
8. Drivers have the authority to assign seats to any or all students.
9. No animals or insects will be permitted on the bus.
10. Students must not, at any time, extend any part of their bodies out the bus windows, nor shall they in any way touch or hang onto the bus before boarding or after departing the bus.
11. These rules and regulations apply to any trip under school supervision.

Students who refuse to obey the Bus Rider Rules will be dealt with as follows:

1st Violation

A verbal warning by the bus driver and a Bus Conduct Report sent to the principal and parent.

2nd Violation

Bus Conduct Report sent to the principal for corrective action to include discussion of the offense and the corrective behavior needed. Parent conference will be required.

3rd Violation

Bus Conduct Report sent to the principal. Student may be suspended for one to three days from the school bus. Principal verbally, and with Bus Report, notifies parent of the suspension.

4th Violation

Bus Conduct Report sent to the principal. Student may be suspended ten days from bus. Principal verbally, and with Bus Report, notifies parent of the suspension.

5th Violation

Bus Conduct Report sent to the principal. Student will receive automatic suspension for up to one semester from the bus. Should violation occur within ten days of the end of the first semester, suspension will be extended through the second week of the second semester

A student may automatically be suspended from the bus for a period of up to one semester for the following offenses:

1. Having in his/her possession alcoholic beverages, drugs, and any type of weapon.
2. Using tobacco, drugs, or alcohol.
3. Using offensive language or hand gestures to the driver.
4. Threatening or touching the bus driver in anyway with the intention to do bodily harm.

SCHOOL FACILITIES

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

The following areas are open to students before school beginning at 7:40 a.m.:

- In high school gym sitting on bleachers.
- In cafeteria for breakfast.
- In teacher's classroom for tutorials or class meetings.

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher or other authorized employee or adult, or unless students are granted permission to remain on campus in accordance with policy FNAB, students must leave campus immediately.

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

Meetings of Noncurriculum-Related Groups

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

SCHOOL PROPERTY

The student who has real school spirit has a pride in the appearance of the school premises. He keeps his desk free from marks, throws his waste paper into the baskets, not on the floor or the ground, closes doors quietly, and refrains from writing on any part of the building. Students are held responsible for and must pay for any school property that is damaged. The spirit of the students of Cayuga Middle School should be against untidiness, destructiveness, and rowdiness. *Please help the campuses stay pretty.* Please do your part in keeping our campus clean by using trash barrels and waste receptacles. Also, don't be afraid to pick up someone else's trash. –
It might even make you feel **SUPER!**

SCHOOL TRIPS

Students who participate in school sponsored trips shall be required to ride in transportation provided by the school to and from the event. Exception may be made if the student's parent or guardian personally requests the student be allowed to ride with the parent or guardian. **Students will not be permitted to ride from an event with any one except the parent or guardian. The District shall not be liable for any injuries that occur to students riding in vehicles that are not provided by the school. The superintendent or his designee may make exceptions to the rule.

In order to take a field trip, the sponsoring teacher must get permission from the building principal. Bus request must be submitted a minimum of one week before the trip.

The sponsoring teachers shall adhere to the following when planning an education trip:

1. Permission forms must be signed by a parent of each student making the trip.
3. A minimum of one sponsor for every ten students shall accompany students on the educational trip unless otherwise authorized by the principal. No school age student in another class may accompany a sponsor.
4. A schedule of the day's planned activities shall be presented to the principal.
5. Students shall adhere to the dress code on trips.

Overnight trips must be presented to the principal for his approval. The principal then submits the request to the superintendent who will get approval from the School Board.

SEARCHES

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

Students' Desks and Lockers

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

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

Searches of desks or lockers may be conducted at any time there is reasonable suspicion to believe that they contain articles or materials prohibited by District policy, whether or not a student is present.

The parent will be notified if any prohibited items are found in the student's desk or locker.

Electronic Devices

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

Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed.
(See policy FNF (LEGAL) for more information.)

Trained Dogs

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

Drug-Testing

CISD has implemented a student drug testing program. Participation in the program will be required of all students who are involved in competitive extracurricular activities and those who park a vehicle on school property. To qualify for these benefits, it will be necessary for students in grades 7 -12 to agree to be subject to the rules and procedures of the drug testing program. Students who do not comply with the program's guidelines will not be allowed to participate in extracurricular activities or park a vehicle on the school campus. *Note: See Drug-Testing policy

SOCIAL ACTIVITIES/EVENTS

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

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

Please contact the campus principal if you are interested in serving as a chaperone for any school social events.

1. One dance or party for each class shall be permitted or two dances for Student Council per year.
2. There will be no shoes worn in the gym, only socks. (exception: elementary gym)
3. 8th graders may invite one guest to a class dance. The guest must be enrolled in a middle school. The principal will contact the school prior to the event to verify enrollment. No guest will be allowed under 6th grade.
4. After entering the building, each person must remain inside until the party or dance is over. Students may leave with a written note from parents.
5. Both sponsors, the principal and/or superintendent, and the parents of two students, must be present at all dances.
6. One sponsor and/or a law enforcement officer will monitor the doors at all times.
7. There will be no dances open to the public.

SPECIAL PROGRAMS

Cayuga ISD provides special programs for gifted and talented students, homeless students, bilingual students, migrant students, students with limited English proficiency or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the district or by other organizations. A student or parent with questions about these programs should contact Nancy Griffey, Counselor.

Options and Requirements For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education: If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention. The implementation of Response to Intervention has the potential to have a positive impact on the ability of school districts to meet the needs to all struggling students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of his or her rights if the parent disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

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

CONTACT PERSON: Nancy Griffey, Counselor
PHONE NUMBER: 903-928-2294

Students With Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law.

The designated person to contact regarding a referral for evaluation applicable to Section 504 is Nancy Griffey, 903-928-2012 [Also see policy FB.]

SPORTSMANSHIP

Cayuga Middle School has an excellent reputation for being able to win or lose in a gracious manner. It is up to each of you to maintain this tradition. Poor sportsmanship at any athletic contest reflects on all of us. Because students from a visiting school display poor sportsmanship is no reason for us to reciprocate.

STERIODS

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

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

STUDENTS IN FOSTER CARE

In an effort to provide educational stability, the district strives to assist any student who is currently placed or newly placed in foster care (temporary or permanent custody of the state) with the enrollment and registration process, as well as other educational services throughout the student's enrollment in the district.

A student who is placed in foster care and who is moved outside of the district's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement until the student reaches the highest grade level at the particular school. In addition, if a student in grade 11 or 12 is transferred to another district and does not meet the graduation requirements of the transferring district, the student can request to receive a diploma from the previous district if he or she meets the criteria to graduate from the previous district.

Please contact Nancy Griffey, counselor, who has been designated as the district's foster care liaison, at 903-928-2294 with any questions.

STUDENT ELECTIONS

In all elections, any candidate must have a majority of votes to win.

1. Class, club, or organizations may use secret ballot or a show of hands to elect its officers or representatives.
2. School-wide elections in grades 6-8 or in grades 6-12 will be conducted as follows:
 - a. Students will vote by secret ballot.
 - b. The election will involve the entire student body.
This election will be conducted, supervised, and counted by teachers and principal.
3. Teacher input may be considered.

STUDENTS ELIGIBLE FOR ENROLLMENT

1. Only students who are bona fide residents of the school district or who are legally transferred from another school district are eligible to attend Cayuga Middle School. Residence of a minor shall be the residence of the parent or guardian; residence of a student eighteen (18) years or older shall be the residence at which the student resides. Minor age students may be required to have an adult sign a form accepting parental responsibility for the student if not living with the parent or the guardian. The principal shall determine if the student meets the residence criteria for entrance, and shall make the decision of whether the residence is bona fide or merely ostensible. The use of methods or misleading information to circumvent this residence requirement will result in the student's no admittance or immediate withdrawal.
2. A student shall have satisfactorily completed 8th grade requirements or have been recommended by the previous school for acceptance into high school. The principal shall make the decision regarding extenuating circumstances, etc. The Texas Education Code requires districts to send a copy of the expulsion order along with other student records to another district if a student enrolls in that district before the student's expulsion period has expired.
3. The Cayuga Independent School District will accept transfers which conform to the State policy
And Local School Board policy. See FDA (LOCAL) and FDE (LEGAL).

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the District until the student withdraws or graduates. The record moves with the student from the time the student enters the District until the student withdraws or graduates. This record moves with the student from school to school.

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

The principal is custodian of all records for students currently enrolled at the assigned school. The superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours. The records' custodian or designee will respond to reasonable requests for explanation and interpretation of the records. The phone numbers and addresses of the Superintendent and principals are listed in the front of the handbook, which include the address.

Parents of a minor or of a student who is a dependent for tax purposes and school officials with legitimate educational interests are the only persons who have general access to a student's records. School officials include any employees, agents, or Trustees of the District, cooperatives, or contractual placement facilities, as well as their attorneys and consultants, who are:

1. Working with the student;
2. Considering disciplinary or academic actions, the student's case, or a handicapped student's individual education plan;
3. Compiling statistical data; or
4. Investigating evaluating programs.

Certain other officials from various governmental agencies may have limited access to the records or in response to a subpoena or court order. The District forwards a student's records without prior consent on request to a school in which a student seeks or intends to enroll. Parental consent is required to release records to anyone else.

A parent is entitled access to all written records of school district concerning the parent's child, including:

1. Attendance records;
2. Test scores;
3. Grades;
4. Disciplinary records;

5. Counseling records;
6. Psychological records;
7. Applications for admission;
8. Health and immunization information;
9. Teacher and counselor evaluations; and
10. Reports of behavioral patterns.
11. State assessments instruments that have been administered to your child.

Parents of minor students may inspect the student's records and request a correction if the records are inaccurate or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the principal. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the District denies the request to amend the records, the parent has the right to a hearing. If the records are not amended as a result of the hearing, the parent has 30 days to exercise the right to place a statement commenting on the information in the student's record. Although improperly recorded grades may be challenged, contesting a student's grade in a course is handled through the general complaint process found in policy [FNG (LOCAL)].

Copies of students' records are available at a cost of .25 cents per page, payable in advance.

The district's policy regarding student records found at FL (LOCAL) is available from the principal's or superintendent's office. The parent's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records- such as teacher's personal notes about a student that shared only with a substitute teacher- do not have to be made available to the parents or students.

Please note: Parents have the right to file a complaint with the US Department of Education if they believe the district is not in compliance with federal law regarding student records. The complaint may be mailed to: Family Policy Compliance Office

US Department of Education
400 Maryland Ave., SW
Washington, DC 20202-5901

The law specifies that certain general information about Cayuga students is considered "directory information" and will be released to anyone who follows procedures for requesting it. Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten days of the child's first day of this school year. See the acknowledgement form attached to this handbook.

The District has designated the following categories of information as directory information: student name, address, telephone listing, electronic mail address, photograph, and date and place of birth, as well as major field of study; degrees, honors, and awards received; dates of attendance; grade level; most recent educational institution attended; participation in officially recognized activities and sports; and weight and height of members of athletic teams.

STUDENT SPEAKERS

The district provides students the opportunity to introduce the following school events: greetings for the school day; organizational banquets; campus award ceremonies. Students are eligible to introduce these events if they are in the highest two grade levels of the school; volunteer to speak and are not in a disciplinary placement (ISS / AEP) or suspended from any extracurricular activity at the time of the speaking event.

A student who is eligible and wishes to introduce one of the school events listed above should submit his or her name to the campus principal during the first full week of instruction each semester. Students are not eligible to volunteer if they are in a disciplinary placement during any part of the first full week on instruction. If there are no volunteers, the District shall seek volunteers again at the beginning of the next semester. The names of the students who volunteer to speak shall be randomly drawn until all names have been selected; the names shall be listed in the order drawn.

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

[See FNA(LOCAL).]

SUBSTANCE ABUSE PREVENTION AND INTERVENTION

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school counselor. The school counselor can provide you with a list of community

resources that may be of assistance to you. The TDSHS maintains information regarding children's mental health and substance abuse intervention services on its Web site: <http://www.dshs.state.tx.us/mhsa-child.adolescent-services/>.

SUICIDE AWARENESS

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

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

TARDINESS

Definition of Tardy:

A student who is not in class and ready to begin work when the tardy bell rings will be considered tardy.

***Tardies are cumulative during a six weeks period. Tardies will start over each six weeks.

1st Tardy Warning	4th Tardy Lunch Detention (3 days)
2nd Tardy Teacher Action	5th Tardy Office referral / ISS or Corporal Punishment
3rd Tardy Office Action/Break	
Detention (3 days)	

Tardiness seriously interferes with the work of the pupil and of school. In order to secure punctual and regular attendance, the cooperation of both pupil and parent is requested. It may be necessary for the principal to confer with the student and his/her parents if tardiness is excessive. If a student is detained by a teacher, it is the student's responsibility to secure a written note from the detaining teacher. Late buses will be announced; therefore, students should go directly to class upon arrival.

TELEPHONE

Permission to use the telephone during school hours must be secured from the office. Do not expect to be called to the telephone during class hours except in case of an emergency. A message from home or a phone number will be delivered to you at the close of the period. No cell phones allowed at school.

TESTING PROGRAM

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child's schedule and to assure that the child comes to school every day – but especially on test days – after:

- A good night's sleep
- A good breakfast; and
- Dressing for the weather or for the temperature inside the testing center.

State Assessment

In addition to routine tests and other measures of achievement, students at certain grade levels are required to take the state assessment, called STAAR, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended above the student's current grade level, in order for the student to be promoted to the next grade level.

STAAR-A will be available for an eligible student with a Section 504 accommodation plan who has been identified with dyslexia or a related disorder, as well as for a student receiving special education services, if the student meets state-established criteria and requires certain instructional and assessment accommodations on a routine basis.

STAAR Alternate 2, for students receiving special education services who meet certain state-established criteria, will be available for eligible students, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient (LEP) students, as determined by the student's Language Proficiency Assessment Committee (LPAC). A Spanish version of STAAR is also available to students through grade 5 who need this accommodation.

TEXTBOOKS, ELECTRONIC TEXTBOOKS, AND TECHNOLOGICAL EQUIPMENT

State-approved textbooks are provided to students free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

TRANSFERS

The Cayuga Independent School District will accept transfers that conform to the State policy and Local School Board policy.

TRANSCRIPTS

The District shall use the academic achievement form (transcript) adopted by the State Board of Education. This form shall serve as the academic record for each student and shall be maintained permanently by the District. Copies of the record shall be made available to students transferring to another district. The District shall respond promptly to all requests for student records from receiving districts.

Students who complete high school graduation requirements shall have attached to the academic achievement record the State Board approved seal indicating which high school program was completed.

TUTORIALS

Cayuga Middle School will offer tutorials for students failing subjects in English, reading, mathematics, science, social studies and electives. These required tutorial sessions are provided for the student's benefit during each school day. Tutorials will be scheduled Monday - Friday, 7:45 a.m. until 8:06 a.m. and/or 3:00 p.m. - 3:45 p.m.

USE OF TOBACCO/ E-CIGARETTES

Students are prohibited from possessing or using tobacco product, electronic cigarettes (e-cigarettes), or any other electronic vaporizing device, while at a school-related or school-sanctioned activity on or off school property.

The district and its staff strictly enforce prohibitions against the use of all tobacco products, including electronic e-cigarettes, or any other electronic vaporizing device, by students and all others on school property and at school-sponsored and school-related activities. [See the Student Code of Conduct and policies at FNCD and GKA.]

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS AT SCHOOL

Visitors shall be welcome to visit all schools. Visitors must check in the office of the principal and receive a visitor's pass upon arrival and must comply with all applicable district policies and procedures.

Visits to individual classrooms during instructional time are permitted only with approval of the principal and teacher and so long as their duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. For parent conferences, please schedule a visit during teacher conference times when possible.

Since visitors may serve as role models to students, all visitors must adhere to the highest standards of courtesy and conduct.

VOLUNTEERS

We appreciate so much the efforts of parent and grandparents volunteers that are willing to serve our district and students. If you are interested in volunteering, please contact the middle school office for more information and to complete an application.

WEAPONS AND DANGEROUS INSTRUMENTS

It is State and Board Policy that no student may bring onto school grounds or off school grounds at any school activity, function, or event any firearm, knife, or instrument which might reasonably be considered dangerous to the possessor or other students during any school term. If a student is in possession of such an instrument, he/she shall surrender the same upon request to any teacher or school official. If necessary force may be used to disarm the student and appropriate disciplinary action will be taken. It is a violation of Local, State, and Federal Laws to possess a firearm on school property. See Student Code of Conduct.

Pocketknives are not allowed on the school campus/property.

WITHDRAWALS

A student under 18 may be withdrawn from school only by a parent. The parent may obtain a withdrawal form from the principal's office. This form must be signed by their parent or legal guardian. Students withdrawing from school will need to have the form signed by all teachers and turn in all textbooks, uniforms, fees, etc. to his/her teachers. A copy of the withdrawal form will be given to the student, and a copy will be placed in the student's permanent record.

APPENDIX I: Freedom From Bullying Policy

Note that school board policies may be revised at any time. For legal context and the most current copy of the local policy, visit [www.cayugaids.com]. Below is the text of Cayuga's policy FFI(LOCAL) as of the date that this handbook was finalized for this school year.

BULLYING PROHIBITED

Note: This policy addresses bullying of District students. For provisions regarding discrimination and harassment involving District students, see FFH. Note that FFI shall be used in conjunction with FFH for certain prohibited conduct. For reporting requirements related to child abuse and neglect, see FFG.

DEFINITION

The District prohibits bullying as defined by this policy. Retaliation against anyone involved in the complaint process is a violation of District policy and is prohibited.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored or school-related activity, or in a vehicle operated by the District and that:

1. Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; or
2. Is sufficiently severe, persistent, and pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student.

This conduct is considered bullying if it:

1. Exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression or physical conduct; and
2. Interferes with a student's education or substantially disrupts the operation of a school.

EXAMPLES

Bullying of a student may include hazing, threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of valued possessions, name calling, rumor spreading, or ostracism.

RETALIATION

The District prohibits retaliation by a student or District employee against any person who in good faith makes a report of bullying, serves as a witness, or participates in an investigation.

EXAMPLES

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

FALSE CLAIM

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a District investigation regarding bullying shall be subject to appropriate disciplinary action.

TIMELY REPORTING

Reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act. A failure to immediately report may impair the District's ability to investigate and address the prohibited conduct.

**REPORTING PROCEDURES-
STUDENT REPORT**

To obtain assistance and intervention, any student who believes that he or she has experienced bullying or believes that another student has experienced bullying should immediately report the alleged acts to a teacher, counselor, principal, or other District employee.

EMPLOYEE REPORT

Any District employee who suspects or receives notice that a student or group of students has or may have experienced bullying shall immediately notify the principal or designee.

REPORT FORMAT

A report may be made orally or in writing. The principal or designee shall reduce any oral reports to written form.

PROHIBITED CONDUCT

The principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited conduct as defined by policy FFH, including dating violence and harassment or discrimination on the basis of race, color, religion, gender, national origin, or disability. If so, the District shall proceed under policy FFH. If the allegations could constitute both prohibited conduct and bullying, the investigation under FFH shall include a determination on each type of conduct.

INVESTIGATION OF A REPORT

The principal or designee shall conduct an appropriate investigation based on the allegations in the report. The principal or designee shall promptly take interim action calculated to prevent bullying during the course of an investigation, if appropriate.

CONCLUDING THE INVESTIGATION

Absent extenuating circumstances, the investigation should be completed within ten District business days from the date of the initial report alleging bullying; however, the principal or designee shall take additional time if necessary to complete a thorough investigation.

The principal or designee shall prepare a final, written report of the investigation. The report shall include a determination of whether bullying occurred, and if so, whether the victim used reasonable self-defense. A copy of the report shall be sent to the Superintendent or designee.

NOTICE TO PARENTS

If an incident of bullying is confirmed, the principal or designee shall promptly notify the parents of the victim and of the student who engaged in bullying.

**DISTRICT ACTION-
BULLYING**

If the results of an investigation indicate that bullying occurred, the District shall promptly respond by taking appropriate disciplinary action in accordance with the District's Student Code of Conduct and may take corrective action reasonably calculated to address the conduct.

DISCIPLINE

A student who is a victim of bullying and who used reasonable self-defense in response to the bullying shall not be subject to disciplinary action.

The discipline of a student with a disability is subject to applicable state and federal law in addition to the Student Code of Conduct.

CORRECTIVE ACTION

Examples of corrective action may include a training program for the individuals involved in the complaint, a comprehensive education program for the school community, follow-up inquiries to determine if any new incidents or any instances of retaliation have occurred, involving parents and students in efforts to identify problems and improve the school climate, increasing staff monitoring of areas where bullying has occurred, and reaffirming the District's policy against bullying.

TRANSFERS

The principal or designee shall refer to FDB for transfer provisions.

COUNSELING

If the investigation reveals improper conduct that did not rise to the level of prohibited conduct or bullying, the District may take action in accordance with the Student Code of Conduct or any other appropriate corrective action.

CONFIDENTIALITY

To the greatest extent possible, the District shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation.

APPEAL

A student who is dissatisfied with the outcome of the investigation may appeal through FNG(LOCAL), beginning at the appropriate level.

RECORDS RETENTION

Retention of records shall be in accordance with CPC(LOCAL).

ACCESS TO POLICY AND PROCEDURES

This policy and any accompanying procedures shall be distributed annually in the employee and student handbooks. Copies of the policy and procedures shall be posted on the District's Web site, to the extent practicable, and shall be readily available at each campus and the District's administrative offices.

DATE ISSUED: 3/7/2012

UPDATE 93

FFI (LOCAL)-A

**Cayuga I.S.D.
Release of Directory Information**

Regarding student records, I understand that the federal Family Educational Rights and Privacy Act and state law require that “directory information” on my child be released by the District to anyone who requests it unless I object in writing to the release of any or all of this information. I also understand that to be in compliance with the “No Child Left Behind Act of 2001”, the District will release to military recruiters and institutions of higher education, upon request, the name, address, and telephone listing of my child, unless I direct the District not to release this information without prior written consent, as indicated below. **In choosing to NOT release directory information of my child, his/her name will not be published in honor rolls, reports of honor students, athletic activities, etc..** This objection must be filed with the principal within ten school days of my child’s first day of instruction for this school year.

Directory information includes my child’s:

- Name
- Address
- Telephone listing
- Date and place of birth
- Photograph
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Dates of attendance
- Major field of study
- Grade level
- Enrollment status
- Honors and awards received in school
- Degrees
- Most recent previous school attended, and
- E-mail address

Please sign and return this form if you choose to NOT have directory information released on your child. Otherwise, please do not return this form to school.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____

