

**COPPELL HIGH SCHOOL**

**Student Handbook**

**2016-17**



**#IAMCHS**

# Coppell High School

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185 West Parkway Blvd. ~ Coppell, Texas 75019 ~ 214-496-6100 ~ Fax 214-496-6166

Students,

Welcome to Coppell High School and Cowboy Nation! We are excited to have you at CHS! The Administrative Staff has published this handbook to help you better understand the daily operations of our school. Your knowledge and understanding of the contents of this handbook are very important to the success of CHS. It is our desire that CHS students achieve their personal best during your time with us.

As we begin a new school year, I encourage you to set personal goals for yourself and approach the year with a positive attitude, high level of enthusiasm, and model your behavior with great dignity and pride. Our campus theme, #IAMCHS, is an emphasis point to strengthen the unity of our campus into an environment in which each person is valued for who they are. We are proud to be recognized as one of the top high schools in the state of Texas, as well as the United States due to the hard work and commitment of our students!

The 2016-17 school year will be filled with an abundance of opportunities for new beginnings; meeting new friends, new staff members, challenging yourself with rigorous courses. Our goal is to strengthen our school climate to further embrace our diverse student body and Coppell community, while helping our students develop college and career readiness. Coppell High School represents excellence because of the dedicated students, teachers, and parents who are working toward common goals, high level of personal and academic success.

It is my pleasure to serve as your principal. We encourage you to build positive relationships with students and staff in order to be a true part of the CHS family. I look forward to meeting and working with you during the school year. Let's have a great year!

Sincerely,

Mike Jasso  
Principal  
Coppell High School  
#IAMCHS



## COPPELL HIGH SCHOOL MISSION STATEMENT

The mission of Coppell High School, a unified educational community embracing a common vision, is to develop self-reliant learners who maximize their potential in an ever changing global society through the utilization of community resources and relevant, customized educational opportunities that foster problem solving, critical thinking and character development.

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**ADMINISTRATIVE STAFF**

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## **ADMINISTRATIVE SUPPORT STAFF**

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## **CAFETERIA MANAGER**

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## **LIBRARY**

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## **SCHOOL RESOURCE OFFICERS**

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## **Notifications of Compliance**

### **Policy of Non-Discrimination on the Basis of Disability**

In accordance with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973, the Coppell Independent School District does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The ADA and Section 504 Coordinator for the district is Debbie Gauntt, 268 Southwestern Blvd., Coppell, TX; 214-496-6955.

### **Public Notification of Non-Discrimination in Career & Technology Education Programs**

Coppell ISD offers career and technology education programs in Marketing Education, Home Economics, Business Education, Health Science Technology and Industrial Technology. Admission to these programs is based on interest, fulfillment of prerequisites, and class space available.

It is the policy of Coppell ISD not to discriminate on the basis of race, color, national origin, sex or handicap in its vocation programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973, as amended.

Coppell ISD 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.

### **Title IX Compliance Notification**

Coppell Independent School District does not discriminate on the basis of race, religion, color, national origin, sex or disability in providing educational services. Brad Hunt, Assistant Superintendent for Administration, is the Title IX Coordinator for the district. Mr. Hunt may be reached at the Vonita White administration Building, 200 S. Denton Tap Road, Coppell, TX 75019 and 214-496-6000.

### **Services for Students with Disabilities**

If a child is experiencing difficulties in the regular classroom, the parent should contact their child's teacher to learn about tutorials, compensatory and other support services that are available to all students. If a child continues to experience learning difficulties, the parent may contact campus administration to coordinate a meeting with staff from the Intervention Services department to learn about the district's overall general education referral or screening system for support services. Intervention Services administrative staff includes Executive Director of Intervention Services, Tracy Cartas, Director of Special Education, April Dyke and Director of Intervention Services, Debbie Gauntt. These directors are centrally located at the Brock Center, but work closely with the CHS staff members to assure that a full range of services are available to meet the needs of each student receiving special services.

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 the report within 60 calendar days of the date 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 their rights if they 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 campus contact for special education is Arresha Robinson, CHS Special Education Department Chair at 214-496-6241 and the district contact for Special Education is April Dyke, Director of Special Education at 214-496-6955.

Additionally, CHS is in full compliance with the nondiscrimination requirements of Section 504 of the Rehabilitation Act of 1973. The CHS contact for Section 504 is Jamila Thomas 214-496-6130 and the district contact for Section 504 Debbie Gauntt, Director of Intervention Services is, 214-496-6955.

### **Complaints and Grievances Notification**

Students or parents who have a complaint should first bring the matter up with the teacher. If the outcome of that discussion is not satisfactory, the student or parents should contact the student's counselor. If the outcome of that discussion is not satisfactory, the student or parents should contact the student's high school assistant principal. A complaint regarding possible discrimination on the basis of sex, ethnicity or students with a disability should be brought directly to the principal.

The principal follows the district's complaint procedure, to carry the complaint to the superintendent and ultimately to the board. Students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. – Coppell ISD – FNG (LOCAL)

This handbook reflects guidelines from the Texas Education Code. Because of the many changes that occur during the school year regarding interpretations of the Texas Education Code, this student handbook is subject to change without written notice to students and parents. As Coppell Independent School District is informed of these changes, announcements of new rules and regulations will be made to students during the regular announcements. These announcements will nullify any rules or statements of policy in this handbook, and students must comply with the new reform.

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## GENERAL INFORMATION

Students are responsible for a positive learning environment at school and at school-sponsored activities by maintaining a courteous, respectful attitude toward others and by conducting themselves in a responsible manner at all times. Students are expected to know and follow school expectations and policies.

### Announcements

Announcements will be posted on the website each day. Teachers, clubs and organizations will submit their news/information 24 hours in advance via email to [dsills@coppellisd.com](mailto:dsills@coppellisd.com) and [tphillips@coppellisd.com](mailto:tphillips@coppellisd.com). Student-generated announcements must be approved and signed by a sponsor/ coach to be broadcast.

### Automobiles

Driving to school is a privilege and failure to follow the CHS parking and transportation guidelines will result in the suspension of driving or parking privilege. All vehicles must be registered prior to students parking on CHS campus. Students must observe the following rules:

1. Students must have a valid driver's license to register an automobile.
2. A parking fee of \$50.00 will be charged to students who drive vehicles to school. Once a sticker is purchased, there will be no refunds.
3. The purchased sticker must be placed on the driver's side rear bumper/window at all times. Stickers may NOT be taped inside the window. Failure to display sticker according to the guideline will result in a fine.
4. Violating the following will result in an offense:
  - a. Parking in staff parking lots or space
  - b. Parking in Senior Lot without a Senior Parking Sticker
  - c. Failure to purchase and display a parking sticker on back bumper or back window
  - d. Parking front end of car in
  - e. Failure to comply with Parking Attendant Directives
5. Fines will be assessed for parking violations at the following levels:
  - 1<sup>st</sup> offense: Ticket on windshield
  - 2<sup>nd</sup> offense: Meet with parking attendant with warning of boot on next offense
  - 3<sup>rd</sup> offense: Vehicle will be booted- \$50.00 fine must be paid before the boot will be removed
  - 4th offense: Loss of parking privileges- student will not be allowed to bring vehicle onto campus
6. The student parking lot is considered CISD property and therefore all cars on the lot are subject to an automobile search.
7. If you are driving a vehicle without a sticker, you must sign-in your vehicle make and license plate number at the horseshoe.
8. If your car is in the west parking lot, behind the football stadium, the vehicle must be moved by 4:00, due to band practice
9. Students and parents are expected to comply with all directives of school personnel. When procedure changes are necessary, students will be notified.
10. Any student exiting campus between 8:20 a.m.-3:50 p.m will require verifiable documentation for departure.

No student is allowed to park in any staff or visitor parking areas from the hours of 6:30 AM to 4:00 PM.

## **Bell Schedule**

Period		Start		End	
1		8:20		9:12	
2		9:18		10:10	
Announcements	M, W, F	10:16		10:20	
3		10:20		11:12	
4	Lunch Period	11:12		12:52	
	A Lunch	11:12-11:42	Class	11:47-12:52	
	B Lunch	11:47-12:17	Class	11:18-11:47	12:22-12:52
	C Lunch	12:22-12:52	Class	11:18-12:22	
Announcements	T, TH	12:58		1:02	
5		1:02		1:54	
6		2:00		2:52	
7		2:58		3:50	

Students need to depart CHS campus 15 minutes after school is released unless they are attending tutorials or a school-sponsored event. Failure to leave the school premises could result in a trespassing ticket.

## **Bus Transportation**

Riding the school bus is a privilege. Improper conduct on the buses will result in that privilege being denied. Students riding the bus should report directly to the busses as soon as they are dismissed from school in the afternoon. Students must ride their assigned bus and route, and also board the bus at their assigned stop. Failure to do either of these will result in the loss of bus privileges. Students must have a CISD bus pass to ride a bus.

The school will furnish transportation for team members to and from all school-sponsored activities. Students participating in these activities are required to ride the buses to the major activities. Students requesting to return in private cars must have prior written permission from parent and approval by coach/sponsor.

The same high behavioral expectations set for students in the classroom will apply to school transportation. Students are under the CISD Student Code of Conduct when they are on school transportation. A student that violates this code or the established rules of conduct, while on school transportation, may be denied transportation services and will have disciplinary action taken by school authorities.

Disciplinary sanctions and changes in transportation for a student with a disability will be made in accordance with the student’s Individual Education Plan or other individually designed programs.

Buses depart eight minutes after school is released. Students will need to find their own transportation if they miss the bus. All bus riders are required to show a CISD Bus Photo ID issued through the transportation department prior to boarding a school bus.

**Cafeteria Guidelines**

The cafeteria provides a hot lunch line and other food options for lunch. Breakfast items are available before school. Food and drink are to be kept in the Commons and not carried to any other parts of the building. Trays and dishes must be returned to the designated areas. Paper and waste must be disposed of in trash cans, and nothing should be left on tables or on the floor. Students must clean up their own messes. Students must use their own Student Photo ID to purchase items in the cafeteria. Using any other student’s identification number to purchase items will result in disciplinary actions.

**Calendar Dates**

Sept. 5	Student/Staff Holiday		
Oct. 7	Student Holiday/Staff Development	Fall: Aug. 22 – Dec. 16	1 <sup>st</sup> Semester
Oct. 10	Student/Staff Holiday	Aug. 22 - Sept. 30	1 <sup>st</sup> six weeks
Nov.21-25	Student/Staff Holiday (Nov. 23-24 Flex Days)	Oct. 3 - Nov. 4	2 <sup>nd</sup> six weeks
Dec. 15-16	Final Exams Student Early Release	Nov. 7 - Dec. 16	3 <sup>rd</sup> six weeks
Dec. 19-Jan. 3	Student/Staff Holiday		
		Spring: Jan. 4 - June 1	2 <sup>nd</sup> Semester
Jan. 16	Student/Staff Holiday	Jan. 4 - Feb. 10	4 <sup>th</sup> six weeks
Feb. 20	Student Holiday/Staff Development	Feb. 13 - Apr. 7	5 <sup>th</sup> six weeks
Mar 13-17	Student/Staff Holiday	Apr. 10 - June 2	6 <sup>th</sup> six weeks
May 29	Student/Staff Holiday		

April 14 & June 2- Designated Weather Days  
June 1, 2017-Graduation

**Eligibility Calendar 2016-2017**

First	Grading period ends – check all Student loses eligibility Check grades for suspended students only Opportunity to regain eligibility	Sept. 30 Oct. 7 Oct. 24 Oct. 31
Second	Grading period ends – check all Student regains or loses eligibility Check grades for suspended students only Opportunity to regain eligibility	Nov. 4 Nov. 11 Dec. 2 Dec. 9
Third	Grading period ends – check all Student regains or loses eligibility Check grades for suspended students only Opportunity to regain eligibility	Dec. 16 Jan. 4 Jan. 23 Jan. 30
Fourth	Grading period ends – check all Student regains or loses eligibility Check grades for suspended students only Opportunity to regain eligibility	Feb. 10 Feb. 17 Mar. 10 Mar. 20
Fifth	Grading period ends – check all Student regains or loses eligibility Check grades for suspended students only Opportunity to regain eligibility	Apr. 7 Apr. 14 Apr. 28 May 5
Sixth	Grading period ends – all students eligible	June 1

A student loses or regains eligibility at the time the regular school day is scheduled to end on the date listed (whether or not school is in session). All students are eligible during fall break (November 21-25), winter break (December 19-January 3) and Spring break (March 13-17).

## **High School Testing Dates**

Dates are tentative and subject to change by the State:

Test	Date	Grade Level
PSAT/ASVAB	Oct. 19	9, 10 & 11 <sup>th</sup> Grades
ACT Aspire Testing	Nov. 2	10 <sup>th</sup>
STAAR Retest-Eng. I, Reading & Writing, English II Reading & Writing	Dec. 5 Eng I Dec. 7 Eng II	9 <sup>th</sup> & 10 <sup>th</sup> Grades
STAAR Assessment Window-Misc. Subjects(Alg I, Biology, US History)	Dec. 5-9	As Required by State
ACT Aspire Testing	Feb. 28	11 <sup>th</sup> Grade
TELPAS Assessment Window	Mar. 6 – April 5	TBD
STAAR English I & II-Writing/Reading	Mar. 28 Eng I Mar. 30 Eng II	As Required by State
STAAR Assessment Window-Misc. Subjects(Alg I, Biology, US History)	May 1-5	As Required by State
IB Testing	April 24 – May 19	All Levels
AP Testing	May 1 – May 12	All Levels
STAAR English I	June 19	STAAR, As Required by State
STAAR English II	June 21	STAAR, As Required by State
STAAR- Alg I, US History, Biology	June 19-23	STAAR, As Required by State

## **Change of Address**

A student that moves within the CISD boundaries must provide proof of residency. If mail is returned because of an insufficient address, the student must also provide the following documents:

1. Current settlement papers or lease agreements\*
2. A current electric/water/gas utility bill

\* If a lease expires and a new address within the CISD area cannot be provided, the student will be withdrawn.

## **Closing of Schools**

Schools may be closed due to inclement weather. Communication will be sent out via ParentLink and will be posted to the CISD website as soon as such decisions are made. You may also check local radio and television stations. Please do not call the school or school officials.

<u>AM Radio</u>	<u>FM Radio</u>	<u>Television Channels</u>
WBAP 820	KVIL 103.7	4, 5, 8, and 11
KLIF 570	KZPS 92.5	
KRLD 1080	KPLX 99.5	

## **Deliveries and Messages at School**

This year, we will restrict deliveries to our Horseshoe Reception Desk and no longer accept lunch deliveries, band instruments, cash or technology items. Flowers, birthday balloons, singing telegrams, and food delivery services will not be accepted at school regardless of payment. Phone messages will be delivered to students only in an *extreme* emergency with the approval of an Assistant Principal.

## **Dress and Grooming**

Students will be informed of the dress code at the beginning of the school year and given an opportunity to receive clarification. Students will be issued school appropriate clothing if they come to school with a Dress Code Violation. All staff members will enforce the dress code.

*The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority. Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. Coppell ISD-FNCA (LOCAL)*

1. Hairstyles and unnatural colors, that, in the judgment of the school principal, cause a disruption of the educational environment, are not allowed.
2. Hats or head coverings (i.e. caps, scarves, athletic headbands, or bandanas) of any kind, may be worn in the building unless they are distracting/disruptive in the classroom environment.
3. All students are expected to wear clothing and undergarments in keeping with their gender.
4. Clothing should be worn for the purpose for which it was designed. For example, no undergarments should be worn as outerwear, no pajamas or slippers, overall straps should be snapped, and belts should be worn in the belt loops.
5. See-through clothing such as fish net, and garments with tears and holes, that are revealing, is not permitted.
6. Tops which expose the midsection, are low cut, backless or fail to cover the area between the neck and the shoulder are prohibited.
7. Hems of skirts, dresses, shorts as well as holes and slits in garments may not be higher than fingertip length.
8. Trench coats may not be worn while in the building.
9. Pants, jeans, and shorts must be worn at the waist, i.e. no sagging. Hems of pants must not drag on the floor.
10. The district prohibits clothing that depicts images or writing that is lewd, offensive, vulgar or obscene; that depicts the occult; that represents gang membership; or that advertises tobacco products, alcoholic beverages, drugs, or any other substance prohibited under district policy.
11. Appropriate footwear must be worn at all times.
12. Chains, boot spikes, and spiked jewelry are not allowed.
13. Piercings that in the judgment of the principal, cause a disruption or safety hazard, are not allowed.
14. No sunglasses may be worn or visible in the building.
15. Backpacks may be brought in classrooms at the teacher's discretion.
16. Grooming and dress for special activities and extracurricular activities are under the direction of the principal. (Example: Prom, Homecoming, Graduation, Field Trips, etc.)
17. Students who attend Victory Place @ Coppell will be expected to abide by a stricter dress code that will be communicated to them and their parents during the placement orientation.

**ALL DRESS CODE ISSUES ARE AT THE DISCRETION OF THE BUILDING PRINCIPAL**

### **Crisis Drills – Evacuation or Shelters**

CHS maintains an up-to-date Crisis Management Plan. Students will follow directions of teachers and administrators to ensure safety and appropriate communication during all drills. A copy of the evacuation route is posted in each classroom. Fire, disaster and lockdown drills are held throughout the school year.

Students are reminded of the following rules:

Check the instructions in each classroom (they are posted)

#### 1. Fire Alarm:

- Alarm will sound and learners will silently file out of the building, moving quickly to the assigned area.

#### 2. Shelter Drill

- An announcement will be made and teachers will lead their learners to their shelter position

#### 3. Lock down drill –

- announcement will be made “This is a code red drill”. Move quickly, quietly and listen to instructions from teacher.

### **Technology Discipline Management**

Learners will use technology devices when and how they are directed by educators:

- Classroom Responsible Use Communication System:
  - a. Red- “No Tech”: No technology needed/used for the lesson (devices put away, focus on Educator instruction)
  - b. Yellow- “Lesson Tech”: Technology needed for the lesson (only technology resources approved by Educator used to complete lesson/assignment are allowed)
  - c. Green- “CHS Tech”: CISD approved technology resources may be used to complete other academic work (ex: Learner allowed to use approved technology resources to complete assignments/work for other classes)

### **Semester Technology Discipline Matrix**

- Offense One: Verbal Warning and Conference with the Learner
- Offense Two: Parent Contact
  - a. Learner e-mails parent to communicate offense
  - b. Script will be provided. Educator will be cc'd.
- Offense Three: Loss of device for the class period
- Offense Four: Office Referral
  - a. Educator must document on referral that the procedure for offense one, two, and three was followed
  - b. Optional: Educator initiates guided access on individual learner’s device



### **Emergency Medical Treatment**

Parents will need to complete emergency information on the portal before school begins. The information includes a place for parent consent for school officials to request emergency treatment. This information should be updated as often as necessary. Contact the registrar to update this information.

### **Food and Beverage**

No food or beverage except clear plastic, bottled water will be allowed in the academic wings.

### **Hall Passes**

Students in the hall after the tardy bell must have a pass signed by the teacher. All student aides will be required to carry an identification badge with them when on campus or in the school. Any student in the hallway without a pass will be expected to return to class immediately.

### **Insurance**

CISD provides Catastrophic Accident Insurance for students (9-12 grades) involved in all interscholastic sports (in addition to regular sports, the policy covers band, gym classes, cheerleading, and drill team). Students may purchase additional coverage at their own expense for covered medical expenses incurred as a result of an accidental injury. Several options are available depending on the level of coverage the student wishes to purchase. Policy information is available upon request at the CISD Administration Building. CISD cannot be held responsible for injuries to students. Please note that this does not replace private health insurance provided by parent or guardian. This policy also has a very high deductible amount that you will be responsible for.

### **Library Media Center Information**

Hours: Monday - Thursday 7:30 AM – 5:30 PM

Friday 7:30 AM – 3:50 PM

1. Students are welcome in the library during posted hours. Any student coming from a class must have a pass.
2. Any student that would like to study or work in the library after school will be required to be in the library before 4 p.m. No student will be allowed to enter after 4p.m.
3. All students must sign in during the school day to enter the library.
4. Student IDs are required for sign in, computer use, and book checkout.
5. Students are required to pay for any lost/damaged items checked out from the library.
6. All school rules of conduct apply.
7. No food is permitted in the library. Drinks with caps are permitted.
8. Computers are for school-related projects only.

### **Lockers**

Each student will be provided with a locker for his/her use upon request for storage of school supplies and school textbooks. Each student should use only the locker assigned to him/her. Lockers remain under the jurisdiction of the school, notwithstanding the fact that they are assigned to individual students. The school reserves the right to inspect all lockers at any time. Lockers will be searched at any time there is reasonable cause to do so, with or without the presence of students. The school is not responsible for any privately owned items stored on school property, which includes gym lockers.

Using a locker is a privilege. Abuse of the privilege may result in loss of the use of a locker.

- Students should not give combinations to other students.
- Students should not share lockers or use other students' lockers.

- Student should not disengage the locker mechanism in any manner.
- Students are not to mark on lockers inside or out or affix stickers.
- A canine detection service is used periodically to detect drugs, alcohol and illegal weapons that may be in lockers.

Surveillance cameras will not be utilized to search for unattended items.

## **Lost and Found**

Articles found at school should be turned into Student Services. Items such as: books, jewelry, watches, and glasses will be kept in Student Services North until claimed by the owner. All unclaimed clothing is given to a charitable organization. It is essential to mark coats and jackets with the student's name.

## **Health Services**

Each school has an assigned school nurse or clinic aide who is available when needed. If a student feels ill or is injured, the teacher will send him/her to the clinic. The school nurse or clinic aide will contact the parent if he or she determines that the student should go home. Emergency information on file with the district should be kept current regarding telephone numbers and people to be notified in case of accident or illness if parents cannot be reached. When you call the school to report that your child is home ill, the staff member may ask for symptoms if your child is ill in order to better allow personnel to monitor and track trends in illnesses. For more on the CISD Health Services program, go to [www.coppellisd.com](http://www.coppellisd.com) or visit with your campus's school health staff.

### **Health Attendance Guidelines**

Coppell ISD follows the recommendations of the Texas Department of State Health Services for attendance, exclusion, and readmission to school. Students should not attend school or will be removed from the classroom for the following conditions:

- temperature of 100.0 degrees Fahrenheit (38.0 degrees Celsius) or greater until fever-free for 24 hours without fever-reducing medicines;
- vomiting or diarrhea until symptom-free for 24 hours without the aid of medication;
- rash with fever;
- suspected communicable disease such as strep, pink eye, scarlet fever, flu, impetigo and scabies.

CISD nurses are required to report certain communicable disease to the Texas Department of State Health Services and Dallas County Health and Human Services Department. The school nurse can provide more information on these notifiable conditions.

### **Special Health Considerations**

CISD requests to be notified if a student has been diagnosed with a food allergy, asthma, seizure disorder or other serious health concerns. Please contact the school nurse or clinic aide and/or campus principal with this information. Individual health care plans will be developed to assist the district in providing a safe learning environment for the student.

### **Medication Guidelines**

The administration of medication by a district employee to a student must be conditioned on the District's receipt of a written request to administer the medication from the parent, legal guardian or other person having legal control of the student. Below outlines important information regarding medication administration. *For additional information on medication administration policy and procedure, please see the CISD website, or contact your campus's school health staff.*

- Students are not allowed to have any medications in their possession at school. This includes prescription and over-the-counter medications, vitamins, herbal substances, food substances or supplements, and essential oils. All medication is to be checked into the school clinic. (Exception: see Self-Administration of Medication)
- If medication is delivered to the clinic from someone other than the parent/guardian or student (e.g. grandmother, friend, etc.), a parent written request for medication administration must be received.
- Clinic personnel will assess the need for medication to be administered during the school day. Requests deemed necessary include: prescription medication ordered to be administered greater than three (3) times a day; emergency medication; and as needed medication occasionally needed for students for relief of common occurring symptoms (e.g. headache) allowing student to remain at school
- A written request for each medication must be received for all medication and can be submitted as a handwritten request or per the District's ***Student Medication Request Form***. The request must include:
  - Student's name
  - Name of the medication
  - Directions for administering, including time the medication is to be given and dosage

- Date of written request and number of days the medication is to be given
- Reasons for medication
- Possible side effects
- Student medication allergies (if any)
- Parent/Guardian signature
- Medication must be received in the original container and the label must include the following:
  - Name and address of the pharmacy (prescription medication)
  - Name of the student (prescription medication)
  - Name of the prescribing healthcare provider (prescription medication)
  - Date the prescription is dispensed (prescription)
  - Instructions for use (prescription and nonprescription medication)
  - Expiration date of the medication (prescription and nonprescription medication)
- Initial dose of any medication must be given by parent at home prior to requesting administration at school and effects of medication reported to school personnel.
- No school-supplied medication will be administered upon student or parent request. All medication must originate from home.
- Only FDA approved prescription or nonprescription medications will be accepted.
- Products containing aspirin will not be administered without a prescriber's order.
- Herbal substances or dietary supplements (including essential oils) provided by the parent and only if required by the individualized education program or Section 504 plan of a student with disabilities. The parent shall provide a written request from the prescribing physician or other health-care professional with prescriptive authority who is licensed to practice in Texas. These substances shall be administered only by employees who have been authorized to do so by the superintendent or principal's designee. The request shall include:
  - Identification of the condition for which the product is being used;
  - Verification that the product and requested dosage are safe for the student; and
  - Reasonable information about therapeutic and untoward effects and interaction
- Self-Administration of Medication

Students are entitled to possess and self-administer a prescription inhaler or epinephrine auto injector while on school property or at school-related activities provided the following:

- The medication is prescribed for the student
- Self-administration is done in compliance with the healthcare provider's written instructions or prescription
- A ***Permit for the Self-Administration of Asthma or Anaphylaxis Medication*** form is completed by both parent and healthcare provider and submitted to be kept on file in the school clinic for one year.
- Field trips and school related trips occurring before/after school or on weekends
  - All CISD medication guidelines must be followed when medication is to be administered during field trips or school related events occurring off campus or outside the normal school day.
  - No medication will be sent automatically from the clinic for field trips or school related events; all requests must be prearranged.
  - Parent/guardian must notify clinic personnel each time a student is scheduled to attend a field trip or is involved in a school related event occurring before/after school or on weekends when medication administration is necessary.
  - Only scheduled prescription medication and emergency medication will be considered for preparation from the clinic for special events. For all other requests, the parent shall provide a written request and statement from their healthcare professional with prescriptive authority who is licensed to practice in Texas. The statement shall include the reason the medication should be available for the student during the timeframe a field trip or school related event is scheduled.
- Medication Administration for Overnight Field Trips
  - Based on the length of the trip, the parent shall provide the required amount of medication in a properly labeled, original container with the required written parent request or *Student Medication Request*.

### **Immunization Requirements**

Texas law requires students in Texas schools to be immunized against certain vaccine-preventable diseases or present an affidavit stating for medical reasons or reasons of conscience, including religious belief, the student will not be immunized. For exemptions based on reasons of conscience, only affidavits issued by the Texas Department of State Health Services (TDSHS), Immunization Branch, can be honored by CISD. This form can be obtained by telephoning the DSHS Immunization Hotline at 1-800-252-9152 or submitting an online request at <https://webds.dshs.state.tx.us/immco/>. This form must be notarized and presented to the school nurse or clinic aide within 90 days of notarization. If a parents would like more than one student in their family to have an immunization exemption, a separate affidavit form must be provided for each student.

The required immunizations for Texas public schools are diphtheria, tetanus and pertussis; measles, mumps and rubella; polio; hepatitis A; hepatitis B; varicella (chicken pox); and quadrivalent meningococcal (MCV4). The pneumococcal conjugate vaccine is required for pre-kindergarten students.

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.

## Health Screenings

**Vision and Hearing Screening Requirements.** The Vision and Hearing Screening Program, Texas Health and Safety Code requires that all children enrolled for the first time in any public school, or who meet certain grade criteria, must be screened or have a professional examination for possible vision and hearing problems. The requirements apply each year for children enrolled in any licensed child-care center and licensed child care home or school program at the ages or grades listed below:

- 4-yr-olds by September 1<sup>st</sup>, kindergarteners, and any other first-time entrants (4 years through 12<sup>th</sup> grade
- 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 7<sup>th</sup> grade

**Spinal Screening.** Health and Safety Code, § 37.148, requires screening for abnormal spinal curvature for students attending public and private schools. Schools are required to notify the parent or guardian if a student shows any signs of a possible abnormal spinal curvature. Parents or guardians may substitute professional examination for the screening. CISD conducts spinal screening in grades 6th and 9th.

**Texas Risk Assessment for Type 2 Diabetes in Children.** The Texas Risk Assessment for Type 2 Diabetes in Children is a legislatively mandated program developed, coordinated, and administrated by The University of Texas Pan-American Border Health Office (BHO). The program assesses children who may be at high risk of developing Type 2 Diabetes. During vision/hearing and scoliosis screenings of 1st, 3rd, 5th, and 7th graders in public and private schools, certified individuals assess children for the acanthosis nigricans marker, a skin condition that signals high insulin levels. Children who are positively identified with the marker undergo additional assessments of body mass index (BMI), BMI percentile and blood pressure. Referrals are issued to the parents of these children, alerting each parent of their child's risk factors and encouraging further evaluation from a health professional. Becoming aware of and understanding what the risk factors suggest can help stimulate the changes necessary to prevent or delay future health problems for children at risk of developing Type 2 Diabetes and other conditions.

## Bacterial Meningitis

State law requires the district to provide information about bacterial meningitis:

- **What is meningitis?**  
Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is 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. They are spread when people exchange respiratory or throat secretions (such as by kissing, coughing, or sneezing). 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?**  
Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It's a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis.\* The vaccines are safe and effective (85-90%). They 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 or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the websites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Department of State Health Services, <http://www.dshs.state.tx.us>.
- Please note that the TDSHS requires students in grades 7 through 12 to have received at one quadrivalent meningococcal (MCV4) vaccination on or after their 11<sup>th</sup> birthday.
- Also note: A booster dose at age 16 is recommended. 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. [Also refer to Immunizations above for more information.]

### Head Lice

CISD Health Services recommend a protocol that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within 1/4 –inch of the scalp. Nits that are found more than 1/4 –inch from the base of the hair shaft are almost always non-viable (hatched or dead).

- For any student with live lice or nits within 1/4-inch of the scalp, parent notification and treatment at home is necessary. The student will be readmitted to school after initial treatment and follow-up examination. If, upon examination, the school designated personnel find no live lice on the child, the child may reenter the school. The child should not be out of school for longer than 24 hours.
- Any student with nits more than a ¼-inch from the scalp or with nits that have been treated within the last two weeks should be allowed to stay in school.
- Parents should remove nits daily and treat if lice are observed.

**Illness** –Any student going home sick during the school **must check out through the clinic**. If a student does not check out through the clinic, the student will be counted as truant. The student’s portal emergency information, which lists the telephone numbers and the list of persons to be notified in case of accident or illness, should be updated when changes occur. A student may be sent home for any of the reasons below:

- Temperature of 100 degrees or above
- Vomiting/diarrhea (student should be free from vomiting/diarrhea for 24 hours before returning)
- Rash accompanied by fever
- Suspected ringworm
- Suspected impetigo
- Suspected conjunctivitis (pink eye)
- Head lice/nits
- Other possible contagious diseases

All students must have a pass from their current teacher (unless at lunch) to utilize the clinic. Students must check in with their next period teacher during the passing period to obtain a pass; otherwise, the student may be marked absent by that teacher.

Students may ask the teacher for a pass to the nurse’s clinic up to the last 10 minutes of the class unless an emergency such as bleeding and vomiting occur, or according to the teacher’s discretion.

Students may be excused from participation in physical education for up to three days with a parent’s note. A doctor’s note is required if the student needs to be excused from participation for more than three days. A

doctor's note should include the nature of the injury or illness, limits to participation, and the approximate time to full recovery.

### **Parent Conferences**

Parents may request a teacher conference as needed. They may e-mail or call the school number to make arrangements with teachers. A counselor or administrator may be invited, if appropriate. Although the CHS staff attempts to return these contacts in a timely manner, teachers, administrative personnel and counselors generally need a 24-hour window of time to return phone calls and e-mails.

### **Student and Parent Conferences**

Students or parents shall be entitled to informal conferences with administrators to resolve their complaints. *In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the principal at Level One. – Coppel ISD - FNG (LOCAL)*

### **Parent Questions or Concerns**

If parents have a question or concern about their child's progress in school or school-related activities, the **FIRST** person to see is the **TEACHER/SPONSOR/COACH**. They are always the best source of information regarding a child, for they work with him/her on a daily basis and share parents' concerns. One of the most valuable things parents can do for their child's education is to keep in close contact with his/her teachers/sponsors/coaches.

If parents have further concerns or questions of a more general nature, then they should call the student's assistant principal, counselor or head coach. At Coppel High School assistant principals, counselors, and head coaches are looked upon as campus leaders. They are extremely knowledgeable about the students and staff and are an excellent resource for assistance.

In the event a situation or concern continues after communicating with the Assistant Principal and/or counselor then a parent is encouraged to contact either the Dean of Instruction, Associate Principal, or Athletic Director.

If a question or concern persists after communicating with each of the individuals mentioned above, please contact the campus principal regarding the issue.

### **Parent Rights**

Parents may grant or deny any written request from the District to make a videotape or voice recording of their child unless the videotape or voice recording is to be used for school safety, relates to classroom instruction or a co-curricular or extracurricular activity, or relates to media coverage of the school as permitted by law.

### **Pesticides**

This school periodically applies pesticides. For information concerning these applications, please contact the school district.

### **Posters**

Use the following guidelines when placing signs or posters on the walls:

1. Posters concerning school activities must have an administrative signature on the back of the poster before being placed on the hallway bulletin boards.
2. Non-school posters must have approval from a school administrator. Sponsors should review and initial posters prior to administrative approval.
3. Posters must be removed at the appropriate time by the sponsoring organization.

4. Posters may not be placed on painted areas, glass, floors, steps, gates or wooden surfaces, etc.

### **Printed Material**

School-sponsored newspapers and/or yearbooks are under the complete supervision of the teacher and the campus principal. All other material must be approved by the Coppell ISD central office.

### **School Hours**

Regular school hours are from 8:20 AM – 3:50 PM. Students should not arrive on campus prior to 7:50 AM unless they are attending a school-sponsored activity. Students who are on campus before and after regular school hours must be under the supervision of a staff member. Members of teams, clubs, etc., should report directly to their coach or sponsor. Students (Jr., Sr., AP etc.) on afternoon Early Release-schedule must leave campus unless authorized. Early Release students who are in the building following the tardy bell may lose their Early Release privileges. Security and supervision for Early Release students prohibits them from being on campus without teacher supervision. Students must leave campus by 4:00 PM unless supervised by a school sponsor or teacher.

### **Student Directories**

According to State Law, CERTAIN INFORMATION ABOUT THE DISTRICT'S STUDENTS IS CONSIDERED DIRECTORY INFORMATION AND WILL BE RELEASED TO ANYONE WHO FOLLOWS PROCEDURES FOR REQUESTING IT UNLESS THE PARENTS OR GUARDIANS OBJECT VIA THE PORTAL OR IN WRITING TO THE PRINCIPAL WITHIN TEN DAYS OF THE BEGINNING START DATE FOR THE CURRENT SCHOOL YEAR. Directory information includes: student's name, address, telephone number, and grade. Other information such as participation in UIL, officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, awards received in school, birthday, most recent previous school attended and other similar information may also be released. If a parent designates the choice of "None" on the portal, that student's name will not appear in any school event program, including but not limited to the graduation program, newspaper releases or any on-line publication. The designation of "Limited" disclosure as the parent choice on the portal requires a written letter to the Principal as to what information you would like to have withheld. All changes made regarding disclosure status after the 10<sup>th</sup> day of school will need to be made in person in the Principal's office.

### **Student Identification Cards and Identification Requirements**

CHS will issue all students an ID card for identification purposes and for use in the Library Media Center, food service, and student parking. Safety and security for our students and staff have become a priority.

The first student ID card will be issued at no charge to the student. We feel this is a necessary step to ensure the increased safety and security needs of our school. Replacement ID cards will be available for a \$5.00 charge at the Student Services Office. Payment must be made at the time of the order. New student ID cards will be made in the Student Services office, free of charge, after enrollment. Failure to carry or present an ID upon request by a staff member may result in disciplinary actions.

### **Surveillance Cameras**

Surveillance cameras are located at various locations in the school and outside the school campus. They exist for the security and safety of the campus. Tampering with or defacing any surveillance camera will result in 3 days of In-School Suspension and a \$50 maintenance fee. Surveillance cameras will not be utilized to search for unattended items.

### **Vending Machines**

Vending machines are available for limited student use during designated time periods. Tampering with and/or defacing any vending machine will result in a disciplinary consequence. Please note that vending machines are to be used at your own risk and money lost in the machine will not be refunded, however, we will notify the vendor of the problem.

*BDF(Legal)-1)students engage in at least the amount and level of physical activity required by Educ. Code 28.002, 2)enforces policies to ensure compliance with TEA’s vending machine and food service guidelines for restricting student access to vending machines, 3)adopted and enforces policies and procedures that prescribe penalties for the use tobacco products by students and others on campuses or at school-sponsored or school related activities, 4) notice to parents that they can request in writing their child’s physical fitness assessment results at the end of the school year.*

### **Visitors in the School Building**

Parents and other visitors are welcome to visit CISD schools. All visitors must present a valid driver’s license or state issued I.D. to sign in at the Reception Desk and log in at the Lobbyguard Kiosk. Visits to your child’s classroom during instructional time shall be permitted only with prior approval of the administrators, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Classroom visits/observations are not appropriate times for parent conferences. If parents have concern, an appointment should be scheduled with the teacher at a time other than class time. CISD students are not permitted to have school-aged friends or visitors attend classes with them during the school day. A visit to a classroom other than your child’s classroom to gather information regarding the classroom or special program, shall be permitted only with prior approval of the administrator, and such a visit shall not be permitted during instructional time. The purpose of the classroom visit needs to be clearly stated and again approved by the campus principal. Classroom observations may be denied in order to protect confidential information for all students. This is in compliance with the Family Educational Rights and Privacy Act and laws governing confidentiality of all students and 34 C.F.R. §300.622 governing confidentiality of personally identifiable information of students with disabilities.

### **Withdrawal from School**

A student wanting to withdraw from school should report in person with a parent/guardian. When withdrawing from school, a twenty-four hour notice should be given to the Registrar or arrange prior approval from an administrator. A student will be counted absent if he/she is not present and has not withdrawn. A student withdrawing prior to the end of the semester will not receive credit from CHS. If a student does not clear his/her record when withdrawing, a clear status cannot be given to that student until all fines are cleared, books returned, etc. After a student withdraws from school, he/she must claim personal items within seven days or the items will be discarded.

## **ACADEMICS**

Pursuing academic excellence is the goal of the teachers and staff at Coppell High School. While extra-curricular activities round out the high school student experience, it is the proficiencies and application of knowledge that our students gain at CHS that prepares them for the future.

### **Academic Achievement Record (AAR)/Transcript**

Students or a parent\*\* may request an academic achievement record (transcript) with grades, credits toward graduation, and grade point average. Advanced Placement scores must be sent directly from The College Board.



Request for these scores can be completed on-line at [www.collegeboard.com](http://www.collegeboard.com). Official copies of the transcript may be ordered through the Students' Naviance. The official school seal cannot be broken on an official transcript. If the envelope is opened and the seal is broken by the student or parent, the transcript automatically becomes unofficial.

*\*\* According to the 34CFR 99.5, a student who has attained 18 years of age or is attending an institution of post-secondary education the rights accorded to, and consent required of, transfer from the parent to the student. Access to the records of the student who is or has been in attendance at a school in the District shall be granted to the parent of the student who is a minor or who is a dependent for tax purposes. (34Code of Federal Regulation 99.3 (b) 99.31 (a) (8)*

### **Academic Dishonesty**

Academic dishonesty (digitally or personally) includes cheating or copying the work of another learner, plagiarism, copyright infringement, and unauthorized communication between learners. Educators must have evidence to support academic dishonesty. Learners found to have engaged in academic dishonesty shall be subject to the following:

- Parent Contact
- A grade of a zero on all assignments with the opportunity for an alternative assessment for major assignments not to exceed a grade of a 65
- Referral to Assistant Principal for disciplinary action

*The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. –  
Coppell ISD-EIA (LOCAL)*

### **College and Career Applications**

Colleges are recommending that most applications be completed on-line. Students should access their Naviance account to check the website of the college of choice to determine the best method for submitting the college application. If the counselor is involved in submitting the academic verification portion of the college application or if a recommendation is needed, the students **MUST** complete a Counselor Recommendation Packet and return it to their counselor at least *3 weeks in advance of the deadline*. The Counselor Recommendation Packet is available on the CHS website under Counseling/College Admissions. Many schools and some independent colleges use a common application.

CHS provides Naviance, a program to aid students in the college application process. Naviance can be accessed through the CHS website under Counseling/Naviance. Students can research and link to U.S. colleges and post-secondary institutions. Additional websites that a student can access include: [www.collegeboard.com](http://www.collegeboard.com), [www.collegefortexans.com](http://www.collegefortexans.com), [www.applytexas.org](http://www.applytexas.org). The counselors will present college information to all seniors at the beginning of the school year. College applications customarily need to be submitted before November of the senior year. Seniors and juniors need to conference with their counselor to determine the best avenue to take in submitting college and scholarship applications.

### **College Entrance Exam Board Test Code Number (CEEB)**

The CHS code number for College Board and American College testing is 441-485. This code number will *always* be used for school identification on the SAT and ACT test registration and college admission forms. There are

strict deadlines for college admission applications and test registration. It is the student's responsibility to keep up with these deadlines and to take the appropriate college entrance exam. SAT and ACT prefer registration be made on-line at [www.collegeboard.com](http://www.collegeboard.com) and [www.act.org](http://www.act.org) , respectively. If the college of choice requires the completion of SAT II for admission, it is the student's responsibility to determine the appropriate test date. The Counseling Center will have more information on the testing.

### **Counseling Center**

Coppell ISD provides a comprehensive development guidance program for students in kindergarten through twelfth grade. Coppell HS provides assistance in a proactive manner that emphasizes the response to each student's developmental need at a time when those needs can be most effectively met. The Counseling Center is staffed with one lead counselor, eight counselors, a secretary, data entry specialist, and registrar. The students are assigned to the counselors in alphabetical order. Counselors assist students in their progress toward maximum potential in the areas of educational, personal/social, and career development. The goal of the Counseling Center is to be student-centered and available for students, parents, and teachers. To visit with one of the counselors, parents are encouraged to make an appointment. Email addresses and phone numbers of each counselor are available on the website-[www.chs.coppellisd.com](http://www.chs.coppellisd.com). Students should visit their counselors on a regular basis.

### **Credit-by-Exam (CBE)**

Credit-by-exams for credit recovery give the opportunity for a student to receive credit in a course that he or she failed. This program is administered by the CISD Advanced Academic Office. To be eligible a student must have earned a minimum of 60 on the semester grade or semester exam. The student must score at least a 70 to recover the course credit. CBE grades appear on the transcript. If a student is denied credit for a course due to excessive absences, permission is needed from the Associate Principal or the Principal to take a credit-by-exam for credit recovery. *On approval of the Attendance Committee, a student who has excessive absences may be permitted to earn or regain course credit through credit by examination. Credit by examination shall not be used to gain eligibility or participation in extracurricular activities.* – Coppell ISD – EEJA (LOCAL) For further information see the CHS Website under the counseling link.

Credit-by-exams for acceleration give the opportunity for the student who has had no previous instruction in a course to gain credit for the course. A student must score no less than a 80 to get the credit. *Approval of credit or advancement on the basis of an examination for acceleration shall be by the Superintendent or designee, in accordance with State Board rules.* – Coppell ISD – EEJB (LOCAL) CHS does not furnish a textbook to study for the exam.

### **Determining Credit for Courses**

To receive credit for a one-semester course, a student must pass the semester with a score of 70 or higher. The one-semester grade stands alone for GPA purposes and will be posted on the official transcript with the appropriate credit awarded.

To receive credit for a two-semester course, a student must pass each semester with a score of 70 or higher. Each semester stands alone for GPA purposes and will be posted on the official transcript with the appropriate credit awarded.

If a student fails the first or second semester of a two-semester course, he/she can gain credit for that semester if the average for the year is 70 or above. The second semester must be taken at Coppell High School in the same academic school year.

Each semester's score will be posted on the official transcript with the appropriate credit awarded. Averaged credit will not be calculated into GPA.

A student must have a 90% attendance rate in school in order to receive credit for any course taken at Coppell High School regardless of the grade earned.

### **Dropping a Course and University Interscholastic League**

Dropping a course that a student is failing is in direct violation to the University Interscholastic League (UIL) No-pass, No-play policy. If a student drops a class with a failing grade, the student becomes ineligible.

**Class Rank** – Coppell High School ranks only the top 10% of the class. The first time GPA and class rank are available is in the spring of the sophomore year after fall grades are posted, usually early February. Junior GPA and class rank are updated in June and February after semester grades are posted. Senior GPA and class rank are updated in June, October (to reflect summer grades and changes in enrollment), and February after semester grades are posted. Final Class rank of the top 10% of the graduating class will be calculated at the end of the 1<sup>st</sup> semester of the senior year. However, a learners GPA continues through the end of their senior year.

### **Exchange Students**

CHS will accept qualified exchange students based on district guidelines. CHS will have a maximum enrollment of three (3) exchange students per year. The student must be sponsored by an agency which is registered with the district. Applications are accepted in the spring for the following school year. Call the registrar's office if you have questions about the application process (214-496-6156). Exchange students will only be classified as juniors and will not take CHS exit level tests for graduation. Exchange status can only be established for one year and these students will not receive a diploma from CHS.

### **GO Center for CATE**

Coppell High School will join the Texas Higher Education Coordinating Board's College for Texans Campaign with the addition of the Go Center. The Go Center is a statewide marketing and outreach effort to reverse the downward trends of college enrollment in Texas. CHS has established a partnership with an area university to provide a staff of college students (the G-Force) to furnish one-to-one mentoring in college and career planning. CISD provides a location within Student Services to serve as the community hub for Go Center activities, providing Go Center computers with Internet access. G-Force members and Go Center sponsor will attend the G-Force Leadership Summit and maintain an updated Go Center page on the Go Center website and will also link this information to the CHS web page. The College for Texans Campaign will provide materials for the mentors to use with the students, including graphics to advertise the center, and establish partnerships with colleges and universities. The Go Center will provide a supplement to CHS for college planning in areas of application, financial aid, housing, and degree planning. The initial focus will be first generation and special needs college students but we plan to offer the assistance to all CHS students.

### **Grade Point Averages**

Coppell High School no longer ranks students except top 10% as required by Texas State law. Grade Point averages are calculated at the end of each semester for Sophomores, Juniors and Seniors. In accordance with the 19 TAC Chapter 74:14 (c), each semester grade must be recorded on the Texas Official Academic Achievement Record (AAR) when the student completes the course. If the student retakes a course which he/she failed, both grades will be recorded. No grade can be deleted or replaced on the transcript. Failing grades and grades from courses where credit was denied due to attendance issues receive zero grade points and are calculated into the

grade point average. Students earn credit for each completed class with a minimum grade of 70. See Course Planning Guide for your class grade level graduating plan for specific classes that figures in your final GPA.

Seniors grade point average at the end of the first semester will be used to determine student’s final class rank for top 10% only.

The valedictorian and salutatorian shall be the students with the highest and second highest ranking as determined by the District’s class ranking procedure described in the Coppell ISD EIC(LOCAL) policy. In addition, the students must have been continuously enrolled in the District high school for the four semesters preceding graduation.

Grade points shall be assigned according to the level of the course. The level of courses shall be:

1. Advanced Placement (AP) and International Baccalaureate (IB): Courses are nationally/internationally recognized for their advanced level of curriculum. Students may have the potential to earn college credit for these courses.
2. **Honors/Dual Credit & IB Prep:** Courses are those in which the state-mandated curriculum is extended and enriched, resulting in an academically rigorous curriculum in preparation for participating in an AP course.
3. Academic: Courses are those that provide a challenging curriculum in a variety of offerings based on state-mandated curriculum and aligned with Coppell ISD curriculum standards.
4. **Eligible local credit courses.**

Grades	AP/IB	Pre-AP/Dual Credit	Academic (on grade level)	Eligible local courses
97-100	6.0	5.5	5.0	4.0
94-96	5.8	5.3	4.8	3.8
90-93	5.6	5.1	4.6	3.6
87-89	5.4	4.9	4.4	3.4
84-86	5.2	4.7	4.2	3.2
80-83	5.0	4.5	4.0	3.0
77-79	4.8	4.3	3.8	2.8
74-76	4.6	4.1	3.6	2.6
71-73	4.4	3.9	3.4	2.4
70	4.2	3.7	3.2	2.2

### Grading System

CHS uses a numerical grading system. An average of 70 is the lowest passing grade. \*If a student transfers into CHS on a letter grading system, the following conversion is made: A+ ((98), A (95), A- (93), B+ (88), B (85), B- (83) C+ (78), C (75), C- (73). A student must have a semester average of at least 70 to receive credit.

Report cards are issued at the end of each six weeks to the students. Report cards are mailed home at the end of *the Spring* semester. Transcripts from outside the United States will be recorded on a pass/fail basis and not assigned a grade point average. If a parent does not receive a report card at the end of a six weeks or a semester, he/she should call the Counseling Center. Calculating Semester Averages are as follows:

To calculate the final semester average for a course with an exam grade:

- Double the final grade of each six weeks marking period
- Add the semester exam
- Total and divide by 7

To calculate the final semester average for a course without an exam grade:

- Add the final grade of each six weeks marking period
- Total and divide by 3

### **Graduation Plans and Procedures**

The Counseling Center has information on college entrance requirements, scholarship and grant programs and graduation plans. Sophomores, juniors and seniors will attend presentations throughout the year to hear detailed information on the requirements for each plan. All students and parents are also invited to attend College Night to visit with college reps and attend informational meetings.

Senior students who enroll in Coppell High School during the fall and spring semester will be eligible to receive a Coppell High School diploma. Students enrolling in the spring semester will be eligible to participate in the graduation ceremony.

### **Distinguished Achievement Program**

The school district encourages students to take the most challenging high school program offered, The Distinguished Achievement Program (DAP). In order to achieve this distinguished recognition, the student must complete the course requirements for the Recommended High School Program with the additional requirement of the third year of a foreign language and the completion of four advanced measures. The four advanced measures can be any combination of the following:

- Complete original research or project that is judged by a panel of professionals or that is conducted under the direction of a mentor and reported to an appropriate audience and related to the required curriculum set forth in the Essential Knowledge and Skills base for the state of Texas. (There is a limit of two projects.)
- Earn a score of 3 or above on a College Board Advanced Placement exam or a 4 or above on an International Baccalaureate exam (each exam can count as one measure).
- Earn a score on the PSAT that qualifies for recognition as a Commended Scholar or higher; a part of the National Hispanic Scholar Program; or part of the National Achievement Scholarship Program for Outstanding African American Students
- Earn a grade of 80 (3.0) or higher on courses that count for college credit

By completing the requirements for the Distinguished Achievement Program, a student will:

- Demonstrate performance ability at the college or career level by accomplishing advanced measures of achievement.
- Exhibit increased student readiness for higher education
- Receive acknowledgement by Texas colleges and universities for rigorous college preparation
- Be prepared for additional advanced work in career and educational settings
- Be eligible for the TEXAS Grant Program
- Receive the DAP seal on his/her transcript and have the most prestigious transcript available in the state of Texas
- Receive special recognition at graduation

### **Non-traditional Courses for Graduation**

Correspondence courses, virtual school courses, distance learning, and credit-by-exams can be used for special situations in meeting requirements for graduation. The counselor must be involved in the application process for these programs.

Correspondence Courses or Credit by Exams required for graduation must be earned and official documentation provided to Coppell High School by the 1<sup>st</sup> day of school year the student intends to graduate.

## **Progress Reports and Grade Notification**

Progress reports are issued to students who make a 75 or lower in a particular subject. These reports are sent home with the students, *signed by the parent and returned to the teacher*, during the fourth week of each six weeks. Parents are encouraged to contact the teachers at any time during the year by email, phone, or conference to check on the progress of their students.

*Grade reports shall be issued at the end of every grading period on a form approved by the Superintendent or designee. Performance shall be measured in accordance with this policy and the standards established in EIE.*  
– Coppell ISD - EIA (LOCAL)

## **Records**

Official records such as attendance verifications and copies of report cards, etc. must be requested at least three days in advance. A student's records are CONFIDENTIAL and are protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the district until the student withdraws or graduates.

By law, both parents, whether married, separated, or divorced, have access to the records of a student. The parent with whom the student resides will be the official recipient of records. A parent whose rights have been legally terminated will be denied access to the records only if the school is supplied a copy of the court order terminating these rights.

Records may be viewed during school hours upon request by the parent. The school registrar or designee will review the records with the parent(s). An appointment made in advance will ensure that enough time can be devoted to this purpose.

## **Schedule Change Guidelines**

Coppell High School is pleased to be able to offer a wide variety of programs and courses for our students. Selections during registration indicate how many teachers and sections will be needed for a course. Master schedules are developed in the spring prior to the upcoming year. The process allows administrators to plan and to hire for optimum academic strength. When students are permitted to change schedules, teachers and classrooms are not effectively utilized. As a result, all students are affected. Even the most effective planning is compromised. Very seldom does a single course change affect only one course. Careful selections benefit everyone. Thank you for being a crucial part of our educational team as we work together for academic excellence.

## **Registration**

- Parent and student informational meetings will be held during spring registration.
- Students will be guided through on line course selection during individual conferences to confirm registration.
- Students who do not submit a registration form will have a schedule arranged for them by their counselor according to their academic needs and/or graduation plan.

## **Add/Drop Date**

- **May 2** of the previous academic school year will officially end the opportunity for course request changes.
- A student who does not submit a registration form by the add/drop date will not be eligible for a schedule change.

## **Guidelines for changes for after the school year starts**

- During the first week of school, only schedule changes pertaining to graduation plans, scheduling conflicts, and/or computer errors will be addressed. Examples: (1) Student signed up for **Honors** Geometry and was scheduled into On Level Geometry (2) Student successfully completed a course during summer school which is currently on the schedule (3) Student failed a prerequisite course.
- At the end of first six weeks of school, requests to level down will be taken if space is available. Student must complete CHS Level Change Form which documents (1) current grade average in class (2) tutorial attendance and (3) verification of student/parent/teacher conference (required). The grade earned in the current class will be the grade the student begins with in the new class. Requests for same level moves will not be taken, such as a move from **Honors to GT/Honors** or a move from IB to AP.
- At the end of the first semester, requests to level down will be accepted. Student must complete and submit CHS Level Change Form which documents (1) current grade average in class (2) verification of tutorial attendance and (3) student/parent/ teacher conference (required). The grade earned in the current class will be the grade the student begins with in the new class. Requests for same level moves will not be taken, such as a move from **Honors to GT/Honors** or a move from IB to AP.
- Students registering for the academies will sign a one year contract. Schedule changes will not be allowed during the school year.

## **Scholarships**

Students should check their account in Naviance for daily scholarship information. The Counseling Center has information about various scholarships. Local scholarship applications are available for seniors in February of each year.

The state of Texas encourages all students graduating on the Recommended Graduation Plan to apply for the Texas Grant Program. Please contact the financial aid office of your college of choice to see if you qualify. Information is also available on the TEA website: [www.tea.state.tx.us.com](http://www.tea.state.tx.us.com)

## **Standardized Testing**

CHS administers a variety of tests throughout the year for all grade levels. The test schedule is located in this handbook on page 12.

## **Summer Opportunities for Learning**

CHS offers summer opportunities for learning. Information on CHS summer programs and other surrounding districts' programs in the area will be available in the Counseling Center and posted in Naviance.

## **Textbooks**

Textbooks are furnished without charge to a student while the student is enrolled in the course. Books should be covered the first day of school, and attention should be paid to keeping books covered throughout the year. The student will pay for books lost or damaged in full. No refunds will be allowed. Fines will be charged for minor book damage. Books lost, stolen, or damaged will be paid for in full by the student.

Student grades, transcripts, and diplomas will not be released until outstanding obligations are cleared.

### **Transfer Students**

Students may not attend CHS unless they are officially withdrawn from their former school. Students are given credit for courses from the former (sending) school based on the official transcript. The following options are used in awarding credit and class scheduling for transfer students:

After an enrollment conference with the counselor, the student is placed in a course(s) that the counselor determines as appropriate for that student. After the official transcript and withdrawal grades arrive from the sending school, changes can be made to make the placement more appropriate. At the beginning of the second grading period of the semester, if there are no withdrawal grades, the student is placed in classes that the student had previously received credit and is assigned a no-grade (NG) at the completion of the semester.

### **Tutorial Program**

The purpose of tutorials is for teachers to review current content and to assist students who seek help with homework or to attend a review for a test or quiz over current content. Remediation or re-teaching of prior content will be by appointment only with the teacher and may be requested by a teacher, parent or student. The teacher and student may agree on a day and time for re-teaching. Teachers may not tutor current students for pay. They may tutor other students for pay at another location other than the school property. Any student may attend tutoring, not just students who are having difficulty academically.

Teachers will conduct regular tutorials for students. This information will be provided to the parents prior to the assignment of a student to tutorials. A schedule of tutorial times will be available to students at all times via a website, handout or posted in the teacher's room.

## **ATTENDANCE**

According to the state law, students must be in attendance 90% of the time that class is in session in order to receive credit. THIS MEANS THERE IS NO DIFFERENTIATION BETWEEN EXCUSED OR UNEXCUSED ABSENCES FOR THE PURPOSE OF EARNING CREDIT. Legislation and local requirements each year impact the number of days in each semester. Nine (9) absences will constitute loss of credit for the first semester and nine (9) absences in the second semester. CISD will notify you of any absence by period that your student has recorded during the school day through Parent Link via a nightly call/email.

Between a student's 6<sup>th</sup> and 18<sup>th</sup> birthdays, attendance is required each day during the instructional year unless the student is otherwise legally exempted or excused. School employees must investigate and report violations of the state compulsory attendance law.

### **Full Day Absence Procedures**

If you are absent from school for a full day, and did not turn in a note prior\* to this absence this is the procedure to follow:

- Report to your grade-level office secretary.
- Complete the Attendance slip and staple it to your written documentation from your parent/guardian providing name, date, grade level, student id, number, days or period(s) for absence, reason for absence, and his/her signature. The school reserves the right to verify all notes by phone.



- Drop your note in the attendance note box. You will receive your attendance slip in either 3rd or 5th period. If you do not receive this slip see Ms. Neel or Ms. Stroh.
- If written documentation is not brought within 48 hours, the absence will remain unexcused.

\*If written documentation has been turned in prior to the absence, the student will report to their 1<sup>st</sup> class, upon their return and no other information is needed.

### **Partial Day & Medical-coded Absences**

If you arrive Late: EX- Sick in the morning, physical therapy in the morning

- The student will sign in at their grade level office to receive an admit to class.
- For the absence to be excused, the student needs to present written documentation from their parent/guardian providing name, date, grade level, student ID number, days or period(s) for absence, reason for absence, and his/her signature. The school reserves the right to verify all notes by phone.
- If written documentation is not brought within 48 hours, the absence will remain unexcused.

According to CHS standards, a partial-day absence is defined as attending a school day for at least three (3) periods. Medical-coded absences are partial-day absences that are accompanied by a doctor's notes documenting the medical appointment. All documentation must be submitted within 48 hours of the learner's return to campus. Anytime a learner is off campus for a full day for any reason including hospitalization, doctor visit, sickness, etc., and accompanied by a handwritten note within 48 hours of returning to campus, it is coded as an "excused" absence.

### **If you need to leave school Early, for reasons other than illness:**

EX- Doctor's appointment, family emergency

- If leaving school for any reason, other than illness, the student must sign out at their grade level office. Failure to do so will result in absence unexcused. All students must have prior permission from both school personnel and parents in order to leave.
- If you leave early and return to school the same day you must sign back in at your grade level office.
- Students will present written documentation from their parent/guardian providing name, date, grade level, student id, number, date, and period(s) for absence or times of absence, reason for absence, and his/her signature. The written note must be taken to the student's attendance office before school starts. Attendance will give a permit to leave note to student. When student needs to leave they will give the permit to the teacher of the class they are leaving.
- Students leaving during the school day to attend doctor or dentist appointments must provide a note from the attending physician for the absence to be coded as a medical appointment.
- Student will sign out through the horseshoe when they leave
- Phone messages, faxes or emails to request dismissal will not be accepted
- Simply signing out does not constitute permission.
- If the student is absent from school the rest of the day, when they return to school the following day they will either report to attendance to provide a note from the attending physician for the absence to be coded as a medical appointment or report to first period if they were not absent for a medical/dental reason.

### **Leaving early due to illness at school:**

- If a student feels ill they must report to the nurse's office
- The nurse will contact parent/guardian of the student.

- The Parent/Guardian will pick up their daughter/son and sign out student in nurses' office. The parent/guardian may also give permission to student to drive home. In this case student will sign out in nurses' office.
- If the student returns the next day, they will need to bring the white nurses slip to their grade level office.
- If the student does not return the next school day, the student will follow procedures for a full day absence.

## **OTHER ATTENDANCE INFORMATION**

### **Extended Personal Illness**

- When a student's absence for personal illness exceeds five (5) consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student's extended absence from school.
- If the student has established a questionable pattern of absences, the Attendance Committee/Assistant Principal may 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 is extenuating circumstances.

### **College Visit**

- The student must secure a college visit form from the attendance office prior to their visit. Upon the student's return, the form must be turned into the attendance with the official college documentation confirming the visit.
- In addition, students should notify their teachers regarding the absence in advance.
- Juniors and Seniors are allowed two college visits per year. These absences DO NOT count toward final exam exemptions.

### **Attendance for Credit**

- A student and his/her parent or guardian will be given written notice when a student's attendance in any class drops below 90 % of the days the class is offered. When a student's attendance drops below 90% of the days the class is offered, the student, parent/guardian may contact the student's Assistant Principal to discuss make-up alternatives.
- The Attendance Committee may review the records of all students whose attendance drops below 90% of the days the class is offered. The Attendance Committee's decision may be appealed to the Board by submitting a written request to the Superintendent.

### **District Initiated Withdrawal of Student**

The District may initiate withdrawal of a student for non-attendance under the following conditions:

1. The student has been absent Ten (10) consecutive school days.
2. Repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.
3. An eighteen year old student with more than five (5) unexcused absences in one (I) semester may have enrollment revoked for remainder of year. (TEC25.0S5).

### **Transfer Students**

Students that enter late because of a transfer from another school district must meet the attendance requirements of the State of Texas.

## **Court**

Court appearances do not count against attendance if student is a defendant, plaintiff, or is subpoenaed by the court.

## **Class Time and Attendance**

Students who arrive after the first ten (10) minutes of class, without an admit or a pass, will be considered unexcused. For exemption purposes, a student must be in class the entire instructional period.

## **Unexcused Absence**

When a student is absent from class without permission or misses one or more classes or parts of classes without prior parental authorization, he/she is subject to disciplinary action. If students are unexcused for three (3) or more days or parts of days within a four-week period, or ten (10) or more days within a six-month period, truancy charges may be filed according to the Texas Education Code.

*Students in violation of the Compulsory Attendance Law shall be reported to the district attendance officer, who may institute court actions as provided by law. - Coppell ISD - FEA (LOCAL)*

## **Students are unexcused if:**

- They leave class or campus without permission from both a parent and a school official.
- They leave school during the day without first providing the attendance office with a note from their parents giving permission for them to leave.
- They go home sick without going through the nurse.
- They call parents and leave without checking out through the attendance office.
- They don't sign out with the attendance office.
- Students are considered unexcused if they are on campus, but out of their assigned class, without a hall pass.

## **CATEGORIES OF ABSENCES**

### **Excused absence**

Personal illness, medical appointment, quarantine, competition in non-school related events, court appearance(details page 29), religious holiday, suspension, required counseling, hazardous roads, temporary absence, family emergency, DPS (obtaining driver's license), college visitations (2 per year for juniors and seniors) and family trips.

Any out of town absence for more than five (5) days should be pre-approved with an Assistant Principal. (This includes family-related events, club sports, college visits, etc. Assistant Principals recommend that students notify teachers of any extended absence. It is the responsibility of the student to obtain make-up work upon return.)

### **Unexcused absence**

Personal business (pick up at airport, tanning appointment, job interview, etc...)  
Failure to turn in written documentation within 48 hours.

Disciplinary consequences will be assigned by the Assistant Principals.

## **Make-up Work after an Absence for Regular Assignments and Assessments**

- Make-up assignments or assessments (tests, labs, performances, etc.) shall be made available to students after any absence. Teachers shall inform their student of the amount of time allotted for completing make-up work. A student has the same number of days that he or she was absent to complete the work and submit his or her assignments to the teacher. This includes school-related absences.

### **Make-up Work after an Absence for Long-Term Projects and Papers**

- Long-term projects must be turned in by 8:20 AM on the first day a student returns to school following an absence or absences. The maximum score on the long-term project will be reduced by fifteen (15) points. Beginning with the maximum score of 85, the teacher will grade the long-term paper or project according to the appropriate rubric. After one day, a score of zero (0) will be assigned.

### **Attendance Committees**

The board shall establish an attendance committee or as many committees as necessary for efficient implementation of Education Code 25.092. The Superintendent or designee shall make the specific appointments in accordance with legal requirements. The attendance committee will meet as needed in order to hear appeals in a timely manner.

*A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent of the school in which the person is enrolled. Education Code 25.987 (a)*

- Coppell ISD - FEA (LEGAL)

Any clerical error on attendance must be corrected within two weeks of receipt of report card.  
Errors not corrected in this time frame will remain as recorded.

Any out of town absence for more than five (5) days should be pre-approved with an Assistant Principal. (This includes family-related events, club sports, college visits, etc.) Assistant Principals recommend that students notify teachers of any extended absence. It is the responsibility of the student to obtain make-up work upon return.

*A person required to attend school may be excused for temporary absence resulting from any cause acceptable to the teacher, principal, or Superintendent of the school in which the person is enrolled. Education Code 25.987 (a) – Coppell ISD – FEA (LEGAL)*

### **Senior Exemptions -Fall & Spring Semester**

Final exam exemptions are a privilege, not a right.

- The student may have no more than three absences (for any reason, except College Visits, Court, Religious Holidays, Medical coded, or School Related Absences) or four tardies for the class during the semester.
- The student's semester grade average in the class must not be less than 85.
- For students exempt from exams, the semester average will be determined by averaging the three six week grades.
- A student who is exempt from an exam may take the exam, if he/she wishes. The score from the exam may be averaged with the three six week grades to determine the final grade only if the test grade improves the student's final grade for the semester.
- Students receiving In-School Suspension, Out-of-School Suspension, Disciplinary Alternative Education Placement or Juvenile Justice Alternative Education Placement during a semester will not be eligible for exemptions.

- Notification of a student's exemption status eligibility will be given three days prior to the first final exam day.
- Eligibility of exemption status will be based upon the above criteria and the student's conduct in class.

### **Freshmen, Sophomores, Juniors- Spring Only**

#### **Final exam exemptions are a privilege, not a right.**

- **The student may have no more than three absences (for any reason, except College Visits, Court, Religious Holidays, Medical coded, or School Related Absences) or four tardies for the class during the semester.**
- **The student's semester grade average in the class must not be less than 85.**
- **For students exempt from exams, the semester average will be determined by averaging the three six week grades.**
- **A student who is exempt from an exam may take the exam, if he/she wishes. The score from the exam may be averaged with the three six week grades to determine the final grade only if the test grade improves the student's final grade for the semester.**
- **Students receiving In-School Suspension, Out-of-School Suspension, Disciplinary Alternative Education Placement or Juvenile Justice Alternative Education Placement during a semester will not be eligible for exemptions.**
- **Notification of a student's exemption status eligibility will be given three days prior to the first final exam day.**
- **Eligibility of exemption status will be based upon the above criteria and the student's conduct in class.**

### **Senior/Junior Release**

Senior/Junior Release is an opportunity for students to focus on career or academic pursuits when a minimum set of standards has been achieved. Senior release is a privilege, not a right.

### **One Period -- Senior Release Criteria**

Take six (6) classes

Recommended Graduation Plan or Distinguished Achievement Program **or Foundation + Endorsement**

Parental approval

Pass all **End of Course Exams**

Nineteen (19) credits by the end of 11th grade

Meet compulsory attendance requirements

### **Two Period - Senior Release Criteria**

Take five (5) classes

Recommended Graduation Plan or Distinguished Achievement Program

Parental approval

Pass all EOC Exams

Nineteen (19) credits by the end of 11th grade

Meet compulsory attendance requirements

Three (3) Advanced Placement/International Baccalaureate classes per semester

2.5 GPA

### **TEA Attendance Verification Forms**

Students who enroll in a driver's education course need to request a TEA form to verify attendance. This must also be done each year on his/her birth date until the student turns eighteen (18). A student should fill out a request from the attendance clerk. TEA forms will be processed within 24-48 hours.

## **STUDENT CONDUCT/DISCIPLINE MANAGEMENT PLAN**

Students who violate rules, policies, or regulations will be subject to disciplinary actions that may include counseling by teachers, withdrawal of privileges, parent/guardian-teacher conferences, detention, counseling by special services or administrative personnel, assignment to alternative classroom environment, and/or assignment to District Alternative Education Campus. The district's rules of student conduct apply to all school-sponsored, school-related activities both on and off campus.

### **In-School Suspension**

In-School Suspension is a discipline setting in which the student receives assignments with little or no opportunity for social interaction with peers. The in-school suspension day will start at 8:20 AM and end at 3:50 PM. Students who are part of cooperative work programs or Senior Release-schedule will not be allowed to leave the in-school suspension room before 3:50 PM.

Students are denied participation and attendance in extracurricular or co-curricular activities while in ISS. Upon dismissal, all restrictions are lifted. Students may attend morning and afternoon tutorials while assigned to in-school suspension. Successive assignments to ISS for the same offense will be longer in duration.

Students receive 100% credit for work completed in ISS.

Inability to be successful in in-school suspension and repeated violation of the Student Code of Conduct may result in assignment to the off-campus alternative education center, Compass-Victory Place@Coppell, out-of-school suspension or ultimately expulsion.

### **Out-Of-School Suspension**

If a student is suspended out of school, the absences qualify as extenuating circumstances and are considered excused and do not count against the student's 90% attendance. The student receives 100% credit on work. *The District shall not impose a grade penalty for make-up work after an absence because of suspension.* – Coppell ISD EIAB (LOCAL) Assignments are not requested from teachers prior to or during the suspension. At no time during the suspension is the student to be on any CISD campus, property or attend any extra-curricular activity of which Coppell High School is a participant.

### **Procedure Saturday School**

Students who receive disciplinary consequences from their Assistant Principal may be assigned Saturday School. Saturday School will be held Saturday mornings from 8:00 AM to 12:00 PM. If a student is late, they will not be allowed in and will be assigned additional consequences for missing Saturday School. Students must bring academic work to Saturday School. Students must provide their own transportation and follow additional guidelines as established by the Saturday School coordinator.

### **Procedure for Morning Detention**

Students who receive disciplinary consequences from their Assistant Principal may be assigned Morning Detention. Morning Detention will be held Tuesday - Friday starting at 7:10 AM. The student must meet the Morning Detention coordinator in front of Student Services North before 7:10 AM. If a student is late, they will not be allowed in and will be assigned additional consequences for missing Morning Detention. Students must bring academic work to Morning Detention. Students must provide their own transportation and follow additional guidelines as established by the Morning Detention coordinator.

### Searches/Interrogations

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA (LOCAL).

Students have full responsibility for the security of their lockers, and for vehicles parked on school property. It is the student's responsibility to ensure that lockers and vehicles are locked and that the keys and combinations are not given to others. Students shall not place, keep, or maintain any article or material that is forbidden by District policy in lockers or in vehicles parked on school property. If there is reasonable cause to believe that they contain articles or materials prohibited by District policy, school officials may conduct personal searches, search lockers, personal belongings, or vehicles parked on school property. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property.

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

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

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

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

At the beginning of the school year, the District shall inform students of the District's policy on searches, as outlined above, and shall specifically notify students that:

1. Lockers may be sniffed by trained dogs at any time.
2. Vehicles parked on school property may be sniffed by trained dogs at any time.
3. Classrooms and other common areas may be sniffed by trained dogs at any time when students are not present.
4. If contraband of any kind is found, the possessing student shall be subject to appropriate disciplinary action in accordance with the Student Code of Conduct.

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy – *Coppell ISD- FNF(LOCAL)*

## **Tardiness**

Tardiness is viewed as a disruption to the classroom environment. Coming in late not only deprives the tardy student of full learning time, but it also disrupts the education of other students and the effectiveness of the teacher. All students arriving within the first ten minutes of class will be considered tardy. After ten (10) minutes, a student is counted absent. Promptness and punctuality are skills necessary and beneficial for both school and the workplace; therefore, Coppell High School will maintain a zero tolerance for tardies.

The following disciplinary actions apply to the total number of tardies a student has per class:

3 tardies = 1 teacher assigned AM detention

4 tardies = 2 AM detentions

5 tardies = 1 Saturday School

6 tardies = 1 day in ISS

7 tardies = 2 additional days ISS

8 tardies = 4 additional days ISS

## **Technology**

Violation of Responsible Use Policy is a violation of the CISD Student Code of Conduct.

The Coppell Independent School District provides technology resources to its students and staff for educational and administrative purposes. The goal in providing these resources is to promote educational excellence within Coppell ISD by facilitating resource sharing, innovation and communication with the support and supervision of parents, teachers and support staff. The use of these technology resources is a privilege, not a right.

With access to many different technology resources and people from all over the world, there comes the potential availability of material that may not be considered to be of educational value in the context of the school setting. Coppell ISD firmly believes that the value of information, interaction, and research capabilities available (including, but not limited to, email, the Internet, and social media) outweighs the possibility that users may obtain material that is not consistent with the educational goals of the District.

Proper behavior, as it relates to the use of technology resources, is no different than proper behavior in all other aspects of Coppell ISD activities. All users are expected to use all technology resources in a responsible, ethical, and polite manner. This document is intended to clarify those expectations as they apply to technology resource usage and is consistent with District policy. The direct link to the CISD Responsible Use Policy is:

<http://www.coppellisd.com/Page/781>

## **Computers - Use and Data Management**

The district's electronic communications systems, including its network access to the Internet, are to be used for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are not confidential and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the district's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use should contact the technology department



### **Telephones, Cellular Phones and Office Phones**

Students may not use the office phone for personal calls except in an emergency and with staff permission.

- Students are not to use any phone during class time unless requested by a staff member to contact parents. Students who use the telephone to make offensive or threatening phone calls will be subject to CHS disciplinary action and police may be summoned.
- Transportation arrangements should be made prior to coming to school in cases of detention or school activity.
- Cellular phones are not to be used during class time, assemblies (pep rallies, fire drills, etc.) or during any official testing. Teachers will utilize the tech discipline matrix to support this cellphone policy.

### **Tobacco and Tobacco Paraphernalia**

Students' use of any tobacco product is prohibited on any of the Coppel ISD – CHS premises, i.e. parking lot, in the school building, or at extra-curricular events. Students who are in possession of tobacco are subject to school disciplinary actions. According to Texas Penal Code 48.01, possession of a tobacco product or smoking tobacco on school property, or within 300 feet of school property, is a Class C misdemeanor. The CHS stadium is also a smoke-free facility.

## **EXTRA-CURRICULAR ACTIVITIES**

Coppel High School offers a wide variety of activities for our students, which allows students to individually choose to be involved in areas of personal interest. CHS is a member of the University Interscholastic League (UIL), the governing body for many extra-curricular activities on our campus. Those activities not governed by the UIL will be governed under the UIL guidelines (ex. No-Pass, No-Play) to bring all CHS organizations under the UIL umbrella and provide consistency with all issues. The UIL Code of Conduct states, "Competition should demonstrate high standards of ethics and sportsmanship and promote the development of good character and other important life skills. The highest potential is achieved when participants are committed to pursuing victory with honor according to six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship." UIL

### **Waivable Courses 2016-2017 UIL Eligibility**

Students must meet the requirements below to be eligible for extra-curricular participation:

- Students must pass all courses for the previous six weeks. Students who fail may not participate in any extra-curricular or UIL contests for a minimum of three weeks. Such suspension from extra-curricular activities becomes effective seven days after the last day of the six weeks during which the failing grade was earned.
- Students must have earned the following number of credits prior to September 1 in order to participate in any extra-curricular activity during the first six weeks period:  
10<sup>th</sup> Grade: 5 credits      11<sup>th</sup> Grade: 10 credits      12<sup>th</sup> Grade: 15 credits
- Students may not miss more than 10 days per year of any course for participation in extra-curricular or co-curricular activities.
- Students may not drop courses in order to regain eligibility under the "no pass, no play" rule. Students who drop a course with a failing grade after the fourth week of the first six week grading period shall be ineligible for a minimum of three weeks.

- Students enrolled in Pre-AP, AP, IB, and Dual Credit courses are offered a one-time per semester exemption from UIL eligibility rules to be approved by the principal designee. To receive the exemption, a waiver must be completed and returned to the principal or designee.

### **Waiver Procedures:**

To be declared eligible for participation in extracurricular competitions, a student making a grade below 70 must follow the procedures and meet the criteria as listed below.

- 1) The Principal or the designee must approve the waiver.
- 2) The student is eligible for one waiver per semester in one class.
- 3) A grade lower than a 65 is not eligible for a PreAP waiver or AP waiver
- 4) The waiver decision is not subject to any appeal at another level.

### **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 voluntarily purchase pictures and publications such as the school newspaper and the CHS yearbook. Fees for damaged textbooks, library books and school-owned uniforms and equipment will be assessed.

Students who participate in extracurricular athletics, drill team, cheerleading, Silver Spurs, band, choir and/or speech/debate must pay \$150.00 before the first performance or competition. “Pay to Play” is a Coppell Independent School District practice.

Coppell ISD will charge \$75 per semester for Off Campus Physical Education. The fee should be turned in with the completed application to the campus OCPE Liaison. The application and all information for OCPE can be found in the Academics portion of the CHS Website.

### **Waiver of Fees**

(Personal physical education, athletic equipment, and apparel)

FP(Legal)- The district shall adopt reasonable procedures for waiving a deposit or fee if a student or the student’s parent or guardian is unable to pay it. This policy shall be posted in a central location in each school facility, in the school policy manual and in the student handbook.

### **Rules of Conduct**

Membership in clubs/organizations at CHS is a privilege and not a student right. With the principal’s approval, sponsors and coaches have the right to establish entrance/exit guidelines and high standards for conduct. Students will be notified in advance of these guidelines and will be held accountable for them. Students will be temporarily removed from participation for the following:

1. In-School Suspension
2. Out-of-School Suspension
3. Expulsion
4. AEP Placement
5. Repeated disregard for school rules
6. Violation of the CISD Drug/Alcohol Pledge

## ALMA MATER

High upon a lofty hilltop  
Stands our Coppell High.  
To Her we are ever loyal  
For Her we'll do or die.  
Lift Her colors, speed them onward  
May they ever fly,  
Hail to Thee our Alma Mater  
Hail to Coppell High.

School Colors:  
Red, White and Black

