

# **CAP** | Coastal Alternative Program

*Dickinson Independent School District*

## **Student Handbook 2022-2023**

# Santa Fe Independent School District

July 2022							BOARD APPROVED AMENDED CALENDAR							January 2023						
S	M	T	W	T	F	S	2022-2023 Academic Calendar							S	M	T	W	T	F	S
					1	2	School Times							1	WD	PL	PL	6	6	7
3	4	5	6	7	8	9	Elementary		8:35AM		3:55PM		8	9	10	11	12	13	14	
10	11	12	13	14	15	16	Junior High		7:40AM		3:05PM		15	H	17	18	19	20	21	
17	18	19	20	21	22	23	High School		7:20AM		2:45PM		22	23	24	25	26	27	28	
24	25	26	27	28	29	30	Official Attendance Times Coming Soon							29	30	31				
31							Elementary - 10:00am Junior High - 8:40am High School -							February 2023						
August 2022							School Start Date							February 2023						
S	M	T	W	T	F	S	August 10, 2022							S	M	T	W	T	F	S
	NT	NT	PL	PL	PL	6	Student/Teacher Holidays										1	2	3	4
7	PL	PL	10	11	12	13								5	6	7	8	9	10	11
14	15	16	17	18	19	20								12	13	14	15	16	17	18
21	22	23	24	25	26	27								19	PL	21	22	23	24	25
28	29	30	31											26	27	28				
September 2022							Sept 5		Labor Day					March 2023						
S	M	T	W	T	F	S	Oct 10		Columbus Day					S	M	T	W	T	F	S
				1	2	3	Nov 11		Bad Weather Day**								1	2	3	4
4	H	6	7	8	9	10	Nov 21-25		Thanksgiving Break					5	6	7	8	9	10	11
11	12	13	14	15	16	17	Dec 19-30		Christmas Break					12	H	H	H	H	H	18
18	19	20	21	22	23	24	Jan 16		Martin Luther King Day					19	20	21	22	23	24	25
25	26	27	28	29	30		Mar 15-17		Spring Break					26	27	28	29	30	PL	
							Apr 7		Good Friday					April 2023						
							Apr 10		Student/Teacher Holiday					S	M	T	W	T	F	S
October 2022							Student Holiday/Teacher PL							S	M	T	W	T	F	S
S	M	T	W	T	F	S	August 3-5, 2022													1
						1	October 7, 2022							2	3	4	5	6	H	8
2	3	4	5	6	PL	8	October 28, 2022 (Parent Conference)*							9	H	11	12	13	14	15
9	H	11	12	13	14	15	November 4, 2022							16	17	18	19	20	21	22
16	17	18	19	20	21	22	January 3-4, 2023							23	24	25	26	27	28	29
23	24	25	26	27	FC	29	February 20, 2023							30						
30	31						March 31, 2023							May 2023						
November 2022							Student Holiday/Teacher Work Day							S	M	T	W	T	F	S
S	M	T	W	T	F	S	January 2, 2023													
			1	2	3	PL	May 26, 2023							1	2	3	4	5	6	7
6	7	8	9	10	H	12	New Teacher Professional Learning							7	8	9	10	11	12	13
13	14	15	16	17	18	19	August 1-2, 2022							14	15	16	17	18	19	20
20	H	H	H	H	H	26	Early Release-All Campuses							21	22	23	24	25	26	WD
27	28	29	30				December 16, 2022							28	29	30	31			
							May 25, 2023							June 2023						
December 2022							*Parent/Teacher Conferences will be held on October 28th and will be a Student Holiday.							S	M	T	W	T	F	S
S	M	T	W	T	F	S	Early Release - HIGH SCHOOL ONLY											1	2	3
				1	2	3	December 14-15, 2022							4	5	6	7	8	9	10
4	5	6	7	8	9	10	May 23-24, 2023							11	12	13	14	15	16	17
11	12	13	14	15	16	17								18	19	20	21	22	23	24
18	H	H	H	H	H	24								25	26	27	28	29	30	
25	H	H	H	H	H	31														
★ State Testing Dates ★							Nine Week Dates					*Calendar exceeds the state requirement of instruction for the school year.								
Dec 6-16	EOC (Eng I/Eng II/Alg/Bio/USH)						Nine Week 1		Aug 10 - Oct 14			173 Student Days - 167 Teacher Days								
25-Apr	EOC (Eng I)						Nine Week 2		Oct 17 - Dec 16			**In the event that bad weather make-up days are needed, November 11, 2022 & April 10, 2023 will be given first consideration as dates used.								
26-Apr	STAAR Reading (3-8)						Nine Week 3		Jan 5 - Mar 10											
27-Apr	EOC (Eng II)						Nine Week 4		Mar 20 - May 25											
May 2 & 4	STAAR Sci & SS (9th) & EOC (9th/10th)						{ Beginning of Nine Weeks Grading Period					Revised 5/16/22								
3-May	STAAR Science (5th)						{ End of Nine Weeks Grading Period													
May 9 & 10	EOC (Alg I) & STAAR Math (3-8)																			



WHAT WE ASPIRE TO BE

**INCLUSIVE OF ALL, DICKINSON ISD WILL  
CULTIVATE EXCELLENCE, PRODUCING  
CONFIDENT, COLLABORATIVE, GOAL-DRIVEN  
LEARNERS WHO BECOME EMPOWERED  
CITIZENS IN A GLOBAL SOCIETY.**



# MISSION STATEMENT & DISTRICT OBJECTIVES

WHO WE ARE, WHAT WE DO

## MISSION STATEMENT:

Dickinson ISD will equip and empower all learners with skills and experiences to achieve academic excellence and make meaningful contributions to our world.

## DICKINSON ISD OBJECTIVES:

**OBJECTIVE 1:** All students will learn and apply life skills to meaningfully engage and impact their community.

**OBJECTIVE 2:** All students will graduate college, career, and/or military ready.

**OBJECTIVE 3:** All students will develop the communication skills necessary to work in a collaborative environment.

**OBJECTIVE 4:** All students will learn to self-advocate by developing confidence in their ability to determine their own path for success.

**OBJECTIVE 5:** All students will develop innovative technological skills and interact responsibly in a constantly evolving global society.

**OBJECTIVE 6:** All students will demonstrate the ability to face adversity with perseverance, integrity, and leadership.

**OBJECTIVE 7:** All students will demonstrate social and emotional skills and model positive character traits.

## CAP STAFF

13302 Highway 6, Santa Fe, Texas 77510 Phone: (409)925-9475 Fax: (409)925-9481

Principal	LaDonna M. Pratt	<a href="mailto:lpatt@dickinsonisd.org">lpatt@dickinsonisd.org</a>
Secretary	Lisa M. Davis	<a href="mailto:ldavis@dickinsonisd.org">ldavis@dickinsonisd.org</a>
Teacher	Benjamin Biddle	<a href="mailto:bbiddle@dickinsonisd.org">bbiddle@dickinsonisd.org</a>
Teacher	Lorenzo Murphy	<a href="mailto:lmurphy@dickinsonisd.org">lmurphy@dickinsonisd.org</a>
Teacher	Lana Jordan	<a href="mailto:ljordan@dickinsonisd.org">ljordan@dickinsonisd.org</a>
Teacher	Jessica Byrd	<a href="mailto:jbyrd@dickinsonisd.org">jbyrd@dickinsonisd.org</a>
Teacher	Beatrice Perez	<a href="mailto:bperez@dickinsonisd.org">bperez@dickinsonisd.org</a>
Teachers do not have telephones in the classrooms. Please leave a message with Lisa Davis at (409) 925-9475 who will notify the teacher to return your phone call.		

## REMEMBER CAP CARES!

### CARES

(Confide And Report Emergency Situations)

1. Telling is not tattling
2. Everyone's safety is important
3. Tell someone who can help
4. Your identity will be protected

## THREATS AND SAFETY CONCERNS

All DISD campuses promote safety and encourage any student who is aware of a threat to report it. The CAP staff consistently monitors students to promote a secure environment. Statements, lists, and drawings are taken seriously.

For any questions pertaining to students at CAP or for general information contact the main office at (409)925-9475.

## **SECTION I: INTRODUCTION**

### **MISSION STATEMENT**

Coastal Alternative Program (CAP) is a disciplinary alternative education program created as a part of the Safe and Secure Schools Act, Chapter 37 (TEC). Its mission is to assist expelled students to develop the knowledge and skills needed to avoid future expulsions, to remain enrolled in school, and to graduate from high school.

### **GOALS**

The instructional aim is to help the student accept academic responsibility and to work to achieve at or above grade level. The disciplinary aim is to assist the student in developing or accepting responsibility for self-management and making choices that keep the student in class at the regularly-enrolled campus. Ultimately the program stresses the importance of completing high school with the skills needed to enter the workforce or continuing higher education.

### **OVERVIEW**

All students of any race, color, gender, national or ethnic origin will be accorded all the rights, privileges, programs and appropriate activities available at CAP. CAP does not discriminate on the basis of race, gender, and color, national or ethnic origin in administration of its programs.

Enrollment at CAP signifies that both the parent/guardian and the student agree that the student will comply with all regulations that are now in effect, or which may become effective, during the student's enrollment.

CAP provides a high level of safety and a peaceful, successful learning environment based on positive-proactive discipline. This approach promotes a focus on basic student needs and effective learning methods that revolve around the relationships that are part of all school settings. It includes dignity and respect of all students as a basic foundation of a successful disciplinary educational program.

### **POLICIES AND PROCEDURES**

This handbook clarifies daily activities, routines and procedures at CAP. Since CAP accepts students from Galveston County campuses, Chapter 37 of the Texas Education Code and the Code of Conduct for each school district in Galveston County defines what infractions will result in a discretionary expulsion and placement into the program. Upon enrollment in CAP, the student becomes subject to the CAP Code of Conduct, the official document for defining expectations and consequences for violation of the program's standards. DISD Board Policies, the Texas Education Code, and the Memorandum of Understanding and Inter-local Agreement also determine the operations of CAP.

❖ *If you have a disability and need this publication in an alternate format, contact Laurie Goforth (281) 229-6020.*

## SECTION II: EXPECTATIONS AND STANDARDS FOR SUCCESS

### WHAT IS CAP AND WHAT SHOULD I EXPECT?

CAP is like a regular school with very small classes (15 at most per class). The difference is that CAP puts a strong emphasis on high expectations for acceptable behavior-every day, all day. The goal is to keep the student attending class and school daily, practicing good social and problem solving skills. When misbehavior occurs during class, the teacher and student work on it immediately. If it continues and is disruptive to the class, the student leaves the classroom and begins working with another staff member. Staff members help the student analyze the problem by looking at the behavior, the results, and how to choose something appropriate.

### *CAP students are expected to be: Safe, Responsible and Respectful*

#### **EACH STUDENT IS EXPECTED TO:**

- ✓ Demonstrate courtesy for others
- ✓ Behave in a responsible manner
- ✓ Keep materials organized
- ✓ Be well groomed
- ✓ Obey all bus, campus and classroom rules
- ✓ Respect the rights of other students, staff, and visitors
- ✓ Respect CAP property and facilities
- ✓ Cooperate with and assist the staff with maintaining safety, order, and discipline

#### **PROGRAM STANDARDS**

- ✓ Be courteous
- ✓ Use appropriate language
- ✓ Maintain focus on assigned task
- ✓ Stay in your seat and/or in the assigned building area
- ✓ Talk only with permission at designated times
- ✓ Walk with a purpose: Move Quickly in line

Individual teachers have specific classroom rules and procedures that the student must follow.
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## **SECTION III: BEHAVIOR EXPECTATIONS & DISCIPLINE MANAGEMENT SYSTEM**

### **BEHAVIOR EXPECTATIONS**

#### **MORNING CHECK IN**

- Be Safe
  - ✓ Follow bus safety rules
  - ✓ Place all wallets, jewelry, sweaters, and jackets in bin
  - ✓ Wait to be scanned by the Deputy on duty
  - ✓ Stand quietly during the inspection process
  - ✓ Keep hands and feet to yourself
- Be Responsible
  - ✓ Wear appropriate uniform
  - ✓ Attend school daily
  - ✓ Call the CAP office when absent
  - ✓ Follow morning rituals: Pledge and moment of silence
- Be Respectful
  - ✓ Greet others positively
  - ✓ Follow staff directions
  - ✓ Wait patiently and quietly while others are checking in.

#### **LUNCHROOM RULES**

- Be Safe
  - ✓ Walk in a straight line
  - ✓ Sit at your assigned seat
  - ✓ Keep food and drink to yourself
  - ✓ Remain seated until the teacher arrives
  - ✓ Keep hands & feet to yourself
- Be Responsible
  - ✓ Wait patiently for your tray
  - ✓ Throw away all trash in the trash can when passed around
  - ✓ Eat only **your** food on **your** tray
  - ✓ Raise your hand for assistance
- Be Respectful
  - ✓ Talk quietly at your table
  - ✓ Keep your hands and feet to yourself
  - ✓ Keep food & drink to yourself



## **HALLWAY BEHAVIOR**

- Be Safe
  - ✓ Walk in a straight line
  - ✓ Hands should be behind your back
  - ✓ Look straight ahead
- Be Responsible
  - ✓ Stand in line quietly
  - ✓ Wait for permission to enter the classroom or assigned area
  - ✓ Quietly walk past other classes
  - ✓ Be Respectful
  - ✓ Respect other's personal space
  - ✓ Hands should be behind your back
  - ✓ Walk quietly, in order to respect other classes in session

## **RECREATION RULES**

- Be Safe
  - ✓ Walk quietly in the hallway
  - ✓ Sit in assigned area
  - ✓ Wait for permission to pick pertinent items from storage
  - ✓ Follow teacher instructions
- Be Responsible
  - ✓ Sit quietly during lessons
  - ✓ Participate in daily exercises
  - ✓ Complete assignments on time
  - ✓ Put away recreation items and materials
- Be Respectful
  - ✓ Respect school property
  - ✓ Play with others in a courteous manner
  - ✓ Respect team sports
  - ✓ Win or lose gracefully, "Good sportsmanship", etc.

## **CLASSROOM BEHAVIOR**

- Be Safe
  - ✓ Wait for permission to enter a classroom
  - ✓ Walk into the classroom quietly
  - ✓ Sit at your assigned seat
  - ✓ Keep hands and feet to yourself
- Be Responsible
  - ✓ Participate in classroom activities
  - ✓ Raise your hand for assistance
  - ✓ Follow procedures for turning in assignments
- Be Respectful
  - ✓ Listen while the teacher or others are speaking
  - ✓ Raise your hand for permission to speak
  - ✓ Wait patiently while others receive assistance
  - ✓ Share instructional materials and supplies when necessary

## LEARNING LAB BEHAVIOR

- Be Safe
  - ✓ Sit at assigned lab station
  - ✓ Follow Login instructions and internet acceptable use policy
  - ✓ Access appropriate websites
- Be Responsible
  - ✓ Use your assigned login/password
  - ✓ Access your assigned modules
  - ✓ Complete your daily assignments/tests
  - ✓ Completely log out of your station
- Be Respectful
  - ✓ Speak quietly during individual and group instruction
  - ✓ Raise your hand for assistance
  - ✓ Wait quietly and patiently for assistance
  - ✓ Respect DISD property (manuals, computers, textbooks and materials, etc.)

## RESTROOM BEHAVIOR

- Be Safe
  - ✓ Use the restroom facility appropriately
  - ✓ Only one student at a time is permitted
  - ✓ Water should **only** be used in the sink
- Be Responsible
  - ✓ Follow restroom schedule
  - ✓ Flush toilet after use
  - ✓ Wash hands with soap and water
  - ✓ Use paper towels sparingly
  - ✓ Throw away used paper towels in the trash can
- Be Respectful
  - ✓ Line up in a single line in the hallway
  - ✓ Always walk quietly in the hallway
  - ✓ Remain silent when waiting your turn
  - ✓ Only one student at a time is permitted

## **DISMISSAL BEHAVIOR**

- Be Safe
  - ✓ Walk quietly to the foyer
  - ✓ Listen to instructions from the staff
  - ✓ Do not exit your classroom until you are called
  - ✓ Wait to be scanned by the deputy on duty
  - ✓ Board the bus quietly
  - ✓ Keep hands and feet out of the aisles
  - ✓ Follow bus safety rules
- Be Responsible
  - ✓ Continue working until your teacher ends the lesson
  - ✓ Sit in your assigned seat
  - ✓ Remain seated while the bus is moving
  - ✓ Speak softly while riding the bus
- Be Respectful
  - ✓ Greet the bus driver and staff in an appropriate manner
  - ✓ Use positive and appropriate language
  - ✓ Respect personal space
  - ✓ Thank the bus driver and staff
  - ✓ Exit the bus quickly and quietly

## **LEVEL SYSTEM OF INTERVENTION**

### **LEVEL I BEHAVIORS**

- Inappropriate language
- Physical Aggression (horse playing, pushing, shoving)
- Defiance, disrespect
- Disruption
- Excessive talking
- Teasing, harassment

### **LEVEL I TEACHER INTERVENTION**

- Redirection (verbal/signal)
- Quiet place
- Private conference
- Individual instruction
- P.E. detention
- Parent contact

### **LEVEL II BEHAVIORS**

- Serious classroom behaviors that are disruptive to the academic environment
- Abusive language (racial/sexual comments)
- Bullying
- Physical Aggression (horse playing, pushing, shoving)
- Major disruption after repeated redirection
- Property damage (irreparable)
- Violation of technology usage policy

## **LEVEL II BEHAVIORAL SUPPORT INTERVENTION**

- Parent contact
- Discipline referral – administrator
- Behavioral support
- Individual lunch
- Individual instruction (1-5 days)
- Suspension (1-3 days)
- CAP placement/extension – minimum 6 days
- Restitution/Restoration/Restorative Practices
- Refer to GCSO

## **LEVEL III SERIOUS BEHAVIORS**

- Bullying
- Fighting
- Use/possession of alcohol
- Use/possession of prescription or nonprescription drugs
- Use/possession of tobacco
- Terroristic threat
- Weapon
- Assault

## **LEVEL III INTERVENTION**

- Immediate office referral
- Refer to GCSO
- Parent contact
- Individual instruction (5 days)
- Suspension up to 3 days
- CAP placement extension up to 30 days
- Expulsion (new CAP discretionary expulsion or JJAEP mandatory expulsion)
- Restorative Practices

## **STAFF AUTHORITY**

Students must courteously and respectfully comply with reasonable requests of any bus driver, bus aide, teacher, staff member, officer or administrator in or out of the classroom. Failure to comply with the directions of school personnel acting in the performance of their duties shall be considered insubordination and subject to disciplinary action.

## **CONSEQUENCES**

Disciplinary measures include but are not limited to time out, isolated lunch, shortened outdoor time, placement in office, loss of special activities and suspension, days added to current placement, and new expulsion.

## **EXTENDING THE LENGTH OF PLACEMENT**

A student may have days added to the current CAP placement for extremely serious behaviors. During the time of CAP placement, if the student engages in additional conduct for which a CAP placement extension is required or permitted, the Principal will conference with student and parents and enter an additional CAP placement extension order. A Placement Extension Order can be from 1-30 days depending on the offense. These days would be added to the original number and must be successfully completed before the return to the home campus.

## **EXPULSION**

The CAP Code of Conduct lists categories of expellable offenses. After enrollment in CAP, a student who commits an offense listed in Texas Education Code (TEC 37.007 (b), (c), (d), or (f)), defined as a discretionary expulsion, may or shall receive a new CAP placement order. The CAP principal shall schedule a hearing within a reasonable time. The student's parent will be invited in writing to attend the hearing. Until a hearing can be held, the CAP principal may place the student in or out of school suspension.

If a CAP student commits a mandatory expellable offense, the CAP Principal will inform the sending district that the student has committed an infraction that would result in a mandatory expulsion according to TEC 37.007. The sending district shall follow its procedures for expulsion hearings. Mandatory expulsions are placements to JJAEP (Juvenile Justice Alternative Education Program).

## **COMPLETION OF CAP PLACEMENT**

Completion of the CAP placement is dependent on compulsory attendance, academic success and positive behavior. Generally a student will serve at least 90% of the original assignment, pass all academic subjects and exhibit positive behavior in order to complete the CAP placement.

A student who completes the placement close to the end of a grading cycle (9 weeks) must complete the grading cycle at CAP. A student will not return to the home campus during the week prior to and the days of state testing or during the last 15 days of the school year unless specialized circumstances exist.

❖ *ANY DISCIPLINARY ACTION WILL FOLLOW POLICY AS OUTLINED IN THE CAP STUDENT CODE OF CONDUCT.*

## **SERIOUS MISBEHAVIORS**

Depending on intent, past disciplinary history and laws, consequences for these misbehaviors may include suspension, placement extension, a new placement, or expulsion.

## **SLEEPING**

- A student who is sleeping cannot engage in learning.
- Sleeping is considered misbehavior at CAP and parents will be contacted.
- The staff should be informed if a student has a medical condition, is taking medications that might cause drowsiness, or has experienced an abnormal event that could compromise the ability to stay awake.
- Any student who is too tired or too ill to stay awake should remain at home.
- Repeated instances of sleeping in class will result in parent conference and extension of days.

## **LEAVING CAMPUS WITHOUT PERMISSION**

- A CAP student may not leave the building without appropriate adult supervision.
- Leaving campus without permission is considered truancy and grounds for CAP placement extension.

## **BULLYING, HARASSMENT, HAZING, GANGS, SECRET SOCIETIES**

- Any type of bullying, harassment, hand signs, gang-style clothing and associated demeanor is prohibited.
- Writing and/or drawing that could be interpreted as gang-related, offensive or threatening are not permitted and may be reported to authorities.
- Repeated offenses will result in a CAP placement extension.

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or -related activity, or in a district operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

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

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

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another district employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The CAP Principal will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

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

CAP will follow the district's policy regarding bullying and consult the home district regarding other options relating to placement.

[Also see **Safety Transfers/Assignments, Dating Violence, Discrimination, Harassment, and Retaliation, Hazing**, policy FFI, and the district improvement plan, a copy of which can be viewed in the campus office.]

## **SEXUAL HARASSMENT**

- Offensive and unwelcome conduct of a sexual nature directed toward another person, or offensive and unwelcome conduct aimed at another person solely because of gender is prohibited.
- After an investigation to confirm, student is warned and might be suspended.
- Continued occurrence results in additional consequence up to and including extension of expulsion.

## **TRESPASSING OF OTHER SCHOOLS**

- A student who attends CAP may not visit other schools, participate in extracurricular activities or attend any school activities.
- May result in trespassing charges (Texas Education Code Sec. 37.107) and/or placement extension.

## **VANDALISM AND DAMAGE - GRAFFITI**

- In the event a student defaces, damages, vandalizes or destroys school property, he/she will be held accountable for repair or replacement.
- Referral to the GCSO
- May result in charges and/or CAP placement extension.

## **IMMINENT DANGER**

The CAP Principal will contact the parent/guardian of any student who exhibits behavior that poses a serious threat to life or property and request that the parent/guardian remove the student from campus. If the parent/guardian does not comply with the request within a reasonable amount of time, the deputies may take the student into custody.

## **SPECIAL CIRCUMSTANCES**

Please refer to the CAP Student Code of Conduct for additional information on these areas.

## **PLACEMENT REQUIRED BY STATE LAWS REGARDING HARASSMENT, AGGRAVATED ASSAULT, and AGGRAVATED SEXUAL ASSAULT**

In the event that the district is required to place such an offender at CAP, the student shall stay enrolled with no recourse for returning to a regular campus as long as the law requires separation.

## **EXPULSION FOR CERTAIN SERIOUS OFFENSES**

In the event that the district is required to place such an offender at CAP, the student shall stay enrolled with no recourse for returning to a regular campus as long as the law requires placement.

## **QUESTIONING OF STUDENT BY LAW ENFORCEMENT**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, THE PRINCIPAL/DESIGNEE WILL:

- Verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- Make reasonable efforts to notify parents unless the interviewer raises what the principal considers to be a valid objection.
- Ordinarily will be present unless the interviewer raises what the principal considers to be a valid objection.
- Will cooperate fully regarding the conditions of the interview if the event is part of a child abuse investigation

## **STUDENTS TAKEN INTO CUSTODY**

- When State law requires the District to permit a student to be taken into legal custody
  - ✓ To comply with an order of the juvenile court.
  - ✓ To comply with the laws of arrest.
  - ✓ To comply with a properly issued directive to take a student into custody.
- Individuals who may do this include
  - ✓ Law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
  - ✓ Probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
  - ✓ Authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

- Before a student leaves the principal will
  - ✓ Verify the person's identity
  - ✓ Verify to the best of his ability, the person's authority to take custody of the student.
  - ✓ Attempt to notify the parent unless the authorized person has a valid objection.

Since the principal does not have the authority to prevent or delay a custody action, notification will occur after the student's removal. In many cases, the removing official has already notified or by law must contact the parent.

## **Harassment**

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

In addition to dating violence as described above, two other types of prohibited harassment are described below.

## **Sexual Harassment and Gender-Based Harassment**

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

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

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

## **HAZING**

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



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

## **DATING VIOLENCE, DISCRIMINATION, HARASSMENT, AND RETALIATION**

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

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. A copy of the district's policy is available in the principal's office and in the superintendent's office <http://pol.tasb.org/Policy/Code/498?filter=FFH>. [See policy FFH.]

### **Dating Violence**

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults; name-calling; put-downs; threats to hurt the student, the student's family members, or members of the student's household; destroying property belonging to the student; threats to commit suicide or homicide if the student ends the relationship; threats to harm a student's current dating partner; attempts to isolate the student from friends and family; stalking; or encouraging others to engage in these behaviors.

### **Discrimination**

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

## **NONDISCRIMINATION STATEMENT**

In its efforts to promote nondiscrimination and as required by law, Dickinson ISD does not discriminate on the basis of race, religion, color, national origin, gender, sex, disability, age, or any other basis prohibited by law, in providing education services, activities, and programs, including CTE programs, and provides equal access to the Boy Scouts and other designated youth groups. The following district representatives have been designated to coordinate compliance with these legal requirements:

- Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Robert Cobb, Assistant Superintendent for Administration, 2218 FM 517, Dickinson, TX 77539; 281-229-6024.
- ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability: Laurie Goforth Rodriguez, Director of Special Programs, 2218 FM 517, Dickinson, TX 77539; 281-229-6020.

- All other concerns regarding discrimination: See the Superintendent, Carla Voelkel, 2218 FM 517, Dickinson, TX 77539; 281-229-6101.

[See policies FB (LOCAL) and FFH (LOCAL).]

### **Retaliation**

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

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

### **Reporting Procedures**

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

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

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

### **Investigation of Report**

To the extent possible, the district will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which includes dating violence, discrimination, harassment, and retaliation, will be promptly investigated.

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

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

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

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

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

### **Food Allergies (All Grade Levels)**

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

The district has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the district receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment. The district's food allergy management plan can be accessed at [www.dickinsonisd.org](http://www.dickinsonisd.org). [Also see policy FFAF and **Celebrations**.]

### **Head Lice**

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

More information on head lice can be obtained from the TDSHS website at <http://www.dshs.state.tx.us/schoolhealth/lice.shtm>.

## **SECTION IV: Mandatory Transportation by Bus To and From CAP**

### **REQUIREMENTS**

- Must ride the bus to and from CAP.
- May not use any other means of transportation to or from CAP
- Exception: needing to go home because of illness
- Exception: leaving early for dr. appointment, court, or probation meeting
- **If a student misses the bus, he/she and is counted as an unexcused absent.**
- If the bus is late, do not leave the bus stop. A bus will come by to pick up the students at the bus stop.

## **CAP TRANSPORTATION BEHAVIORAL EXPECTATIONS**

- All district rules apply while the student is waiting for the bus
- Follow the CAP dress and appearance code in order to board the bus
- No
- No smoking, regardless of age.
- No leaving the bus stop area after arrival.
- No public display of affection.
- No electronic devices will be allowed on the bus
- Any student who purposefully delays the bus from leaving is subject to disciplinary action.

## **DISTRICT TRANSPORTATION GUIDELINES**

- Contact the district of residence for pick up and drop off locations and times.
- Bus drivers and aides have staff authority over students.
- Failure to follow these policies will result in disciplinary action through district Transportation guidelines.
- If the Transportation Dept. suspends a student from the bus, he/she may not attend school during the period of transportation suspension.

**❖ *CAP follows the Santa Fe ISD District Calendar for holidays, early release, and emergency closures. Please check the district website or TV stations for emergency information.***

## **SECTION V: DRESS AND APPEARANCE CODE**

### **GENERAL STANDARDS**

- All students will abide by the established dress and appearance code in order to board the bus.
- Students shall maintain the following dress and appearance standards on the bus and at school.
- Repeated dress code violations will result in additional extension days and loss of privileges

### **OUTERWEAR**

- Must be taken off at the CAP entrance
- Cannot be worn in the building at any time without specific approval
- Returned to the student prior to boarding the bus in the afternoon
- All outerwear is searched after it is turned in each morning

**ALL STUDENTS, BOTH MALE AND FEMALE, MUST BE DRESSED AS FOLLOWS:**

**Pants/Trousers/Slacks**

Slacks Only  
Dark blue or black  
Worn above hips  
Properly sized  
No tears, rips or cuts  
No jeans or shorts  
No Skinny slacks/jeans

**Top**

Solid collared pull-over  
“polo shirt”  
Logo no larger than half-dollar  
Short or long sleeve  
Properly sized  
Tucked in so that pants waistband shows

**Shoes**

White/Black/Brown or Tan  
Tennis/athletic styles  
No sandals, open toe/heel  
No house shoes

**Undershirt (optional)**

White tee shirt  
No writing or pictures

**Belts (optional)**

Brown, black or white only

**Hair Accessories**

Elastic ponytail holders or “scrunchies”  
Knit headbands, ribbon  
Solid colors only: navy, black, white

**Male Appearance**

No Mustache or facial hair  
All Facial hair must be shaved off  
Sideburns stop at bottom of ear lobe  
Nails clipped short  
Hair away from face and neck

**Female Appearance**

Foundations/undergarments not visible thru polo shirt  
No dresses or skirts  
Nails no longer than 1/4" past fingertip  
No colored polish or nail tip (white French manicure ok)  
Hair away from face and neck

**PROHIBITED**

Gang styles or appearance  
Jewelry of any type  
Notched eyebrows  
Piercings including tongue rings  
Hair carvings or designs  
Sunglasses

Plastic or metal barrettes, clips, hair pins  
Plastic or metal headbands, picks/combs  
Hats/caps, bandanas, scarves, hairnets  
Inappropriate decorations, logos,  
advertising on tee shirts/jackets

**\*Solid Colored Shirts Allowed in White, Black, Navy Blue & Grey**

**\*Pants Must be Straight Leg, Black or Navy Blue**

**\*(No Joggers, No Cargo Pants, No Jean Material Pants, No Stretchy Pants)**

## SECTION VI: DAILY PROCEDURES

### INDIVIDUAL CHECK-IN PROCEDURES

- Removal of outerwear (coats, sweaters, scarves and hoodies, etc.)
- Metal detection/scanning of students.
- Pocket check
- Shoe/sock check
- Required to turn in all items brought to campus (money, jewelry, electronics, etc.)
- DO NOT BRING MONEY
- Permitted items (keys, lunch) must be turned in prior to metal detection.
- Failure to turn in items is considered the same as concealing (on the body, in clothing, underwear, shoes or socks).
- Any item voluntarily surrendered by the student /discovered by a staff member will be held by the Principal/designee and parents will be notified unless item is dangerous and prohibited.
- If the student violates an arrangement for a specially-approved item, it will be confiscated.
- Each student will also complete a similar check-out procedure daily.

### SEARCHES

IF THERE IS REASONABLE CAUSE, A STUDENT IS SUBJECT TO SEARCH, IN AN APPROPRIATE MANNER BY APPROPRIATE PERSONNEL.

### BACKPACKS, BAGS, PURSES, MONEY

- Backpacks, book bags, purses, or items of this nature are not allowed on the bus or CAP campus.
- Wallets must be turned in and will be searched.
- The student should not bring money to CAP. Money surrendered that is less than \$2 will be returned at the first incident. **Money confiscated a second time and money in excess of \$2 will be confiscated and held by the Principal/designee and parent will be notified.**

### CELL PHONES AND OTHER ELECTRONIC DEVICES

- The student may not board the bus with devices such as cell phones, air buds, MP3 players, iPods, cameras, or other similar items.
- Transportation rules for the student's district of residence regarding items on the bus will be followed according to that district's guidelines.
- If a student has brought or concealed a cell phone, the student will be required to sign the Notice of Phone Confiscation Form for each incident (refer to form A, attached at the end of this handout) and the following policy will apply.
  - ✓ **1<sup>st</sup> Warning** Parent Notification
  - ✓ **2<sup>nd</sup> Warning** Electronic Device will be confiscated and parent will have to pick-up from CAP.
  - ✓ **3<sup>rd</sup> Warning** Electronic Device will be confiscated and will not be returned until the student's completion at CAP.

### Telecommunications and Other Electronic Devices

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

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

## GUM/CANDY

- Gum and candy are prohibited items and will be confiscated.
- Disciplinary action can occur if the student violates this rule.

## SMOKING/TOBACCO/Vape Pens/Cartridges and E-Cigarettes Prohibited

- Tobacco products in a student's possession will be confiscated at the bus stop or at CAP. "Bus stop" is defined as the location at which a student boards the bus.
- Smoking at the bus stop may result in suspension or additional days added to placement for a minimum of one day regardless of age.
- Local law enforcement may intervene.
- Parents of minors will be notified.

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity.

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

## MEDICATIONS

A CAP student under the influence or in possession of any sort of a drug on the bus or on school grounds who does not strictly abide by CAP, district and state laws is subject to an extension, a new CAP placement or expulsion to JJAEP.

- Some types of prescription medication should be brought to CAP by the parent.
- **Any other medicine** should be given to the bus driver or monitor.
- For prescription medications taken on campus, the parent must submit a form "**Physician's Request for Administration of Medication by School Personnel**" which includes written doctor's orders and a statement from the parent/guardian.
- Parent must provide over-the-counter remedies such as aspirin or Tylenol
- CAP does not have a nurse or clinic aide on campus. SFISD nurse may be called to assist in serious issues.
- Students with asthma and diabetes will leave their supplies in the Principal's office.

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

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

Only authorized employees, in accordance with policy FFAC, may administer:

- Prescription medication, in the original, properly labeled container, provided by the parent, along with a written request.
- Prescription medication from a properly labeled unit dosage container filled by a registered nurse or another qualified district employee from the original, properly labeled container.
- Nonprescription medication, in the original, properly labeled container, provided by the

parent along with a written request.

- Herbal or dietary supplements provided by the parent only if required by the student's individualized education program (IEP) or Section 504 plan for a student with disabilities. Whether a student is at the elementary or secondary level, if sunscreen needs to be administered to treat any type of medical condition, this should be handled through communication with the school nurse so that the district is made aware of any safety and medical issues.

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

If the student has been prescribed asthma or anaphylaxis medication for use during the school day, the student and parents should discuss this with the school nurse or principal.

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

## **ILLNESS**

- If a student becomes ill, CAP will call the parent/guardian to discuss whether the student should go home.
- A student who has a fever should not remain at school.
- No student will be released to anyone except parent/guardian or emergency contact listed.
- Anyone authorized to pick up a student must be at least 18 years old and may be required to provide a picture ID.

## **RESTROOM**

- Daily trips to the restroom are limited and monitored by staff and deputies.
- Individual requests are handled at the teacher's discretion.
- Students will be allowed to enter the restroom one at a time and may be monitored by CAP personnel.
- If a student has a condition requiring special considerations, that circumstance should be established at orientation.

## **MEALS**

- Meals are prepared at a regular campus and delivered to CAP.
- There are no food or drink vending machines.
- Sharing of food or drink is prohibited.

## **BREAKFAST**

- Breakfast items from home may not be brought to school.
- The student may order breakfast upon arrival.



## LUNCH

- The parent may not drop off a fast-food lunch.
- Students may not share, exchange, or give away food or bring extra food to distribute.
- The student may bring a sack lunch from home.
- Use a disposable bag; lunch will be inspected.
- "Lunch" such as a bag of chips and a candy bar are prohibited and will be thrown away.
- Drinks for lunch
  - ✓ Open containers/refillable bottles are NOT allowed and will be thrown away.
  - ✓ Drinks must be in the original sealed container.
  - ✓ DO NOT BRING CARBONATED DRINKS.

## ABSENCES

- Please call CAP by **9:00 a.m.** for any absence.
- Send a signed excuse within **three days** after the student's absence, in addition to phone notice.
- If a child is absent from school for five consecutive days, a doctor's statement is **required** upon the child's return to school.
- "If a student is absent from school without an excuse for 10 or more days or parts of days within a six-month period in the same school year, or on three or more days or parts of days within a four -week period, the parent may be prosecuted for "Parent Contributing to Truancy," and the student may be prosecuted for "Failure to Attend School."
- To receive credit for a course, a student must attend 90% of the classes.

When a student is absent from school, the student – upon arrival or returning to school – must bring a note signed by the parent that describes the reason for the absence. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. Notes for an absence shall be submitted to the school within 3 days of the student's return. A phone call from the parent may be accepted, but the district reserves the right to require a written note. Absence notes received after the three day requirement may not be accepted as documentation for an absence and the absence will be documented as an unexcused absence.

The campus will document in its attendance records for the student whether the absence is considered by the district to be excused or unexcused. Please note that, unless the absence is for a statutorily allowed reason under compulsory attendance laws, the district is not required to excuse any absence, even if the parent provides a note explaining the absence. Excuse notes from parents/guardians must include the following:

- Written on a full sheet of paper
- Full legal name
- The reason of the absence of each date listed
- A contact phone number for the parent/guardian
- The date the excuse is written
- A student is not allowed to sign a parent's name even with the parent's permission. Such a signature may be considered forgery and will result in disciplinary action.
- Absences not documented with written excuses will be considered unexcused.

## SECTION VII: ACADEMICS AND INSTRUCTIONAL MATTERS

### COMPUTER AND INTERNET USE

- Students must abide by the CAP policies for using the computer and any online materials.
- Internet use is limited to those sites approved by the teacher and required for assignments.

## **Unacceptable and Inappropriate Use of Technology Resources**

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or personally owned, if it results in a substantial disruption to the educational environment.

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

In addition, any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion. While at the CAP Program extended days or new placement may occur.

## **FOREIGN LANGUAGE CLASSES**

- Students may complete Spanish 1 and 2 through the online curriculum when necessary, to complete the passing of the semester. Any student who begins CAP at the beginning of the semester will not be enrolled in Spanish or French without approval from the home campus, based on past grades.
- American Sign Language (ASL) classes will not be offered at CAP.

## **GRADUATING SENIORS**

- The expelling district shall determine whether a CAP student will participate in the graduation ceremony.
- Contact the principal of the district campus for information.

## **PROGRESS AND GRADE REPORTS**

- Reports will be issued according to the Dickinson ISD calendar.
- Students receiving Special Education services will be issued updated IEP progress reports per ARD requirements.
- If a student or parent/guardian has questions regarding a grade or student progress in class, contact Lisa Davis at (409) 925-9475 and she will relay the message to the teacher responsible for the grade.

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every 9 weeks.

At the end of the first three weeks of a grading period and distributed during the fourth week of a nine-week grading period, parents will be given a written progress report if their child's performance [in any course/subject area OR in English language arts, mathematics, science, or social studies] is near or below 70, or is below the expected level of performance. If the student receives a grade lower than 70 in any class or subject at the end of a grading period, the parent will be notified and if necessary a conference will be scheduled. At the CAP Program, students will be assigned to individual intervention times (tutorials).

Teachers follow grading guidelines that have been approved by the principal pursuant to the board-adopted policy and are designed to reflect each student's relative mastery of each assignment for the grading period,

semester, or course. State law provides that a test or course grade issued by a teacher cannot be changed unless the board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the district's grading policy. [See policy EIA (LOCAL) and **Grading Guidelines**.]

### **SUMMER SCHOOL**

- CAP does not offer summer school.
- The home campus will notify students regarding summer classes necessary for promotion or grade placement.

### **PLEDGES OF ALLEGIANCE AND A MINUTE OF SILENCE**

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

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

### **PRAYER**

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

### **Emergency School-Closing Information**

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

If the campus must close, delay opening, or restrict access to the building because of an emergency, the district will alert the community in the following ways:

### **SEVERE WEATHER CONDITIONS**

Should a severe weather alert and/or heavy rains that cause flooding occur at dismissal times, children will be retained in their classrooms until it is deemed safe to dismiss them, unless they are picked up by their parents.

### **EMERGENCY SCHOOL CLOSING INFORMATION**

Monitor local radio (KTRH 740AM) and television for information regarding school closures. Information on school closures is also available on the Web at [www.school-closings.net](http://www.school-closings.net).

### **CAP WILL SEND MESSAGES TO PARENTS UTILIZING THE REMIND APP AND PHONE CALLS**

## **EXIT LEVEL TEST**

Students will be required to take the STAAR EOC assessments as part of their graduation requirement. Students must meet with level 2 score for each subject area in order to graduate. Students may take the STAAR EOC assessments as many times as they need in order to achieve required passing score. Required STAAR assessments are:

- English Language Arts I
- English Language Arts II
- Algebra I
- Biology
- US History

## **REQUIREMENTS TO PARTICIPATE IN THE GRADUATION CEREMONY**

CAP students must obtain approval from their district superintendents or designee to participate in the graduation ceremony. Only those students who have met all requirement for graduation, including passing all required STAAR assessments (or met IGC requirements) and attended mandatory graduation practices shall be allowed to participate.

**All students participating in the graduation ceremony must attend all mandatory graduation practices set by the Principal. Students who do not participate in practices will not participate in the ceremony.**

## **FINANCIAL AID APPLICATION REQUIREMENT**

Each high school senior in a Texas public school district or open enrollment charter school must complete and submit a Free Application for Federal Student Aid (FAFSA) or a Texas Application for State Financial Aid (TASFA) as a state requirement for graduation. Texas Education Code 28.0256 allows a student to opt out of the financial aid application graduation requirement by submitting a signed form that authorizes the student to decline. To authorize a student to opt out of the financial aid application graduation requirement, the Financial Aid Application Opt-Out Form must be signed by one of the following:

Option I: A student age 18 years or older or emancipated minor under Chapter 31, Texas Family code

Option II: The student's parent or guardian and the student.

### Financial Aid Application Opt-Out Form

Financial aid applications inform postsecondary institutions' decisions about student eligibility for federal, state, and institutional funds. Financial aid awards can help students pay for their educational expenses after high school.

Each high school senior in a Texas public school district or open enrollment charter school must complete and submit a Free Application for Federal Student Aid (FAFSA) or a Texas Application for State Financial Aid (TASFA) as a state requirement for graduation. Texas Education Code §28.0256 allows a student to opt out of the financial aid application graduation requirement by submitting a signed form that authorizes the student to decline.

To authorize a student to opt out of the financial aid application graduation requirement, the Financial Aid Application Opt-Out Form must be signed by one of the following:

OPTION I: A student age 18 years or older or emancipated minor under Chapter 31, Texas Family Code

OPTION II: The student's parent or guardian and the student

OPTION III: A school counselor, for good cause as determined by the school counselor, and the student

*Students under 18 years of age may only be authorized to decline under OPTION II or OPTION III.*

Student Printed Name:		Date of Birth:
District/Charter School:	Campus:	

Submitting a *Financial Aid Application Opt-Out Form* does not prohibit a student from completing and submitting a financial aid application at any time in the future.

#### OPTION I: STUDENT AUTHORIZATION

My signature below certifies that I am 18 years of age or older or an emancipated minor and am authorized to decline to complete and submit a financial aid application on my own behalf.

Student Signature:	Date:
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#### OPTION II: PARENT AUTHORIZATION

My signature below authorizes my child to decline to complete and submit a financial aid application.

Parent/Legal Guardian Signature:	Date:
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Parent/Legal Guardian Printed Name:

I am under the age of 18 and with my parent's authorization, I decline to complete and submit a financial aid application.

Student Signature:	Date:
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#### OPTION III: COUNSELOR AUTHORIZATION

My signature below certifies that reasonable efforts to fulfill obligations to the student have been made, but for good cause I have authorized the student to decline to complete and submit a financial aid application.

School Counselor Signature:	Date:
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School Counselor Printed Name:

I am under the age of 18 and with my counselor's authorization, I decline to complete and submit a financial aid application.

Student Signature:	Date:
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CAP students will participate in state testing (STAAR EOC) per the state assessment schedule during the fall and spring.

## **VIDEO CAMERAS**

For safety purposes, video is used to monitor student behavior, including on buses on campus. Due to the confidentiality of students, school videos will not be made available for parental review.

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

## **ADDITIONAL INFORMATION**

This school periodically applies pesticides. Information concerning these applications may be obtained from Ryan Boone at Operations and Facilities, 3303 Owens Drive, Dickinson, Texas 77539 (281) 229-7250. Dickinson I.S.D. is working hard to maintain compliance with federal and state regulation concerning asbestos. Should you desire to review the management plan for your child's school, a copy of the plan is available at Operations and Facilities, 3303 Owens Drive, Dickinson Texas 77539 (281) 229-7250. If you have any questions, about our plan or this federally mandated program, please contact Ryan Boone.

- ❖ *If you have a disability, please advise Dickinson I.S.D. about special arrangements that may allow you to fully participate in a meeting, workshop, etc., by calling Laurie Goforth Rodriguez at (281) 229-6020.*

## **Options and Requirements for Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

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

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of 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 designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is the **school counselor** for each home campus. If you need further assistance, please call the Director of Special Programs as listed below.

Contact Person: Laurie Goforth Rodriguez Phone Number: 281-229-6020

## **Notification to Parents/Guardians about Teacher and Paraprofessional Qualifications**

As a parent/guardian of a student in the Dickinson Independent School District, you have the right to know the professional qualifications of the classroom teachers and paraprofessionals who instruct your child.

The federal law requires that the school district provide this information to you in a timely manner if you request it. Specifically, you have the right to request the following information about each of your child's teachers and paraprofessionals:

- Whether the teacher meets the state qualifications and licensing criteria for the grades and subjects he or she teaches;
- Whether the teacher is teaching under emergency or professional status because of special circumstances;
- The teacher's college major, whether the teacher has any advanced degrees, and the field of discipline of the certification or degree; and
- Whether the paraprofessionals provide services to your child, and, if so, their qualifications.

If you would like to receive any information, please contact CAP at 409-925-9475.

**Parent Notification Teachers Not “Highly Qualified” Compliance with P.L. 107-110, Section 1111(h) (6) (B)**

As a parent of a student at CAP, you have the right to know if your child has been assigned or has been taught for four or more consecutive weeks by a teacher who does not meet the Federal requirements of “highly qualified.” According to the No Child Left Behind Act of 2001 [P.L. 107-110, Section 9505(23)], a highly qualified teacher is one who: Has obtained a Bachelor's degree; Has demonstrated competency in the subject area assigned to teach; Has obtained full State certification as a teacher or has passed the State teacher licensing examination; and Has not had certification or licensure requirements waived on an emergency, temporary, or provisional basis. If you have any questions regarding this notice, please contact Mrs. Pratt at 409-925-9475.



# IN AN EMERGENCY TAKE ACTION



## **HOLD! In your room or area. Clear the halls.**

### **STUDENTS**

Clear the hallways and remain in room or area until the "All Clear" is announced  
Do business as usual

### **ADULTS**

Close and lock door  
Account for students and adults  
Do business as usual



## **SECURE! (Lockout) Get inside. Lock outside doors.**

### **STUDENTS**

Return to inside of building  
Do business as usual

### **ADULTS**

Bring everyone indoors  
Lock outside doors  
Increase situational awareness  
Account for students and adults  
Do business as usual



## **LOCKDOWN! Locks, lights, out of sight.**

### **STUDENTS**

Move away from sight  
Maintain silence  
Do not open the door

### **ADULTS**

Recover students from hallway if possible  
Lock the classroom door  
Turn out the lights  
Move away from sight  
Maintain silence  
Do not open the door  
Prepare to evade or defend



## **EVACUATE! (A location may be specified)**

### **STUDENTS**

Leave stuff behind if required to  
If possible, bring your phone  
Follow instructions

### **ADULTS**

Lead students to Evacuation location  
Account for students and adults  
Notify if missing, extra or injured students or adults



## **SHELTER! Hazard and safety strategy.**

### **STUDENTS**

Use appropriate safety strategy for the hazard

#### **Hazard**

Tornado  
Hazmat  
Earthquake  
Tsunami

#### **Safety Strategy**

Evacuate to shelter area  
Seal the room  
Drop, cover and hold  
Get to high ground

### **ADULTS**

Lead safety strategy  
Account for students and adults  
Notify if missing, extra or injured students or adults

TEXAS  STATE  
TEXAS SCHOOL SAFETY CENTER



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## **COASTING TO SUCCESS**

CAP Staff are

**C**aring

**A**cademic

**P**rofessionals

CAP Students are

**C**ourteous

**A**chievers

*With A*

**P**urpose