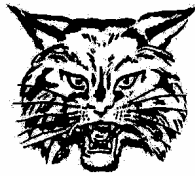


Cayuga Middle School

2008-2009

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

P.O. Box 427/Hwy. 287
Cayuga, Texas 75832
Telephone: (903) 928-2699
Web Site: <http://www.cayuga.esc7.net/>



Rick Webb
Superintendent

Sherri McInnis
Principal

CAYUGA SCHOOL SONG

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

SCHOOL MASCOT: Wildcat

SCHOOL COLORS: Black & Gold

THIS BOOK IS THE PROPERTY OF:

WILDCAT: _____

ADDRESS: _____

TELEPHONE: _____

LOCKER NO.: _____

GRADE: _____

WELCOME!

TO THE STUDENT:

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

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

Sherri McInnis	Middle School Principal	928-2699
Judy Fortner	Middle School Secretary	928-2699
Pam Taylor	Counselor	928-2965
Kim Dublin	Counselor Secretary/PEIMS	928-2965
Beverly Scheppler	School Nurse	928-2786
Tommy Allison	Athletic Director	928-2521
Joey Fitzgerald	Transportation Director	928-2903
Shelli Richards	Cafeteria Director	928-2959

MISSION STATEMENT FOR CAYUGA MIDDLE SCHOOL:

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

Notice of update policy:

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

Cayuga I.S.D. does not discriminate on the basis of race, religion, color, national origin, sex, or handicap (Title II of the Americans with Disabilities Acts, ADA) in providing education services.

Pam Taylor has been designated to coordinate compliance with the nondiscrimination requirements of Title IX. She may be contacted at 928-2965.

Also, Ms. Taylor has been designated to coordinate with the nondiscrimination requirements of Section 504 of the Rehabilitation Act. She may be contacted at 928-2965.

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

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

Pest Control Information:

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district's Maintenance Director, Pete Talley, by calling 928-2903.

Services for the Homeless and for Title I Participants:

Liaison for the Homeless Children and Youths, who coordinates services for homeless students: Pam Taylor, Counselor. Title I program information: Contact campus principal, Sherri McInnis.

Students with Disabilities:

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

FOREWORD

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

This CMS handbook contains essential information regarding school policies and administrative regulations that govern the middle school students. This information has been prepared to help you understand some of our school policies. The handbook is organized alphabetically by topic. Throughout the handbook, the term "the student's parent" means parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. We have attempted to include the policies and information most helpful and beneficial to the Cayuga Middle School Students.

Students and parents also need to be familiar with Cayuga I.S.D. Student Code of Conduct, which sets out the consequences for inappropriate behavior. The Student Code of Conduct is required by state law and is intended to promote school safety and an atmosphere for learning. This document may be found as an attachment (PART II) to this handbook and posted in the middle school office.

While this handbook does not include all the policies of our school and may be revised as the Texas Education Agency changes the rules and laws, it will serve as a guide to both students and parents. The handbook is designed to be in harmony with Board policy and the Student Code of Conduct adopted by the Board. In case of conflict between a Board policy or the Student Code of Conduct and provisions of student handbooks, provisions of policy of the Student Code of Conduct most recently adopted by the Board shall prevail. A copy of the district's policy manual is available for review in the school office or online at www.cayuga.esc7.net.

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

Sincerely,

Sherri McInnis, Middle School Principal

BOARD OF TRUSTEES

Jeff Gunnels	President
Doug Lightfoot	Vice-President
Todd Richards.....	Secretary
Jody Radford.....	Assistant Secretary
Jerry Don Kelley.....	Board Member
Donald Loving.....	Board Member
Jerry Sudduth.....	Board Member

**CAYUGA INDEPENDENT SCHOOL DISTRICT
MIDDLE SCHOOL STAFF
2008-2009**

ADMINISTRATION

Rick Webb	Superintendent
Bill Shead	CHS Principal
Sherri McInnis	CMS Principal
Tracie Campbell	CES Principal

MIDDLE SCHOOL STAFF

Greg Branch	Computer/Coach
Karrie Cox	Ag
Julie Croft	Reading
Alicia Daniel	History
Cheryl Ellis	Band
Deanna Frye	Art
Aundie Gunnels	Math
Debbie Grasty	History/Science
Nancy Griffey	Math
Greg Jenkins	Science/Coach
Cari Mullican	Language Arts
Ashley Radford	Special Education
Don Sharp	Science/Coach
Jodi Walthall	English

DIRECTORS

Shelli Richards	Cafeteria Director
Pam Taylor	Counseling
Pete Talley	Maintenance
Joey Fitzgerald	Transportation
Beverly Scheppler	Nurse
Barbara Gazaway	Special Education
Jackie Willingham	Librarian
Tommy Allison	Athletic Director
Ron Acevedo	Technology

OFFICE PERSONNEL

Kelly Bain	CHS Secretary
Judy Fortner	CMS Secretary
Bertha Williams	CES Secretary
Liz Sharp	Supt. Secretary
Carol Pugh	Tax Assessor/Collector
Kelly Gatewood	Business Manager
Kim Dublin	Counselor Secretary/ PEIMS

PARAPROFESSIONALS

Andrea Piwonka	Special Ed.
Rebecca Eckerman	Math

MS CLASS SPONSORS

6th Grade:	Gunnels; Grasty; Radford
7th Grade:	Croft; Jenkins; Walthall
8th Grade:	Cox; Daniel; Griffey; Mullican; Sharp
Cheerleading:	A. Radford
Student Council:	A. Daniel
MODEL U.N.:	D. Grasty and A. Daniel
U.I.L. Coordinator:	N. Griffey
U.I.L. One-Act Play:	To be filled
Peer Mediation:	N. Griffey

STUDENT HANDBOOK

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

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

STUDENT INFORMATION

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

SOCIAL SECURITY NUMBERS

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

SUPERVISION OF STUDENTS

Supervision of students before and after school is a genuine concern to us. The buildings are not open, and there is no supervision provided before school opens. Therefore, we cannot assume responsibility for the safety and welfare of your son/daughter before 7:30 a.m. or after 3:45 p.m.

We are asking that you make a special effort to see that your child does not arrive at school before 7:30 a.m. and is picked up by 3:45 p.m., unless he/she is transported by CISD buses. A thirty minute curfew is in affect following the conclusion of any ball game or other event held at Cayuga High/Middle School. All students should be picked up on or off campus no later than thirty minutes after the event ends.

TEST DATES CAYUGA MIDDLE SCHOOL 2008-2009

Ohio Interest Survey: Fall 2008 – 8th grade

TAKS and TAKS-M:	March 3, 2009 –	7 th grade – Writing (TAKS & TAKS-M) 8 th grade – Reading (TAKS & TAKS-M)
	April 7, 2009 -	8 th grade – Math (TAKS & TAKS-M)
	April 28, 2009-	6 th & 7 th – Math (TAKS & TAKS-I)
	April 29, 2009 –	6 th , 7 th & 8 th (retest #2) – Reading (TAKS & TAK-M)
	April 30, 2009-	8 th grade - Science (TAKS & TAKS-M)
	May 1, 2009 –	8 th grade – Social Studies (TAKS & TAKS-M)
	May 19, 2009 -	8 th grade (retest #2) - Math
	June 30, 2009 -	8 th grade (retest #3) - Math
	July 1, 2008 -	8 th grade (retest #3) - Reading

**Cayuga Middle School
Bell Schedule
2008-2009 School Year**

TUTORIAL/ACTIVITY	7:45 a.m. – 7:55 a.m.
PERIOD 1	8:00 a.m. – 8:52 a.m.
PERIOD 2	8:56 a.m. – 9:48 a.m.
MORNING BREAK	9:48 a.m. – 10:00 a.m.
PERIOD 3	10:00 a.m. – 10:52 a.m.
PERIOD 4	10:56 a.m. – 11:48 a.m.
MS LUNCH	11:52 a.m. – 12:22 p.m.
PERIOD 5	12:26 p.m. – 1: 16 p.m.
PERIOD 6	1: 20 p.m. – 2:10 p.m.
PERIOD 7	2: 14 p.m. – 3:05 p.m.
AFTER-SCHOOL TUTORIAL/ DETENTION	3:05 p.m. – 3: 35 p.m.

GENERAL INFORMATION

WHAT TO DO IF...

You need to see the principal...

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

You need to see the counselor...

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

You need to see a certain teacher...

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

You are late to class...

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

You have been absent..

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

You need to leave school...

If you have a doctor's appointment or must leave school for some other reason, present a note signed by your parent or guardian in the attendance office before 8:00 a.m. Before leaving school, check by the office and sign the checkout sheet. Failure to properly check out through the office will result in disciplinary action.

You are hurt or ill...

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

You have lost a book...

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

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

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

You want an announcement made...

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

You want advice about schedules, personal problems...

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

You want a transcript of your record...

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

You want a verification of enrollment form...

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

You want to withdraw from school...

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

You want a poster or sign displayed...

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

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PART II - Student Code of Conduct

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ACADEMIC AWARDS

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

ARRIVAL AND LEAVING CAMPUS

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

- A. The student has administrative approval;
- B. The student has met the required academic schedule, has parental permission, and administrative approval;
- C. The Superintendent or his designee may allow a student to leave school and return (such as a doctor's appointment) or deny the student the right to return to school during school hours.

ASSEMBLIES

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

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

ATHLETIC PARTICIPATION

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

ATTENDANCE/PERFECT ATTENDANCE

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

Compulsory Attendance:

State law requires that a student between the ages of 6 and 18 attend school, as well as any applicable accelerated instruction programs, extended year programs, or tutorial sessions, unless the student is otherwise legally excused exempted or excused. Once enrolled in prekindergarten or kindergarten, a child shall attend school. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from school; from any class; from required special programs, such as additional special instruction (termed "accelerated instruction" by the state) assigned by the grade placement committee or from required tutorials will be considered truant and subject to disciplinary action.

(con't. on next page)

Truancy may also result in assessment of penalty by a court of law against the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

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

Attendance for Credit:

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. Students who are in attendance for fewer than 90 percent of the days in a semester shall not be given credit for the class unless the attendance committee finds that the absence (s) are the result of extenuating circumstances and how the student can regain credit, if appropriate.

When returning to school after an absence:

- A student must bring a note signed by the parent describing the reason for or the absence to the principal's office. Notes signed by the student, even with the parent's permission, will be considered a forgery and the student will be disciplined. All absences without parent notes will be considered unexcused absences.
- When a student's absence for personal illness exceeds five consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition requiring the student's extended absence from school. The attendance committee may, if the student has established a questionable pattern of absences, also require a physician's or clinic's statement of illness after a single day's absence as a condition of classifying the absence as one for which there are extenuating circumstances.
- The principal or designee will make all decisions concerning excused or unexcused absences. The decision will be reviewed by the attendance committee.
- The District shall accept the following as extenuating circumstances for the purpose of granting credit for a class: *personal illness, sickness or death in the immediate family, quarantine, weather or road conditions, participation in approved extracurricular activities, religious holidays, and any other unusual cause acceptable to attendance committee.* A student whose absence is excused for religious holy days shall not be penalized for the absence and shall be counted as having attended for purposes of calculating the average daily attendance in the District. If the student has a documented appointment with a health care professional during regular school hours and that student starts school or returns to school on the same day as the appointment, the absence will be excused. The appointment should be supported by a note or other document from the health care professional. A student whose absence is excused for a doctor's appointment will not be penalized for the absence and will be counted as if the student attended school for purposes of ADA. Additionally, the student will be given a reasonable time to make up any missed work.
- If the attendance committee finds there are no extenuating circumstances for the absence, the committee shall deny credit for the class. The student will have an opportunity to regain credit by attending before/after-school or Saturday school designated by the principal. If a student is denied credit for a class by an attendance committee, the student may appeal the decision to the board of trustees.

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

BULLYING

Bullying occurs when a student or group of students directs written or verbal expressions or physical conduct against another student and the behavior results in harm to the student or the student's property, places a student in fear of harm to himself or his property, or is so severe that it creates an intimidating, threatening or abusive educational environment.

The board has established policies and procedures to prohibit bullying and to respond to reports of bullying. [See FFI(LOCAL)]

CAFETERIA SERVICES

Cafeteria facilities for hot lunches as well as hamburgers, french fries, etc., are available at the choice of the student. Students must observe orderly conduct in the cafeteria area and should place trays, disposable

cartons, etc. in the proper areas. No food will be allowed outside cafeteria, on playground, gym, etc. Eating outside is allowed at picnic table area only.

The District participates in the National School Lunch Program and offers free and reduced-price meals based on a student's financial need. Information can be obtained from Shelli Richards. There will be no lunch charges. The cost of ms student lunch is \$2.00 (Line 1) and \$2.00 (Line 2) and ms student breakfast is \$1.25. You must pre-pay your lunch account. If there is no money in your account, you will not be allowed to charge. This will not affect free lunches.

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

The Cayuga Middle School campus is closed during both lunch periods for all students. All students must bring their lunch or eat in the cafeteria.

CLUBS

Student clubs and performing groups, such as band and athletic teams, may establish rules of conduct – and consequences for misbehavior – that are more strict than those for students in general. If the violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization. Each student member of a group imposing a stricter standard shall be notified of the standards of behavior and of the specific consequences for violation of the standards.

CHEATING/PLAGIARISM/ACADEMIC DISHONESTY

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

COMPLAINTS

Students or parents who have a complaint should first discuss the matter with the teacher. If the outcome of that discussion is not satisfactory, they can submit a written complaint and request a conference with the principal. If not satisfied at that level, they can request a conference with the superintendent or designee and, ultimately, appear before the Board of Trustees, in accordance with Board Policy, FNG (LOCAL). A copy of this policy may be obtained in the principal's or Superintendent's office or on the District's Web site at www.cayuga.esc7.net.

Some complaints require different procedures as listed below. Any campus office or the Superintendent's office can provide information regarding specific processes for these complaints. Specialized complaint procedures exist regarding:

- Discrimination on the basis of gender: FB
- Sexual abuse or sexual harassment of a student: FNCJ
- Loss of credit on the basis of attendance: FDD
- Teacher removal of a student for disciplinary reasons: FOAA
- Removal of a student to a disciplinary alternative education program: FOAB
- Expulsion of a student: FOD and Student Code of Conduct
- Identification, evaluation, or educational placement of a student with a disability within the scope of Section 504: FB
- Identification, evaluation, or educational placement of a student with a disability within the scope of IDEA: EHBA and parents' rights handbook provided to parents of all students referred to special education
- Instructional materials: EFA
- On-campus distribution of nonschool materials to students: FMA
- Complaint against District peace officers: CKE

COMPUTER RESOURCES

District resources have been invested in computer technology to broaden instruction and to prepare students for an increasingly computerized society. Use of these resources is restricted to students working under a teacher's supervision and to approved instructional purposes only. Students and parents will be asked to sign an agreement regarding appropriate use of these resources; violations of this agreement may prompt termination of privileges and other disciplinary action. (See Section III of handbook)

Students and their parents should be aware using District computers is not private and may be monitored by District staff. (Policy CQ)

CONDUCT

Applicability of School Rules and Discipline:

As required by law, the board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior- both on and off campus- and consequences for violation of the standards. Students need to be familiar with the standards set out in the Student Code of Conduct, as well as the Discipline Management Plan, and campus and classroom rules. (See Section II of handbook)

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

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

Disruptions:

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

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

CONTAGIOUS DISEASES

To protect children from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who have been exposed to the disease can be alerted. The principal shall exclude from attendance any student suffering from a reportable disease.

These diseases include:

amebiasis	hepatitis, viral (A, B, or C)	rubella (German measles), including congenital
campylobacteriosis	impetigo	salmonellosis, including
chickenpox	infectious mononucleosis	typhoid fever
common cold with fever	influenza	scabies
fifth disease (erythema infectiosum)	measles (rubeola)	shigellosis
gastroenteritis, viral	meningitis, bacterial	streptococcal disease
giardiasis	mumps	tuberculosis, pulmonary
head lice (pediculosis)	pinkeye (conjunctivitis)	whooping cough
	ringworm of the scalp	

Bacterial Meningitis:

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

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 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. 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 lab results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

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

HOW IS BACTERIAL MENINGITIS SPREAD?

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

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

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

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

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

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

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

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

CORPORAL PUNISHMENT

Corporal punishment, spanking or paddling the student, may be used as a discipline management technique in accordance with the student code of conduct. Corporal punishment will be governed the the following conditions:

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

The District shall honor a parent request that corporal punishment not be administered to his or her child; however, the District shall impose other disciplinary measures consistent with the offense.

COUNSELING

A. Academic Counseling

Students are encouraged to talk with school counselors, teachers, and principals in order to learn more about the curriculum, course offerings, graduation requirements for middle school. Students who are interested in attending college, university, training school, or some other advanced education facility should work closely with the counselor so they may take the high school courses that will best prepare them for further study. Each spring, students in grades 6 through 8 will be provided information on anticipated course offerings for the next year and other information that will help them make the most of academic and vocational opportunities.

B. Personal Counseling

School counselors are also able to help students with a wide range of personal concerns. Counselors are familiar with community resources and may direct students to other sources of information and assistance. Students who wish to discuss academic or personal concerns with a counselor should go to the Counselor's Office. All matters will be held in strictest confidence.

C. Testing

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

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

COURSE OFFERINGS

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

6th grade: (Minimum of 7 units)

English language arts (1 unit shall be reading)	2 units
Mathematics	1 unit
Science	1 unit
Social Studies	1 unit
Physical Education	1 unit
**Fine Arts/Speech/Electives	1 unit
*Reading Improvement	0 or 1 unit

Health (no unit requirement, but student shall receive instruction in TEKS through other courses)

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

**Electives: Band/ Art/ Keyboarding

(con't. on next page)

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

English Language Arts (1 unit shall be reading for 7 th)	3 units
Mathematics	2 units
7 th Science	1 unit
8 th Science	1 unit
Physical Education/Athletics	2 units
Texas History (grade 7)	1 unit
US History/Citizenship (grade 8)	1 unit
Technology Applications (grade 8)	1 unit
**Reading or Math Improvement	0, 1, or 2 units
***Electives: Band; Ag; Art; Speech; Food Tech/Personal Dev. *Spanish I (gr. 8)	2 units

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

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

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

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

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

A student who has previously taken a course or subject- but did not receive credit for it- may, in circumstances determined by the teacher and counselor or principal, be permitted by the District to earn credit by passing an exam on the TEKs defined for the course or subject. To receive credit, a student must score at least 70 on the exam.

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

CREDIT BY EXAMINATION (If a Student Has Not Taken the Course)

Cayuga I.S.D. students are eligible to take the Credit by Examination (Without Prior Instruction) offered by the Region VII Education Service Center at Longview High School, Longview, Texas. These tests, designed by The University of Texas at Austin, are for students wishing to earn credit **without prior instruction. In order to receive credit, the student must score 90 percent or above.**

The complete four-test battery of exams (math, reading, language arts, science and social studies) is required for grades 1-6. For grades 7-8, each subject area to be tested covers the essential knowledge and skills for a whole year. For high school exams (grades 9-12), each test covers the essential knowledge and skills for one semester. For example, if a student wishes to skip English I, he/she must take the exam for English 1A and English 1B. Students failing the test the first time may retake it at a later time. **However, in grades 1-8, there is no reexamination opportunity for students not achieving a passing score of 90 for these exams.**

There will be a deadline to register for any of these exams. Testing dates will be posted in March/April. Registration will be in the counselor's office.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided they comply with the District's dress code. Please refer to Dress Code in PART II – Student Code of Conduct and Discipline Management Plan of handbook.

EMERGENCY MEDICAL TREATMENT and INFORMATION

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

EMERGENCY EVACUATION PROCEDURES

1. SHELTER IN PLACE

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

2. BUILDING EVACUATION

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

3. FIRE EVACUATION

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

4. SITE EVACUATION

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

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

EXTRACURRICULAR ACTIVITIES

Participation in school activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation is a privilege. While many of the activities are governed by the University Interscholastic League (UIL) – a statewide association of participating district – eligibility for participation in many of these activities is governed by state law as well as UIL rules:

1. A student who receives, at the end of any grade evaluation period, a grade below 70 in any academic class, other than an identified honors or advanced class, or a student with disabilities who fails to meet the standards in the Individual Education Plan (IEP) may not participate in extracurricular activities for at least three school weeks. For purpose of this paragraph, “student with a disability” means a student who is eligible for a district’s special education program under Section of 29.003 (b) of the Texas Education Code. An ineligible student may practice or rehearse, however. The student regains eligibility when the principal and teachers determine that he or she has: (1) earned a passing grade (70 or above) in all academic classes, other than those that are honors or advanced, and (2) completed the three weeks of ineligibility.
2. A student shall be allowed in a school year a maximum of *10 extracurricular absences not related to post-district competition*, a maximum of *5 absences for post-district* and a maximum of *2 absences for state competition*. Additional absences, up to *5 extracurricular absences* per school year, shall be permitted when a student has:
 - A grade average of at least 70 in all courses; and
 - A grade average of at least 70 in all courses for all six-week grading periods for which grade reports have been issued.
3. A student enrolled in a school district in this state or who participates in an extracurricular activity or a University Interscholastic League competition is subject to school district policy and UIL rules regarding participation only when the student is under the direct supervision of an employee of the school or district in which the student is enrolled or at any other time specified by resolution of the board of trustees of the district.

4. Sponsors of student clubs and performing groups such as band, cheerleaders and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization’s standards of behavior. For further information, see policies FM and FO.

*For more information about the district’s athletic program, see the Athletic Student Handbook.

FEES

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

1. Club dues
 2. The materials for a class project the student will keep
 3. Voluntary purchases of pictures, publications, class ring, etc.
 4. Student accident insurance and insurance on school-owned instruments
 5. Instrument rental and uniform maintenance
 6. Lost textbooks
 7. Fees for, lost, overdue or damaged library books and school-owned property
 8. Personal physical education and athletic equipment and apparel.
 9. Personal apparel used in extracurricular activities that becomes the property of the student.
- Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the principal.

FREEDOM FROM DISCRIMINATION/HARASSMENT

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

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

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

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

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

Examples of prohibited 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. However, all romantic and inappropriate social relationships, as well as all sexual relationships, between students and District employees are prohibited, even if consensual. (con’t. on next page)

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

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

Reporting Procedures: Any student (or the student's parent) who believes that he or she has discrimination, harassment or retaliation should immediately report the problem to a teacher, counselor, principal, or other District employee. The report may be made by the student's parent.

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

In the event 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.

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

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

FUND-RAISING

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

GIFTED/TALENTED PROGRAM FOR CAYUGA I.S.D

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

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

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

Nomination: Students may be nominated for the gifted and talented program at any time by teachers, counselors, parents or other interested persons.

Identification Criteria: Criteria to identify gifted and talented students has been established in the board-approved program for the gifted and talented. It is specific to the state definition of gifted and talented and ensures the fair assessment of students with special needs, such as the culturally different, the economically disadvantaged, and students with disabilities.

Parental Consent: Written parental consent shall be obtained before any special testing or individual assessment is conducted as part of the screening and identification process. All student information collected during the screening and identification process shall be an educational record, subject to the protections set out in policies at FL.

Selection: A selection committee composed of at least three professional educators who have received training in the nature and needs of gifted students shall be established at the elementary level and at the secondary level. This committee shall evaluate each nominated student according to the established criteria and shall select those students for whom gifted program placement is the most appropriate educational setting.

Assessments: Data collected through both objective and subjective assessments shall be measured against the criteria approved by the Board to determine individual eligibility for the program. Assessment tools may include but not be limited to the following: achievement tests, intelligence tests, behavioral checklists completed by teachers and parents, teacher nominations based on classroom observations, student/parent conferences, and student work products.

Notification: Parents and students shall be notified in writing upon selection of the student for the gifted program. Participation in any program or services provided for gifted students is voluntary. The District shall obtain written permission of the students and the parents before a student is placed in a gifted program.

Reassessment: The District shall reassess students to determine appropriate program placement when a student moves from the elementary level to the middle school and from the middle level to the high school level.

Transfer Students: When a student identified as gifted by a previous school district transfers into the District, the student's records shall be reviewed by the selection committee to determine if placement in Cayuga's program for gifted and talented students is appropriate.

The committee shall make its determination within 30 days of the student's enrollment in the District and receipt of transferred records and shall base its decision on the transferred records, observations reports of District teachers who instruct the student, and student and parent conferences.

Furloughs: Students unable to maintain satisfactory performance within the structure of the gifted and talented program may be placed on furlough by the selection committee. The purpose of such a furlough is to provide the student an opportunity to attain performance goals established by the selection committee. A furlough also may be granted at the request of the student and/or parent. A student may be furloughed for a period of time deemed appropriate by the selection committee. At the end of the furlough, the student's progress shall be reassessed and the student may re-enter the gifted program, be removed from the program, or be placed on another furlough.

Exit Provisions: Student performance in the program shall be monitored. A student shall be removed from the program at any time the selection committee determines it is in the student's best interest. If a student or parent requests removal from the program, the District shall honor that request after a conference with the selection committee or its representative.

Appeals: Parents or students may appeal any final decision of the selection committee regarding selection for or removal from the gifted program. Appeal shall be made first to the selection committee. Any subsequent appeals shall be made in accordance with FNG (Local) beginning at Level Two.

Program Evaluation: The gifted program shall be evaluated periodically, and evaluation information shall be shared with Board members, administrators, teachers, counselors, students in the gifted and talented program, and the community. The evaluation process shall ensure that those involved in the planning and implementation of the gifted program are also involved in its evaluation.

Community Awareness: The District shall ensure that information about the District's gifted and talented program is available to parents and community members and that they have an opportunity to develop an understanding of and support for the program.

GRADING

A. Grade Requirements

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

B. General Procedures

1. Reports cards which follow the grading system listed below will be issued every six weeks:
 - A – 90 – 100
 - B – 80 – 89
 - C – 70 – 79
 - F – Below 70 – Failing
2. At the end of the first three weeks of a grading period, the school district shall provide notice of grades to the parent or guardian.

3. Grades on returned papers will be justified through indication of errors or a statement of explanation.
 4. Excused and unexcused absences are determined by the principal's office.
 5. Grades will be validated by labeling the grade books, homework, tests, daily work, special projects.
 6. The academic grade will not be lowered because of poor conduct. Conduct and academic achievement will be kept separate on the report cards.
- C. Grading/Evaluation**
The assigning of a grade should reflect a student's mastery of the skills and content of the course. Six weeks grades shall be assigned according to the policy as set out by each teacher and approved by the building principal.
- D. Formative (On-going) Evaluations**
The purpose of formative on-going evaluations is to determine the student's mastery of instructional objectives as they are taught or shortly afterwards.
- E. Summative (Six Weeks Exam)**
The purpose of summative evaluations is to determine, in a more formal way, the mastery and retention of the instructional objectives. While all objectives are tested by on-going evaluations, only important ones, especially those basic to the future success of the student, should be included in the summative evaluations. Throughout the six weeks period, the teacher should prepare students for exams; indeed, on-going checks and tests are preludes to the major or final exam.
- F. Semester Exams – The semester exam shall count as 1/7 of the semester grade.**
All semester exams shall be comprehensive in nature. The exam must measure the mastery of the skills or content of the course. Portions of final exams may be given prior to exam days; however, at least some portion of the final must be given at the scheduled exam period.
- G. Conduct Grade –**
Middle school students will be issued a conduct grade on their report card every six weeks. It is separate from their academic grade. The criteria for the conduct grade will be determined by each teacher.
A conduct grade will include:
S – Satisfactory
N –Needs Improvement
U – Unsatisfactory

Graduation/Middle School End-Of-Year Program

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

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

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

Graduation Requirements for Graduates 2005 or Later (High School)

If you will be in the 11th grade in the spring of 2004 or later and you plan to graduate from a Texas public high school in the spring of 2005 or later, you will be required to pass the English language arts, mathematics, science, and social studies sections of a new exit level test. The first time you can take this test is in the spring of 11th grade. If you don't pass one or more parts of this test the first time you try, you can take that part again whenever it's given.

The 11th-grade exit level test will cover material about the following academic subjects:

- **English language arts**, including at least English III and writing
- **Mathematics**, including at least Algebra I and geometry
- **Social Studies**, including early American history and United States history
- **Science**, including at least biology and integrated chemistry and physics

NOTE: Completing the graduation testing requirements is just one of the things you'll need to do to get your diplomas. Be sure to check with your school counselor for information about your other graduation requirements.

For more information: Texas Education Agency – Student Assessment Division www.tea.state.tx.us/student.assessment

All students shall complete a minimum of 25 units of credit to receive a high school diploma. However, a student is required to follow the recommended plan or the advanced high school program (known as Distinguished Achievement Program). The two graduation programs for **entering freshmen of 2007-2008 and thereafter**.

DISCIPLINE	RECOMMENDED PROGRAM 26 CREDITS	DISTINGUISHED PROGRAM 26 CREDITS****
English Language Arts and Reading	4 credits English I, II, III, and IV Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	4 credits English I, II, III, IV Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
Mathematics	4 credits to include: Algebra I, Geometry, Algebra II, and one additional credit selected from Pre-Cal or Math Models. Advanced Placement (AP) or International Baccalaureate (IB) course may substitute.	4 credits to include: Algebra I, Geometry, Algebra II, and one additional credit selected from Pre-Cal or Math Models. Advanced Placement (AP) or International Baccalaureate (IB) course may substitute.
Science as	4 credits selected from the specified areas as indicated below. *Biology, AP Biology, or IB Biology *Integrated Physics and Chemistry (IPC) *Chemistry, AP Chemistry, IB Chemistry *Physics, Principles of Technology I, AP Physics, or IB Physics *Environmental Systems	4 credits selected from the specified areas indicated below. *Biology, AP Biology, or IB Biology *Integrated Physics and Chemistry (IPC) *Chemistry, AP Chemistry, IB Chemistry *Physics, Principles of Technology I, AP Physics, or IB Physics *Environmental Systems
Social Studies	3½ credits must consist of *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies Since Reconstruction (1 credit) *U. S. Government (1/2 credit) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	3½ credits must consist of *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies Since Reconstruction (1 credit) *U. S. Government (1/2 credit) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
Economics with emphasis on the free enterprise system and its benefits	½ credit	½ credit
Physical Education Personal	1½ credits to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.	1½ credits to include Foundations of Personal Fitness (1/2 credit) (Limit 2 credits) Can substitute: drill team, marching band, cheerleading, ROTC, athletics, Dance I-IV, approved private program, or certain career and technology education courses.

Health Education credit)	½ credit or Health Science Technology (1 credit)	½ credit or Health Science Technology (1 credit)
Language Other Than English in the	2 credits must consist of Level I and Level II in the same language	3 credits must consist of Level I, II and III same language
Fine Arts	1 credit (Speech may not substitute) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	1 credit (Speech may not substitute) Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
Speech	½ credit selected from either: Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation	½ credit selected from either: Communication Applications, Speech Communication, Public Speaking, Debate, or Oral Interpretation
Technology Applications	1 credit selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory- based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology. Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.	1 credit selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory- based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology. Advanced Placement (AP) or International Baccalaureate (IB) courses may substitute.
Program Credits Excluding Electives	22.5 credits	23.5 credits
Additional Components from Knowledge	3.5 credits from: The list of courses approved by the SBOE from Grades 9-12 (relating to Essential Knowledge and Skills). State-approved innovative courses. JROTC (1 to 4 credits), or Driver Education (.5 credit)	2.5 credits from: The list of courses approved by the SBOE Grades 9-12 (relating to Essential and Skills). State-approved innovative courses. JROTC (1 to 4 credits), or Driver Education (.5 credit)
Total Program & Elective Credits	26 credits	26 credits

*****DISTINGUISHED ACHIEVEMENT PROGRAM**

The Distinguished Achievement Program recognizes students who demonstrate levels of performance equivalent to college students or work done by professionals in art, science, business, industry, or in community service. Advanced measures focus on demonstrated student performance at the college or professional level. Student performance is assessed through an external review process.

Requirements of the Distinguished Achievement Program:

Students who participate in the recommended high school program must receive any combination of four of the following advanced measures (Example: two AP examinations, one college course; four AP examinations).

- ^ a score of three or above on the College Board Advanced Placement Examination;
- ^ a score of four or above on an International Baccalaureate examination;
- ^ a grade of 3.0 (B) or higher on courses that count for college credit, including tech prep programs;
- ^ a score on the PSAT that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation. The PSAT score may count as only one advanced measure regardless of the number of honors received by the student.

Beginning in the 2006-2007 school year, all students in grade 9 will be required to enroll in the Recommended High School Program or Distinguished Achievement Program. Permission to complete the Minimum Graduation Plan would be granted only if an agreement were reached among:

- The student;
- The student's parent or person standing parental relation; and
- The counselor
- The high school principal.

Designated students shall complete a minimum of 25 units of credit to receive a high school diploma. The minimum program is as follows for entering freshmen 2006-2007.

DISCIPLINE	MINIMUM PROGRAM 25 CREDITS
English Language Arts and Reading	4 credits – English I, II, III, and IV The fourth credit of English may be satisfied by either: English IV, Research/Technical Writing, Creative/Imaginative Writing, Practical Writing Skills, Literary Genres, Business Communications, Journalism, or Concurrent Enrollment in college English course.
Mathematics	4 credits to include: Algebra I, Geometry, Algebra II, and one local credit.
Science	4 credits to include one from Biology, Chemistry or Physics
Social Studies	3½ credits must consist of: *World History Studies (1 credit) *World Geography (1 credit) *U. S. History Studies since Reconstruction (1 credit) *U. S. Government (1/2 credit)
Economics with emphasis on the free enterprise system and its benefits	½ credit
Physical Education credits) cheerleading, ROTC, athletics, Dance I-IV,	1½ credits to include Foundations of Personal Fitness (1/2 credit) (Limit 2 Can substitute: drill team, marching band, approved private program, or certain career and technology education courses.
Health Education	½ credit or Health Science Technology (1 credit)
Languages Other Than English	None
Fine Arts	None
Speech	½ credit selected from either: Communication Applications, Speech Communications, Public Speaking, Debate, or Oral Interpretation
Technology Applications	1 credit selected from either: Computer Science I or II, Desktop Publishing, Digital Graphics/Animation, Multimedia, Video Technology, Web Mastering, Independent Study in Technology Applications; or Business Computer Information Systems I or II, Business Computer Programming, Telecommunications and Networking, Business Image Management and Multimedia, Computer Applications, Technology Systems (computer laboratory-based), Communication Graphics (computer laboratory-based), or Computer Multimedia and Animation Technology.
Program Credits Excluding Electives	19.5 credits
Elective Credits	5.5 credits
Total Program & Elective Credits	25 credits

HALL PERMITS AND HALL MANNERS

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

Hall manner rules are as follows:

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

HEALTH-RELATED MATTERS

Tobacco Prohibited: The district and its staff strictly enforce prohibitions against the use of tobacco products by students and others on school property and at school-sponsored or school-related activities.

Asbestos Management Plan: The District's Asbestos Management Plan, designed to be in compliance with state and federal regulations, is available in the superintendent's office. If you have questions, please contact Dr. Rick Webb.

Pest Management Plan: The District applies only pest control products that comply with state and federal guidelines. Except in an emergency, signs will be posted 48 hours before application. Parents who want to be notified prior to pesticide application inside their child's school assignment area may contact Mr. Pete Talley, Maintenance Director.

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

HOMEWORK – PHILOSOPHY

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

HONOR ROLL

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

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

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

IMMUNIZATIONS

Any student enrolling in the District for the first time must provide satisfactory evidence of required immunizations and social security number. A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of consciences, only official forms issued by the Texas Department of State Health Services, Immunization Branch, can be honored by the District. The form must be notarized and submitted to the principal or school nurse within 90 days of notarization. Guidelines for Immunization required by the Texas Education Agency and the State Health Services are outlined in the Board Policy Manual, Policy FFAB (Legal). The school nurse can provide more information on required immunizations or the State Health Services Web site: www.tdh.state.tx.us/immunize/school_info.htm.

INCOMPLETE GRADES

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

INSURANCE

The District shall cooperate in a program to offer low-cost accident insurance for students. Students or parents shall pay the premium for the coverage, if they choose to participate. By declining the insurance offer or failing to respond to it, the parents/guardian are accepting full responsibility for costs associated with a student's injury or injuries.

The District is not responsible for costs of treating injuries and cannot assume liability for any other costs associated with an injury.

LAW ENFORCEMENT AGENCIES

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

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

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

- To comply with an order of the juvenile court.
- To comply with the laws of arrest.
- By a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- To comply with a properly issued directive to take a student into custody.

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- By an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

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

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

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

- All instructional and support personnel who have responsibility for supervising a student who has been arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who has been convicted, received deferred prosecution, received deferred adjudication or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors. (For further information, see policy GRA.)

LIBRARY

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

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

LITTER

Please do your part in keeping our campus clean by using trash barrels and waste receptacles. Also, don't be afraid to pick up someone else's trash. – It might even make you feel super.

LOCKERS

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

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

LOST AND FOUND

Pupils who find articles should take them to the principal's office. Please check there for missing belongings.

MAKE-UP WORK POLICY

Students shall be expected to make up assignments and tests after absences. Students shall receive a zero for any assignment or test not made up within the allotted time. Students shall be permitted to take tests administered in any class missed because of absence.

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements. A student shall be responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher.

Teachers may assign a late penalty to any project turned in after the due date in accordance with previously established guidelines approved by the principal and disseminated to students. In grades 6-12, for make-up work after an unexcused absence shall be no higher than 70. The District shall not impose a grade penalty for make-up work after an absence because of suspension.

MEDICINE AT SCHOOL

District employee will not give a student prescription medication, nonprescription medication, herbal substances, anabolic steroids or dietary supplements except:

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

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

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

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

Asthma/Diabetes: A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents should see the school nurse or principal if the student has been prescribed asthma medication for use during the school day.

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

Psychotropic Drugs: Teachers and other District employees may discuss a student's academic progress or behavior with the student's parents or other employees as appropriate. However, they will not recommend use of psychotropic drugs. District employee who is a registered nurse, an advanced nurse practitioner, a
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physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate. "Psychotropic Drug" means a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and intended to have an altering effect on perception, emotion, or behavior. It is commonly described as a mood or behavior-altering substance. For further information, see policies at FFAC.

Steroids: State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use. Body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a healthy student is not a valid medical use and is a criminal offense.

Students participating in UIL athletic competition may be subject to random steroid testing. More information on the UIL testing program may be found on the UIL Web site at: http://www.uil.utexas.edu/athletics/health/steroid_information.html.

MOVING

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

PARENT INVOLVEMENT, RESPONSIBILITIES, AND RIGHTS

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

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

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

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

- *As a parent, you have a right to provide consent before the district can display your child's artwork, special projects, photographs and the like on the District's Web site, in printed material, by video, or by other method of mass communication.

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

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

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

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

- *Grant or deny any written request from the District to make a videotape or voice recording of the child unless the videotape or voice recording (1) is to be used for school safety; (2) relates to classroom instruction or a cocurricular or extracurricular activity; or (3) relates to media coverage of the school as permitted by law. (con't. on next page)

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

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

*Become a school volunteer.

*Participate in the Cayuga PTO / Cayuga Athletic Booster Club

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

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

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

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

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

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

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

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

- Political affiliations,
- Mental and psychological problems potentially embarrassing to the student or family,
- Sexual behavior and attitudes,
- Illegal, antisocial, self-incriminating, and demeaning behavior,
- Criticism of individuals with whom the student or the student's family has a close family relationship,
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
- School activities involving the collection, disclosure, or use of personal information gathered from your child for the purpose of marketing or selling that information.

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

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

PEP RALLIES

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

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

PERSONAL PROPERTY

Students are not allowed to bring or possess such items as cell phones, pagers, radios, CD players, camcorders, DVD players, electronic games, skateboards, or other similar items to the school campus except when permission is granted for special situations. Without such permission, teachers will collect the items and turn them in to the principal's office. These items are not allowed before, during or after school hours. The principal will determine whether to return items to student at the end of the day or to contact parents to pick up the items.

The District prohibits students from possessing paging devices, including cell phones, inside school buildings between the hours of 8 AM and 3:05 PM. Two exceptions are: (1) Students may leave a cell phone at the office, upon arriving at school, for use after school, or as approved by the principal for a legitimate emergency reason; or (2) Cell phones may be kept in the student's personal vehicle during school hours.

Consequences for violation of this rule shall be as follows:

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

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

PHYSICAL EDUCATION POLICIES

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

Physical Fitness Assessment: Annually, the district will conduct a physical fitness assessment of students in grades 3-12. At the end of the school year, parents will receive their student's physical fitness assessment conducted during the school year.

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

PHYSICAL EXAMINATIONS / HEALTH SCREENINGS

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

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

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

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

One minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

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

POSTERS AND SIGNS

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

PRAYER

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

PROMOTION AND RETENTION OF STUDENTS

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

Student Success Initiative:

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

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

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

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

PUBLICATIONS

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

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

PUBLIC DISPLAY OF AFFECTION (PDA)

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

REPORT CARDS / PROGRESS REPORTS

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

October 8 th	1 st Six Weeks
November 12 th	2 nd Six Weeks
January 7 th	3 rd Six Weeks
February 18 th	4 th Six Weeks
April 15 th	5 th Six Weeks
May 29 th	6 th Six Weeks

If in any class or subject a student receives a grade equal to less than 70 on a scale of 100, the grade notice shall state the need for a conference between the appropriate teacher and the parent. In attempting to schedule a conference between a teacher and a parent, the District shall give the parent at least two alternative dates for the conference. The policy does not apply to a student who is married, an emancipated minor, or an adult living alone.

Progress Reports:

At the end of the first three weeks of a grading period, the teacher shall send a grade report to the parent or guardian showing all student's grades. The notice shall provide for the signature of the parent or guardian and must be returned to the school. If this notice is not returned and the student has a grade below 70, the school shall mail the notice to the parent or guardian. Should any class grade be below 70, the teacher should provide dates and times for a parent-teacher conference.

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

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

RETEACH/RETEST

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

SCHEDULE CHANGES

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

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

SCHOOL BUS CONDUCT / TRANSPORTATION

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

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

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

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

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

1st Violation

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

2nd Violation

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

3rd Violation

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

4th Violation

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

5th Violation

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

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

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

SCHOOL FACILITIES

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

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

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

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

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

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

SCHOOL PROPERTY

The student who has real school spirit has a pride in the appearance of the school premises. He keeps his desk free from marks, throws his waste paper into the baskets, not on the floor or the ground, closes doors quietly, and refrains from writing on any part of the building. Students are held responsible for and must pay for any school property that is damaged. The spirit of the students of Cayuga Middle School should be against untidiness, destructiveness, and rowdiness. **Please help the campuses stay pretty.**

SCHOOL TRIPS

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

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

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

1. Permission forms must be signed by a parent of each student making the trip.
2. Students shall not be permitted to go swimming, fishing, or a near a body of water.
3. A minimum of one sponsor for every ten students shall accompany students on the educational trip unless otherwise authorized by the principal. No school age student in another class may accompany a sponsor.
4. A schedule of the day's planned activities shall be presented to the principal.
5. Students shall adhere to the dress code on trips.

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

SEARCHES

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

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

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

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

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

SOCIAL ACTIVITIES

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

SPECIAL PROGRAMS

Cayuga ISD provides special programs for handicapped, gifted/talented, homeless, dyslexic, migrant, bilingual, and students with disabilities. Students or parents with questions about these programs should contact the principal and/or a guidance counselor.

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

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

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

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

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

CONTACT PERSON: Sherri McInnis, MS Principal
PHONE NUMBER: 903-928-2699

SPORTSMANSHIP

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

STUDENT ELECTIONS

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

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

STUDENTS ELIGIBLE FOR ENROLLMENT

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

STUDENT RECORDS

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

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

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

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

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

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

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

1. Attendance records;
2. Test scores;
3. Grades;
4. Disciplinary records; (con't. on next page)

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

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

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

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

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

Family Policy Compliance Office
 US Department of Education
 400 Maryland Ave., SW
 Washington, DC 20202-5901

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

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

TARDINESS

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

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

1st Tardy	Warning	4th Tardy	Break Detention (3 days)
2nd Tardy	Teacher Action	5th Tardy	Lunch Detention (3 days)
3rd Tardy	Office Action/Warning from Principal	6th Tardy	Parent Notification ISS / Corporal Punishment

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

TELEPHONE

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

TESTING PROGRAM

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

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

State Assessment

In addition to routine testing and other measures of achievement, students at certain grade levels will take state mandated tests (TAKS test) in the following subjects:

- Mathematics, annually in grades 3-11
- Reading, annually in grades 3-9
- Writing, including spelling and grammar, in grades 4 and 7
- English language arts in grade 10 & 11
- Social Studies in grades 8 and 10 & 11
- Science in grades 5, 8,10 & 11
- Any other subject and grade required by federal law

TEXTBOOKS

Textbooks are furnished to students for use in courses of study. Textbooks, by State law, should be covered at all times and students are expected to take care of the textbooks issued. A student(s) who loses or damages a textbook should contact the principal's office to pay for damages or loss. A student's failure to pay for damaged textbooks previously issued shall forfeit his/her right for issuance of future textbooks. However, a student will be provided textbooks for use at school during the school day. To prevent loss of textbooks, it is expected that students keep their lockers locked.

TRANSCRIPTS

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

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

TUTORIALS

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

USE OF TOBACCO

According to Senate Bill 1, Section 38.006 prohibits students from possessing or using tobacco products at a school-related or school-sanctioned activity on or off school property. The bill also prohibits the use of tobacco products by anyone on school campus or school-related activities. School personnel must enforce this policy, according to Senate Bill 1. See Student Code of Conduct.

VANDALISM

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

VIDEO CAMERAS

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

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

VISITORS AT SCHOOL

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

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

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

WEAPONS AND DANGEROUS INSTRUMENTS

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

Pocketknives are not allowed on the school campus/property.

WITHDRAWALS

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

FORMS

Cayuga I.S.D.
Release of Directory Information

My child and I have received a copy of the CAYUGA I.S.D. Student Handbook and Student Code of Conduct for 2008 – 2009. I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

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

Directory information includes my child’s:

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

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

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____