

# Student & Parent Handbook

2019-2020

Carroll High School –  
A Recognized School of Excellence



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*Southlake, Texas 76092*

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[www.southlakecarroll.edu](http://www.southlakecarroll.edu)

# **Carroll High School**

800 N. White Chapel Boulevard  
Southlake, Texas 76092  
817-949-5600

## **OUR MISSION**

At CHS, we will provide an excellent educational experience  
for each student.

## **Alma Mater**

As we stand here at your portals  
So wide and so high  
Singing loud your hymns of praise  
Till they reach the sky  
Hail oh hail our alma mater  
Hear the echoes ring  
Hail to thee our alma mater Hail to Carroll  
High!

School Colors – Green & White    School Mascot – The Dragon

## **GUIDANCE OFFICE STAFF**

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**2019-2020**  
**Student & Parent Handbook and Code of Conduct**

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# CARROLL

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## HIGH SCHOOL

### **ADDRESS CHANGE**

Please notify the counselors office immediately of any address changes so we may change all pertinent school records. Parents should tell the office staff if there is any change in the information listed in the emergency section of the registration form. Phone number changes may occur in Family Access at parent discretion.

### **ATTENDANCE**

One of the primary causes for failure and low grades among students is poor attendance. Because of this, we want to encourage each student to be present every day possible. Each semester students are allowed no more than four absences per course (8 in a course meeting daily). When students are absent it makes matters difficult not only for the student, but for parents, teachers, and classmates. It is the legal responsibility of each student's parent or guardian to see that his/her child is in attendance.

Based on local school board policy, parents are required to provide advance written notice when planning absences for their child because of the extenuating circumstances listed below:

- Religious holy days under education code 25.087(b).
- Family emergencies (written notice whenever possible).
- Required appearances in court or legal proceedings.
- Absences related to being a migrant student.
- Admissions, Military Dependents
- Family vacations, recreational trips, etc., may be excused as per policy FEA, but will not be considered as extenuating circumstances.

After a parent has provided a written request to the office for approval, the teachers are then notified by the office secretaries. Teachers will provide schoolwork upon the student's return. Students are expected to obtain and complete any and all assignments after the absence.

The school district shall excuse the student for a temporary absence resulting from health care appointments if that student returns to school on the same day of the appointment when student brings documentation from the doctor. If the attendance committee finds that there are not extenuating circumstances for the absence, or if conditions established by the committee for earning or regaining credit are not met, the committee shall deny credit for the class. Students whose petitions for credit are denied may appeal the attendance committee's decision. (According to Board Policy FNG Local)

Each semester, a student is allowed no more than four absences per course due to

**EXTENUATING CIRCUMSTANCES** as listed on Page CISD-30 of the District Code of Conduct handbook. Responsibility for requesting consideration of EXTENUATING CIRCUMSTANCES rests with the student and his/her parent.

Alternative ways will be discussed with a school administrator for students who need to make up work because of excessive absences.

Completion of class assignments and attendance to Friday night detention, may be major criteria in the student's appeal to the Campus Attendance Committee for credit. A student will have five (5) days following the end of the semester to appeal to the committee for credit and/or serve all assigned make-up work. Credit can only be awarded to a student who is passing the particular course.

A student shall not participate in an extracurricular activity on a given day unless they are in attendance one-half day, excluding extenuating circumstances. One-half day is defined as two periods (blocks) excluding the activity period (block).

Any student **missing more than 20 minutes of a class** will be considered absent for that period.

#### **Excessive Absences:**

According to Texas Education Code 25.092: A student may not be given credit for a class unless the student is in attendance for at least 90 percent of the days the class is offered.

The following absences **Do Not** count towards excessive absences:

- Absences for religious holy days
- Funeral
- Attends a required court appearance
- School related activity
- Documented health appointments
- See CISD Student Handbook and Code of Conduct

Students whom are considered to have excessive absence in any class will NOT be eligible for semester exam exemptions and MUST make up the attendance hours in one of three ways: 1) attend a tutorial session with any of his/her teachers or 2) attend detention held on Fridays from 3:30-7:30 pm (he/she can attend one hour or all four hours) 3) attend Extended Day from 3:30-5:30 pm.

#### **CHECKING IN DURING THE SCHOOL DAY**

Students arriving at school after the school day has begun (including passing and lunch periods) **must check in through the attendance office** before reporting to class. The student must bring in a parent note, have a parent phone call, or a note from another appropriate location when checking in each time.

#### **LEAVING DURING THE SCHOOL DAY**

- **Freshmen students must be officially signed out in person by their parent/guardian**
- Sophomore students **must** sign out in the office with a note from their parent/guardian which may be verified by a parent phone call

## **TEACHERS AND PARENTS ARE REMINDED:**

- Students, who have been absent for any reason, are required to make up the work they missed within the specified time. (Students are allowed one day “make-up” time for each day of excused absence). Failure to make up work in a timely fashion may result in a reduction of the student’s grade.
- Students who are absent from school for a full day will not be allowed to participate in school-related activities on that day or evening unless approved by the principal or the principal’s designee.
- Students who are absent from school or from any class without permission will be considered truant and will be subject to disciplinary action.
- Students who arrive less than 20 minutes late to any class are considered tardy and will be subject to the consequences outlined in the tardy policy.
- Students who arrive more than 20 minutes late to any class are considered absent for the class they’re arriving late too.
- Students who become ill during the school day should report to the school nurse with the teacher’s permission.
- All policies shall follow CISD Grade and Reporting Handbook.
- The nurse will decide if a student should be sent home and will notify the student’s parent. This also applies to students who come on campus and then decide to leave the campus before class begins.

## **STEPS TO FOLLOW WHEN ABSENT:**

1. A parent or guardian should call the school attendance office (**817.949.5606**) to inform us of a student’s absence.
2. A parent or guardian must write an excuse giving the student’s name, date of return, day(s) absence, reason for absence, and the parent’s signature. Notes may be verified by phone.
3. The student should present his/her written excuse signed by a parent or guardian to the office immediately upon returning.
4. Students should ask their teachers for make-up assignments.  
Assignments that are not made up will be reflected in their grades. Each student is responsible for seeing that all make up work is completed.
5. Assignments may be requested by parents before 10:00 a.m. on the third day a student is absent. Work may be picked up after 3:30 p.m. the third day.

## **MAKE-UP WORK FOR ABSENCES**

When students are absent, the work can be made up; however, the level of learning will not be the same as when the student has the opportunity to interact with teachers and classmates.

Students are responsible for asking all their teachers for make-up assignments. Students are allowed one day “make-up” time for each day of absence.

After three consecutive days of absence, due to illness, homework may be requested by the parent/guardian. It will be sent down daily for collection by the parent at the end of the day. Some teachers may choose to provide electronic work if possible.

## **COMMUNICABLE DISEASES**

Parents of a student with a communicable or contagious disease or condition are asked to telephone the school nurse so that other students who have been exposed to the disease can be alerted. A student who has certain diseases is not allowed to come to school while the disease is contagious.

## **ILLNESS DURING THE SCHOOL DAY**

If a student becomes ill during the school day, he/she must report to the nurse's office. A student who becomes ill and does not report to the nurse or main office but goes elsewhere or leaves school without checking out will be considered truant from classes missed.

## **LATE WORK**

The late work procedure may vary within departments. At the beginning of each school year, teachers and departments will communicate to parents and students in writing their guidelines regarding late work in accordance with the CISD Grand and Reporting Handbook.

## **SCHOLASTIC PENALTIES**

A student who is expelled will not receive credit for work missed during expulsion. A student who is suspended will be allowed to complete make-up work from the absence.

## **CHS TARDY POLICY**

Students who are tardy to school are required to report to the attendance window for a pass. No student will be admitted into class without a pass from the attendance office. Please note that any student who is late more than 20 minutes to any class will be counted absent for the entire period.

Since instructional time is crucial to student success, it is important that class begin on time with no interruptions. Students should plan their activities during the 12 minute passing period so they are in class and prepared for the lesson to begin when the tardy bell rings.

Students will be allowed **three tardies per class per grading period**. Upon the **fourth** tardy in the class during a grading period, the student will be referred to the office where they will be assigned disciplinary consequences. Subsequent tardies will result in further disciplinary actions.

## **CONSEQUENCES FOR TARDIES TO EACH CLASS**

4<sup>th</sup> tardy 2 hours Friday night detention hall.

5<sup>th</sup> tardy 2 hours Friday night detention hall and loss of exemptions

6<sup>th</sup> tardy 4 hours Friday night detention hall and parent phone conference

7<sup>th</sup> tardy 4 hours Friday night detention hall and mandatory parent conference

## **TRUANCY**

A student who is truant may be assigned discipline, such as CHIP after-school or Friday Night Live. A student more than twenty (20) minutes late to any class is truant and may be assigned to detention after school.

## **BULLYING**

Bullying includes the initiation or participation in intimidation by name calling, using racial or ethnic slurs, making derogatory statements, or threatening physical violence. Students shall not engage in bullying one another; furthermore, no student shall encourage, permit, or assist any

other person in bullying. A substantiated charge of bullying shall result in disciplinary action. (For more information on bullying, please see board policy FFI and the CISD Code of Conduct).

### **CAMPUS DISCIPLINE**

1. Teacher Detention
2. CHIP (after school supervised clean-up)
3. Friday Night Live detention (3:30 - 7:30)
4. Off-Campus Suspension
5. DAEP (Alternative Discipline)
6. Expulsion

### **GENERAL INFORMATION**

#### **FINAL EXAMINATIONS**

Students are not permitted to take semester exams prior to the regular scheduled date. If exams are missed, they must be taken within two weeks after the exam date. If an exam is not taken on schedule or within the two week period, a zero (0) will be recorded for the exam.

#### **Exam Dates**

<u>First Semester</u>	<u>Blocks</u>
December 16	7, 8
December 17	3, 4
December 18	5, 6
December 19	1, 2

#### **Exam Dates**

<u>Second Semester</u>	<u>Blocks</u>
May 22	3, 4
May 26	7, 8
May 27	1, 2
May 28	5, 6

#### **EXEMPTIONS**

Freshmen and Sophomores are eligible for exemptions from some semester exams only in the spring semester.

A second semester average of 90 must be attained in the course for the entire semester for the exemption to be considered.

All courses, including electives, can be considered for exemptions. Freshmen may exempt 2 courses and Sophomores may exempt 4 courses.

Exam Exemptions will NOT be granted for any course if the student has:

- Been assigned to On-Campus Suspension, Out-of-School Suspension, or DAEP
- Has any unexcused absences or trancies
- 5 or more tardies to any course
- Any outstanding assignments, projects, books or fees
- Excessive Absences
- Five or more absences for any course either semester
- Students will be marked absent if they miss more than 20 minutes of a class (see CHS Student Handbook)

Attendance counting for each class concludes the last class period immediately preceding the final exam date for that class.

Students who are enrolled in an AP class are eligible to be exempt, for that course, if they have at least a 70% and take the AP Exam for the class.

If an examination is taken, the score WILL count toward the final grade for the course.

## **LOST AND FOUND**

Neither the School District, Carroll High School, nor the faculty or staff of Carroll High School will be responsible for any personal possessions that a student may choose to bring to school. These items may include, but not be limited to, electronic or battery operated devices, money, purses, wallets, jewelry or clothing.

Students who find lost articles and textbooks are asked to bring them to the office where they can be claimed by the owner. Clothing and other articles that are not claimed by the end of each semester are turned over to a charitable organization.

## **PARENT TEACHER CONFERENCES**

Parents are encouraged to contact teachers by telephone regarding the academic progress or classroom behavior of their student. To arrange for a conference with a teacher, the parent should telephone at least one day in advance to schedule to meet during the designated conference period of the teacher. Giving advance notice to the teacher allows for adequate preparation and research of the student's records.

## **SCHEDULE CHANGES**

Schedule changes will be limited to those judged by a counselor/school administrator to be within graduation requirements and in the best interest of the student. No schedule changes will be made except for urgent and substantiated reasons. If a student believes that he/she has been incorrectly placed in a class, a request for a change may be made in the counselor's office and must be discussed with an administrator and made if there is room in a class only.

Level change requests must be made by September 9, 2019, in the counselor's office. These will be instituted no earlier than September 11, 2019 and completed by September 13, 2019. All exceptions to this deadline will be made only with the approval of a school administrator. Any additional level changes will be made at the end of the first term, October 10, 2019. These will be made effective October 16, 2019 at the earliest. Schedule changes for the spring semester courses must be requested prior to the beginning of the second semester.

### Elective Course Changes

Elective courses include any course not required for graduation. Students will not be permitted to change from one elective to another after the start of school.

### Required Courses for Graduation

Students are not permitted to drop required courses for graduation after the semester begins.

### Advanced Academic Courses

Approval for exiting an Advanced Academic Courses will be determined by the student's performance, and teacher's recommendation. In the event there is not an appropriate course into which to exit, or in the event class loads in other courses are negatively impacted, students will be expected to remain in the Advanced Academic Courses and do their best until the end of the school year.

Students may drop from a Pre-AP/AP course to a regular course if a corresponding regular course is offered and room is available. Students may drop as follows:

- After attending the first 3 weeks of the grading period with parent approval. The deadline is September 13, 2019.
- At the end of the first grading period with parent approval and teacher/parent contact. This deadline is October 18, 2019.
- At the end of the first semester with parent approval and teacher/parent contact. This deadline is January 7, 2019.

**Students may not audit courses.**

**STUDENT TRAVEL**

When it is necessary for students to take trips in connection with school activities, the following regulations will be in effect.

1. All students must travel in school-approved transportation. Any student who does not travel by school-approved transportation will not be considered as part of the group.
2. All students must return by school-approved transportation.
3. Students on trips are under supervision of the sponsor and are expected to follow the Student Code of Conduct at all times.
4. A student who fails to observe these guidelines may lose the privilege of making such trips; and, in addition may be subjected to disciplinary action.
5. Assignments done in class (class work, homework, quiz, test) on the day a student is absent for a field trip or extracurricular activity are due at the next class meeting. Work assigned prior to the absence(s) is due on the first return day, including making up tests (teacher-directed). Some teacher discretion should be used for cases involving more severe situations, such as illnesses.

**VISITORS**

With the exception of parents and other pre-approved adults, visitors are prohibited during the instructional day. All visitors must check-in at the front office and wear a visitor badge.

**COLLECTIONS AND SALES**

No collections of any type, for any purpose, may be made in the school by the student without the expressed approval of the principal. The sale of any item is prohibited at CHS unless authorized by the principal.

**CONCERNS**

A student or parent who has a concern **should first bring the matter to the appropriate teacher**. If the outcome is not satisfactory, a conference with the assistant principal can be requested within (3) calendar days of the teacher conference. If the outcome of the conference with the assistant principal is not satisfactory, a conference may be arranged with the principal. At anytime a student or parent may initiate the formal complaint process described in CISD Board Policy FNG (Local). CHS will continue along the informal process to resolve concerns but will begin to move toward addressing the formal complaint.

**FUNDRAISING**

Students, clubs, or classes, outside organizations, and/or parent groups may occasionally be permitted to conduct fundraising drives. An application for permission must be made to the principal at least twenty (20) workdays before the event. Except as approved by the principal, fundraising is not permitted on school property.

## **ACADEMICS**

### **ADVANCED PLACEMENT COURSES**

The College Entrance Examination Board Advanced Placement program is a challenging plan for highly motivated and capable students. A wide variety of Advanced Placement courses are offered at Carroll High School. These courses provide our students with the opportunity to earn college credits by successfully passing the AP exam. Offered in May, the exams are optional to the students. With a successful score, students may earn three (3) to six (6) hours credit per course at most colleges and universities. Even if a student elects to pursue other options for advanced credits, such as local campus placement exams given by most universities, the AP courses will have developed and sharpened many skills that will enable the student to compete more successfully at the college level. AP courses are recommended for the more advanced student. Enrollment in an AP class is not a prerequisite for taking an AP exam.

### **EXAMINATIONS FOR CREDIT**

#### **Advanced Placement Examinations (APE)**

Students are given the opportunity to receive credit for certain courses through advanced placement examinations. To receive credit and advance to a higher level, the student must score at least 80 on an exam that tests mastery of the appropriate essential elements. An APE may be taken one time only. The score on the advanced placement test will provide credit for the course and will be reflected on the student's transcript but not included in the computation of the Grade Point Average (GPA).

Student's achievement and abilities test scores and current course performance will be reviewed by the principal and the counselor to determine the appropriateness of acceleration.

Beginning this year (2019-2020), per College Board, AP Exam registration will take place in the fall after the student creates an account. All AP Exams will take place May 4, 2020 - May 15, 2020.

#### **Credit By Examination (CBE)**

Students may gain credit for a course in which they have had previous instruction but failed to get credit. Students must score at least a 70 on a test covering the appropriate essential elements. Students may use the CBE's to gain credit lost due to excessive absences. The score on the CBE will constitute the grade for the course and will be reflected on the student's transcript but not included in the computation of the Grade Point Average (GPA). Credit by exam will only be given on designated dates. Students must register with their counselor 30 days prior to the test date.

### **CORRESPONDENCE and DISTANCE LEARNING COURSES**

Students wishing to enroll in correspondence courses must consult with a counselor. Correspondence courses are limited to those approved by the district and should not become a substitute for residence work. Enrollment in correspondence courses is limited to students who have completed their freshman year of high school.

## **REPORTS**

Grade reports are a source of information to parents so that they know what kind of work their student is doing. Grade reports will be given to the students each grading period. Grade reporting is reflected numerically:

A – 100-90

B – 89-80

C – 79-70

Below 70 – failing

The final grade is determined by the average of both semesters. A student must pass the second semester of a year course and the overall average must be 70 or above to obtain a full one year of credit.

### **Progress Reports**

Progress reports will be calculated for the students by individual teachers every three (3) weeks in each grading period. If the student is failing or is in danger of failing a teacher will provide a hard copy report. Progress reports do not reflect conduct grade.

## **GRADE POINT SYSTEM**

### **Numerical System**

The grade point average (GPA) of a student is to be determined by using semester grade points as reflected on a student's report card and Academic Achievement Record (AAR) Card (transcript), 0-100 points. To determine a student's GPA, the total number of semester grade points will be divided by the number of semesters accumulated in grades 9 through 12 and for courses taken in middle school for high school credit. Students will be ranked using a 100+ point system. A weighted or non-weighted 4.0 GPA will be figured and used when requested by colleges and for the sole purpose of college admissions.

### **Course Inclusion/Exclusion**

The District shall include in the calculation of GPA grades earned in all high school credit courses taken in grades 9–12 and eligible high school credit courses taken in middle school, unless excluded below.

The calculation of GPA shall exclude grades earned in or by a course for which a pass/fail grade is assigned; credit by examination, with or without prior instruction; dual credit courses; distance learning courses; courses taken through credit recovery programs; evening or night school; and summer school courses taken anywhere other than the District.

### **Transfer of Credits**

Credits and grades earned through non-accredited private schools or home schooling will not transfer. Students may earn credit for these courses through Credit By Exam (CBE). The maximum two (2) credit limit will be waived for students transferring credits from home schooling or non-accredited schools.

When a student transfers grades for properly documented and eligible courses, the District shall assign weight to those grades based on the categories and grade weight system used by the District if similar or equivalent courses are offered to the same class of students in the District.

## **Weighting and Ranking**

Because of the considerable difference in the difficulty level of the various courses taught and to ensure that students continuously strive to challenge themselves at their highest level, the weighting system described below will be used. The weighting system will not affect the numerical average computed for any student nor change any actual grade earned and recorded on the AAR or official transcript. This weighted system will be used in determining rank in class only.

1. Advanced Placement Courses will have ten points added per semester, while Pre-AP and Honors classes will have seven points added.
2. Correspondence courses (limited to those approved by CISD), and Credit by Exam will be recorded as Pass/Fail and will not be calculated into the GPA.
3. Transfer credits for Honors, AP, and Pre-AP courses from accredited schools will be weighted only if the sending school weighted these courses and if we offer these as Honors courses. These courses will be weighted using our own system.
4. Self-contained/Project Life and foreign exchange students will not be ranked.

## **Refer to Grading and Reporting Handbook**

### **GRADE POINT AVERAGE AND RANK IN CLASS**

Grade Point Averages (GPA) and top ten percent will be figured and reported to students as follows:

1. A first semester GPA will be computed on all students upon completion of their first semester. This GPA will be given to students at that time. Students will receive their GPA at the end of each subsequent semester.
2. The District shall calculate class rank using grades available at the time of calculation at the end of the third nine-week grading period of the senior year for the determination of Valedictorian and Salutatorian.
3. Grades earned through the end of the senior year are used to compute the final GPA in Class.

### **VALEDICTORIAN / SALUTATORIAN (FOR INFORMATION ONLY)**

In case of a tie in weighted numerical grade averages, the District shall apply the methods found in CISD Board Policy EIC (Local) covering Academic Achievement and Class Ranking

### **Graduation Requirements**

Please review the Carroll High School/Carroll Senior High School “Academic Planning Guide” for information on your graduation requirements. The guide can be found on the counseling webpage. You may access this page from our campus webpage.

### **DISTINGUISHED LEVEL OF ACHIEVEMENT**

The Distinguished Level of Achievement Program recognize students who complete levels of performance equivalent to those of college students or work done by professionals in the arts, sciences, business, industry or in community service.

### **ADVANCED ACADEMIC PROGRAMS**

During the spring school-wide registration, teachers will recommend students for honors courses in specific content areas. Students may apply for placement in advanced academic courses and be accepted into the program upon teacher and parent approval. Criteria for placement may include test scores, grades from previous subject-area courses, and teacher recommendation.

If the student fails to qualify based on the above criteria, the student may gain entry by submitting a waiver.

Students and parents will sign a statement indicating their understanding of the above guidelines.

**Pre-AP Course Expectations:**

Pre-AP courses have specific criteria for entry of highly motivated student; a definite scope and sequence that reflects the nature of the subject; a differentiated curriculum that includes a wider range and greater depth of subject matter than those of the regular course; an emphasis on higher level critical thinking skills; provision for creative, productive, thinking, a stress on cognitive concepts and processes; instructional strategies that accommodate the learning styles of the students involved; and independent as well as guided research.

**Integrated Double Block Course:**

Integrated Double Block courses use an interdisciplinary approach that integrates the curriculum of each course as it relates to the other.

**STUDENT CLASSIFICATION** (to be determined in the Fall only)

Grade-level advancement for students in grades 9-12 shall be earned by course credits. To be promoted:

- From grade 9, a student must have acquired 6.5 credits
- From grade 10, a student must have acquired 13 credits

Students will participate only in those activities designated for their classification.

## **TESTING SCHEDULE**

Testing schedules are periodically revised; notification of scheduled tests will be made prior to testing.

*PSAT - sophomore*

October 16, 2019

Pre-ACT – freshman

October 16, 2019

*End of Course / STAAR*

April 6, 2019          English I

April 7, 2019          English II

May 5 2019            Algebra 1

May 6, 2019          Biology and US History

\* Please also note there are additional EOC/STAAR testing dates for students needing to retake as needed and will be announced prior to testing.

## **SUCCESS SCHOLARS**

Success Scholars is a locally developed recognition program. CISD Success Scholars must meet all the requirements for a recommended diploma or an endorsement for the Class of 2017 and later. In addition, they must complete a 3<sup>rd</sup> year of the same foreign language, 100 hours of community service, and pass all courses.

## **Student Services**

### **ANNOUNCEMENTS**

Announcements will be made once a day at the end of second/sixth block. Sponsor approval is required, and the announcement must be initialed by an administrator. Announcement forms must be turned into the office by 7:45 am to be included in the day's broadcast. Only school-related announcements can be made.

### **CAMPUS SECURITY**

Carroll High School has two full-time School Resource Officers on campus most days. The School Resource Officer is available to address law enforcement issues that arise during the course of school activities.

A trained drug dog may visit our campus occasionally. This will help us to maintain a drug-free environment at our school. It is the administrator's responsibility to determine if a hand-held metal detector is necessary.

## **COUNSELING**

### **Academic Counseling**

Students are encouraged to talk with a school counselor, teachers, and administrators in order to learn about the curriculum, course offerings, graduation requirements, and the differences between the various graduation program requirements. All students in grades 9-12 and their parents shall be notified annually about the recommended courses for students preparing to attend college. Students who are interested in attending a college, university, or training school or pursuing some other advanced education should work closely with their counselor so that they may take the high school courses that will best prepare them for further work. The counselor can also provide information about entrance examinations required by many colleges and universities, as well as information about financial aid and housing.

### **Personal Counseling**

A school counselor may be able to help students with a wide range of personal concerns. The counselor is 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 schedule an appointment in the office.

## **DELIVERIES AT SCHOOL**

It is our policy not to disturb classes by either calling students out of class or by having messages or items delivered to class. Only school-related items may be dropped off for the students at a designated table in our security entrance. This table is not monitored and items left are at the discretion of the family. We will not disturb classes, make announcements or deliver items to students with the exception of medical or transportation issues. It is the student's responsibility to come pick up permitted items. No medication, flowers, mums, corsages, birthday balloons, singing telegrams, overnight bags, personal messages not related to school shall be accepted for delivery during regular school hours.

Students will have a 12-minute passing period between classes when they can check with the attendance office for messages and the front entry for items. Messages pertaining to changes in transportation or emergency concerns will be delivered to the student regardless of the time we receive them.

## **DISTRIBUTION OF MATERIAL**

All aspects of school-sponsored newspapers, literary publications, and/or yearbooks are completely under the supervision of the teacher and the campus principal.

Written materials, handbills, photographs, pictures, petitions, films, tapes, or other visual or auditory materials will not be sold, circulated, posted, or distributed on any school campus by a student or a non-student without the approval of the principal and in accordance with campus regulations. Please review CISD Board Policy FNAA (Local)

## **HEALTH CLINIC**

If a student becomes ill, the parent or parent's designee will be contacted to pick up his or her child. It is important that all telephone numbers are accurate to allow for immediate contact of a parent. We also request that a parent not send a student to school if he / she is ill or has a fever.

No medication is provided by the school. Medication request forms may be obtained in the school office.

At the end of the school year or the designated period for the medication to be given, the medication must be picked up by the parent/guardian, or it will be destroyed. See CISD Medication policy for more information.

## **LIBRARY**

The library should be an important part of school life. All books, with the exception of reference books, may be checked out for a period of two (2) weeks. Magazines are for use in the library only, except with special permission. Reserve books may be checked out for one period per day or overnight and returned the next morning no later than the end of first period. The borrower is responsible for returning books in good condition.

## **LOCKERS**

Every student is able to request a locker upon enrollment and is expected to use only this locker. Students are encouraged to carry valuable articles with them or leave them at home, as the school is not responsible for items lost or stolen from lockers. Students are not to write on the inside or outside of lockers, place decals, bumper stickers, or nameplates on lockers. The school is not responsible for personal items left in the locker beyond the last day of school.

## **ELIGIBILITY FOR EXTRA-CURRICULAR ACTIVITIES**

Students should refer to the constitutions of the individual organizations for guidelines unique to that activity. (See District Section on Extra-Curricular Activities)

## **STUDENT IDENTIFICATION CARDS**

Student identification cards will be produced at the beginning of the school year. This card will serve not only as identification during the school day and at extra-curricular activities, but will also give the students access to all exterior doors during school hours. In addition, the id cards will enable students to check out textbooks and materials from the library. There will be a \$10 fee for replacement ID cards.

## **STUDENT AWARDS**

### **ATHLETIC AWARDS**

Any student qualifying for a varsity letter may purchase a letter jacket. Only one such award will be given during the student's high school career (University Interscholastic League regulation). The jacket may be purchased after the student has completed the season. A student must have been a member of a varsity team or organization to be awarded a letter jacket as a Carroll ISD student. One letter will be used to designate a student for this award with no distinction between sports or events.

In order for any student to receive any such award, the student must be enrolled in school and exhibit good citizenship. Any student competing in sports at Carroll High School must meet the requirements of the University Interscholastic League.

### **EXCELLENCE IN ACADEMICS** Criteria:

1. Must have been enrolled at Carroll High School for at least one full semester.

2. Qualification for academic letters will be determined at the end of sophomore or junior year.
3. A cumulative GPA of 95 or above in all courses is required to qualify for a letter patch.

## **STUDENT ELECTIONS**

### **ELIGIBILITY FOR STUDENT OFFICES**

Holding an elected office carries responsibility to fellow students, and is a position of training for leadership. To be eligible to run for an elected office, student must meet the requirements set forth in the extra-curricular policy of the Code of Conduct.

### **CLASS OFFICERS**

President, Vice President, Secretary, Treasurer, and Parliamentarian

### **STUDENT COUNCIL OFFICERS**

The officers of the Student council include: President, Vice President, Secretary and Treasurer. A school-wide election is held in the spring for officers to serve the following year.

## **CODE OF CONDUCT**

The primary focus of the school is the education of students; an essential ingredient in the total process is an attentive and disciplined group of learners. A major component of the discipline management system is respect for the rights and privileges of people as individuals as well as members of the group. Each student must be able to learn in a positive, safe environment and must refrain from any activity that would deprive another student of the same right. Principals and teachers are responsible for and have the authority to maintain order and control in the schools.

The key to an effective school-wide discipline plan is that everyone uses it with consistency and that parents support the plan at home. The purpose is to create a disciplined environment which will better enable students to achieve their maximum potential and will assist students in learning and demonstrating such personal traits as self-control, self-discipline, orderliness, and respect for self and others.

***Read carefully and understand the C.I.S.D. Student Handbook and Code of Conduct as well as the information that follows:***

### **SCHOOLWIDE EXPECTATIONS**

- Do what is right.
- Respect yourself.
- Respect others and their property.
- Take pride in school property.
- Accept responsibility for your education and your actions.

## **GENERAL CONDUCT**

A student's attitude is displayed by a spirit of cooperation toward authority and other students. It provides motivation for good work in academic and social growth. A student's attitude is reflected in overall behavior and is closely related to academic achievement.

## **ACADEMIC INTEGRITY**

Academic dishonesty is unacceptable at Carroll High School. Students found to have engaged in such acts shall be subject to disciplinary action that may include, but is not limited to, teacher/student conference, teacher/parent conference, referral to the assistant principal, and receiving a "zero" or partial credit for the assignment and/or exam in question.

## **FOOD SERVICE**

In using the lunch room service, all trash must be placed in the proper receptacles. There will be no lunch charges. **Students are not allowed to leave the school grounds during the lunch period without a parent note and following proper sign-out procedures through the attendance office.** Students are not to go to the parking lot during lunch without permission of a school administrator. Students who do not adhere to this policy will be subject to disciplinary penalties.

## **TELEPHONE**

A student may not use a personal phone **during class time unless given teacher approval**. If a phone is used it may be confiscated and returned to the student or parent after paying a \$15 fine through the assistant principals' office after their last class at CHS.

With permission, students may use the telephone in the office for emergencies. Students will not be called to the telephone during class period except for an emergency.

Telephone messages for students will be given to the student only if the message is from the parent and only if the message involves an emergency or transportation. Family illness or a death in the family constitutes an emergency.

## **TEXTBOOKS**

Students who damage textbooks beyond what is reasonable for one year's use will be assessed a fine. Any textbooks that are lost must be paid for before issuing another book or moving to another school. Students who do not pay for lost or damaged books lose the right to have free textbooks assigned until the book is paid for by the parent or guardian. All fines will be assessed at the end of the year for damaged books. Students are responsible for the original textbook that is checked out to them at the beginning of the school year.

## **TUTORIALS**

Student will have the opportunity to attend tutorials in every subject area at least two days per week. Teachers will have a weekly tutorial schedule. A schedule will be provided at the beginning of the school year.

## **STUDENT ACTIVITIES AND ORGANIZATIONS**

### **ACTIVITIES**

Student Activities are a vital part of Carroll High School. University Interscholastic League, athletics, literary and music events together with a generous variety of student organizations provide a well-diversified program for students. The school requires that the activities of any group be well planned with the sponsor of the organization and approved by a school administrator. After an activity is planned and approved, it will be placed on the school calendar for at least two weeks in advance of the date it is to be held.

## **DRESS CODE**

In order to create an atmosphere conducive to learning and to minimize disruptions attributable to personal appearance, conduct, grooming and hygiene, and attire, the policy concerning dress and grooming shall be as follows:

### Boys:

1. Hair should be clean and well-groomed at all times
2. Boys facial hair should be well groomed and maintained or clean shaven at all times.
3. No sleeveless tops/shirts will be allowed.
4. Shorts and pants must be worn at the waist at all times, covering all undergarments.

### Girls:

1. Hair will be clean and well-groomed at all times.
2. Dresses, skirts, and shorts shall be at the first knuckle of a fisted hand in length at all times. No low-cut attire is acceptable. Foundation garments must be worn.
3. No bare torso, halter tops, or tops with a strap less than 2" wide shall be worn. No backless attire is acceptable. Garments that expose cleavage and/or bare backs, shoulders, and undergarments will not be allowed.

### Student Body:

1. Prohibited are pictures, emblems, clothing, or writing on clothing that are lewd, offensive, vulgar, or obscene; that directly or indirectly depict the occult, promote violence, represent gang membership, or promote, directly or indirectly, tobacco products, alcoholic beverages, drugs, or any other substance prohibited under school policy. Also prohibited is any clothing or grooming that, in the principal's judgment, may reasonably be expected to cause disruption of or interference with normal school operations.
2. No sunglasses may be worn within the school building.
3. Students are to wear shoes or sandals at all times.
4. Shorts length must be at the first knuckle length of a fisted hand.
5. Apparel with rips, holes, or frayed/fringed edges must meet regular dress code standards, covering all undergarments.
6. Shorts and pants must be worn at the natural waistline.
7. Dress for social functions and activities will be determined by the sponsor of those functions and announced prior to the occasion.
8. Clothing must be worn as it was designed to be worn.
9. The building administration will use its discretion concerning the dress code. Where there is a question on the dress or appearance of a student, the school authorities' decision will be final. The dress and grooming standards can be changed if they interfere with the students' education or cause a disruption on the campus.

School administration may approve dress code variances for a special occasion.

Regulations in reference to grooming and dress for special activities, such as athletics, fine arts, cheerleading, drill team, etc., are governed by individual persons in charge of the activity and are under the direction of the principal.

If the administrator determines that a student's grooming or dress violates the dress code, the student shall be given an opportunity to correct the problem or loaned appropriate clothing to wear and sent back to class. Repeated offenses will result in more serious disciplinary action.

## **STUDENT DRIVING AND PARKING**

### **STUDENT AUTOMOBILE USE**

The operation of automobiles and other vehicles by students on school premises shall be under the supervision of the school administration. Any student who operates a vehicle in an unsafe or disruptive manner shall be subject to disciplinary action.

1. Only licensed **sophomores, juniors, or seniors** will be allowed to park on campus.
2. All students parking on campus must have a valid parking permit properly affixed to the vehicle.\*
3. A proper vehicle registration card must be on file before a parking permit can be issued.
4. Temporary (1 day) parking permits may be obtained in the office.
5. Students must park in designated student parking areas only (between two white lines) on the north side of the campus.
6. Speeding and/or reckless driving may result in immediate suspension of campus parking privileges.
7. Students may not return to their vehicles for any reason without the permission of a school administrator or if accompanied by a teacher.
8. Students are not permitted to transport other students with the exception of siblings from CHS/CSHS during the school day.
9. Student Parking lot must be cleared by 3:30 pm for band practice during fall semester.
10. Students must commute between campuses (CHS/CSHS) via the district provided shuttle bus. The only exception is when a sophomore begins or end their day on a campus that is not their home campus, they may commute in their personal vehicle only for first or last block.
11. There will be a \$30 fee for parking permit replacement submitted in the Assistant Principal office.

**\*Parking Permits must be purchased online.**

Parking disciplinary options include, but are not limited to:

1. Withdrawal of parking privileges
2. Detention
3. Friday Night detention
4. Off-Campus suspension
5. Towing of vehicle/Booting of vehicle, **\$30.00 removal fee**

## BELL SCHEDULES

There are 12 minute passing periods to allow students who travel to Carroll Senior High time to board the shuttle bus. The shuttle departs from the front of CHS four minutes after class ends.

DAILY SCHEDULE		
CLASS TIME	A DAY	B DAY
8:00 – 9:30 AM	1 <sup>st</sup> Block	5 <sup>th</sup> Block
9:42 – 11:12 AM	2 <sup>nd</sup> Block	6 <sup>th</sup> Block
11:12 – 11:22 AM	Announcements	Announcements
11:34 AM – 1:30 PM	3 <sup>rd</sup> Block/Lunch	7 <sup>th</sup> Block/Lunch
1:51 – 3:21 PM	4 <sup>th</sup> Block	8 <sup>th</sup> Block
LUNCH SCHEDULE		
LUNCH PERIOD	LUNCH TIME	
1 <sup>st</sup> Lunch	11:34 AM – 12:04 PM	
2 <sup>ND</sup> Lunch	12:21 PM – 12:51 PM	
3 <sup>rd</sup> Lunch	1:09 PM – 1:39 PM	

### BUS TRANSPORTATION

Carroll ISD provides bus transportation to all students. A fee of \$250 is charged for all bus riders. The family maximum or cap is \$500. A student may also be able to purchase a packet of ten (10) temporary riding vouchers at a fee of \$50 from the assistant principals' office or transportation. The students are expected to exhibit the appropriate behaviors that enable the district to transport the students in a safe and timely manner.

A student being transported in school-owned vehicles is required to comply with the Code of Conduct. Riding the bus is a privilege that can be revoked without a refund occurring.

All bus discipline consequences shall be implemented with consideration given to the student's age, maturity level, and attitude. Frequency of offenses will also be considered. In the case of serious misconduct, which endangers the safety of other passengers or the driver, the driver shall have the authority to return the student to campus, and the parents will pick up the student from the campus. The driver may also call for law enforcement assistance. The principal and parents will be notified of the situation as soon as possible.

## **TRANSPORTATION DISCIPLINE MANAGEMENT PLAN**

### Goals:

1. To provide every student an orderly, safe, timely means of transportation.
2. To provide drivers with an environment in which they can transport students in an orderly, safe, and timely manner.

### Rules:

1. Passengers shall follow the driver's directions at all times.
2. Passengers shall board and leave the bus in an orderly manner.
3. Passengers shall board and leave the bus at their designated stop.
4. Passengers must ride their designated bus.
5. Students must have written permission from their parent(s) to disembark at a stop other than their own.
6. Passengers shall not stand in the bus except to board and leave.
7. Passengers shall not deface the bus and/or its equipment.
8. All bags, band instruments, and other objects must be kept out of the aisle.
9. Head, arms, hands, legs, and all other objects must be kept inside the bus.
10. Passengers shall not throw objects inside the bus or out of the windows.
11. Passengers shall not possess or use tobacco or illegal drugs.
12. Inappropriate conduct, such as scuffling, obscene language and gestures, loudness, rudeness/disrespect shall not be tolerated and will subject the student to disciplinary actions.
13. Upon leaving the bus, the passenger will wait for the driver to signal before crossing in front of the bus.
14. Students will not harass or haze other students.
15. No food or drink will be allowed on the bus.

As with all discipline guidelines, these rules are not all inclusive. Should some behavior occur which is not mentioned in the rules above or in the steps below, the driver will use his/her best judgment and either implement the consequence on the bus or write up the incident for the building-level administrator.

### **Level 1 Offenses and Consequences**

#### *Offense:*

- Food or drink
- Rudeness/disrespect to driver or other students
- Excessive noise
- Obstruction of the aisle
- Standing at inappropriate times
- Getting off at wrong stop

- Now following driver's directions

*Consequences:*

- 1<sup>st</sup> Offense – Warning, conference with the principal
- 2<sup>nd</sup> Offense – Referral to building level principal; parent notification; moved to the front of the bus for a week
- 3<sup>rd</sup> Offense – Parent notified, student denied bus privileges for a week; any additional offenses and student may be denied bus privileges for the remainder of the semester.

**Level II Offenses and Consequences**

*Offense:*

- Threats to the driver
- Extremities/objects held outside the bus
- Throwing objects within or from the bus
- Obscenities (verbal or gestures)
- Harassment/hazing
- Vandalism
- Possession of tobacco, alcohol, drugs, weapons
- Under the influence of alcohol and/or drugs
- Fighting

*Consequences:*

- 1<sup>st</sup> Offense Conference; off bus for up to remainder of semester; possible police notification; possible arrest
- 2<sup>nd</sup> Offense; Removal from the bus for the remainder of the school year; possible police notification; possible arrest

The student and/or student's parents will be responsible for any damages incurred to passing motorists and/or vehicles as a result of the object thrown from the bus. The student and/or student's parents will be responsible for any damages incurred to the bus.

